

# Payette Primary School

## Little Pirates

### Parent & Student Handbook



2024-2025

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## **WELCOME**

The staff and administration welcome you to Payette Primary School. The information in this booklet has been carefully prepared to help answer those questions most often asked by parents. This information is in compliance with the Payette Board of Trustees policies, copies of which are available on our school website.

One of the most important factors in your child's education is your involvement. Your child needs your regular support and encouragement. Please visit the school often. Get to know your child's teachers, support staff, and administration. Attend Parent Teacher Organization meetings and find out how you can volunteer and take an active role in your child's education.

If you have any questions concerning Payette Primary School, please contact your child's teacher or the school office. We encourage your questions and comments.

Sincerely,

Leslie Burns, Principal  
Kay Cox, Dean of Students

Student handbooks supplement the Payette School District Policy Manual, which is available upon request at each school building or the Payette School website.

## **WORKING TOGETHER FOR CHILDREN**

Children sometimes experience academic or behavioral difficulty in school. When that happens, there is readily available assistance. Payette schools have the vast experience of teachers, administrators, and counselors upon which to draw. Each school also has access to specially trained professionals. Such professionals (i.e., Special Education teachers, School Psychologists, Title I teachers, etc.) can help assist when a child experiences difficulty. At present, Payette Schools have undertaken a process to refine our procedures to help children who are having trouble in school. Current procedures are research-based, so they represent sound educational practices. They are also good for children.

The current procedures focus on how to resolve the difficulties the student is experiencing. To understand how best to help a student, information is collected from teachers, parents, and others who know the student. Time is spent determining what the student needs and how to best assist the student. Informal assessments (the process of collecting data in order to make decisions) may be given to any student to understand how to best meet his/ her educational needs. Student progress is measured frequently to determine what is most effective for each student and decisions are based on the results. The term used for the current system of resolving student difficulties is Response to Intervention (RTI). Parents are encouraged to make referrals to the school's Teacher Assistant Team (TAT) if they have concerns about their child.

If, after interventions are made in the general education environment, a student needs sustained support and is functioning critically below grade level, the student may need services from Special Education to be successful. At this point, parents are completely informed, and permission will be obtained before we proceed further. In Payette, we are trying to meet the needs of all students. We feel this is a step in the right direction for children and parents.

### **Title IX 34c.F.R & 106.9**

Payette Primary School does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries regarding the application of Title IX and its implementing regulations must report to Title IX coordinator, Amanda Smith, at 208-642-9366. Her office is at 1312 1<sup>st</sup> Ave N. Payette, ID 83661.

### **IDAHO PUBLIC CODE 18-916**

#### **Abuse of School Teachers**

Every parent, guardian, or another person who upbraids, insults, or abuses any teacher of the public schools in the presence, and hearing of a pupil thereof, is guilty of a misdemeanor. (I.C., & 18-916, as added by 1979, Ch. 227, &2, p.624)

## **NOTIFICATION OF RIGHTS UNDER FERPA For Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want to be changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible students, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it tends to forward records on request)

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **HIGHLY QUALIFIED TEACHERS AND STAFF**

Payette Primary is a school-wide Title I school. All students attending will be considered as Title I in status. Under Every Student Succeeds Act, all parents of Title I students have the right to request information regarding the professional qualifications of the child's classroom teacher. (NCLB 1111) This may be done in person, or in writing, submitted to the building administrator.

## **PARENT INVOLVEMENT**

Payette Primary School encourages all parents to get involved with their child's education through attending conferences, meetings, school functions, or through becoming a volunteer. If you would like information on how you can volunteer contact the school's office. You may also contact your child's teacher to find out how to become a classroom volunteer. Any volunteers that will be working one on one with students or helping regularly with the supervision of students need to have a background check on file with the Payette School District 371 office.

Payette Primary School has an open-door policy for parents of students in attendance. This means that parents have the right to visit their children at school, observe classroom teachers, or check-out their child at any time. Parents are required to sign in at the office, and scan identification if asked, and abide by all court orders or custody agreements that are on file and current in Payette County. Failure to abide by these rules will result in a referral to local law enforcement agencies. In addition, parents will be asked to abide by all school rules and policies while on school district property. We ask that as a courtesy you contact your child's teacher twenty-four hours prior to visiting classrooms. Following these outlined procedures will help you maintain a mutually respectful relationship with Payette Primary staff and administration.

Payette Primary School is looking for parents who would like to serve on our Title I School-Wide Planning Team. This team meets monthly to make site-based school decisions, and all meetings are open to the public, and meeting minutes are available upon request through the school's office.

## **IMPORTANT NOTICE TO PARENTS**

### **Custody/Communications Procedures**

The Payette School District recognizes that many students live with only one parent or guardian. The following policy is to assist the school and parents in communicating with each other under these circumstances.

Until a parent or guardian presents the building principal with an official document of custody, all correspondence will be sent to the child's residence of record.

Unless the school principal receives official notification that a court order exists to prohibit such action, the non-custodial parent or guardian may receive, upon request:

- Copies of all correspondence from the school about the student.
- Information about the student's health, attendance, or school progress.
- Permission to attend a scheduled school conference or other function.

### **CHANGE OF GOING HOME PLANS**

If you have a change of plans and your child needs to ride a different bus, or change his/her established routine, be sure that you notify the school office. We will not allow a child to go home a different way unless we have been notified by the parent or guardian. **Please notify the office before 2:30 p.m. as messages cannot be delivered after that time.**

### **EMERGENCY SCHOOL CLOSURES**

In case of severe weather that makes it unsafe to operate buses, local radio and television stations will provide information on school closure and re-openings. Please listen to your local radio and television stations on days when we have heavy snow or ice storms. Payette School District offers software, which sends a general phone message, email, or text to all parents using their primary contact number they have provided to the school. To make sure you receive these message alerts keep your primary phone number updated with our record's clerk.

### **STUDENT NAMES OR PICTURES RELEASED TO THE MEDIA**

On occasion student's pictures and/or names are released to the media. Examples are Parade of Champions, Student of the Month, and contest winners, etc. **If you have any objections to your child's name or picture being released, please notify the school office.**

### **STUDENT INJURIES**

Even with the greatest of precautions and the closest of supervision, accidents can and do happen at school. They are a fact of life and part of a growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. Parents will be notified by phone if their child has a significant injury while at school.

**The school district does not provide medical insurance information to automatically pay for medical expenses when students are injured at school.**

This is the responsibility of the parents or legal guardians. The district carries only liability insurance.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year and are available in the school office.

Parents, please be prepared to pay for your child's possible medical expenses.

### **EMERGENCY CONTACTS**

Parents are required to provide emergency contacts on the registration form. In the event of severe injury (i.e. head injury, broken bone) if we are unable to contact the parent or emergency contact we will have no choice but to call 911 for transport **at the parent's expense.**

### **IMMUNIZATION REQUIREMENTS**

Proof of immunization is required by the State of Idaho. Except provided under Idaho code 39-4802, up-to-date immunization records must be provided to the school, or the child will be denied attendance. If you have any questions regarding immunizations, please contact the School Nurse, 208-642-3379.

### **FEVER-FREE POLICY**

Payette Primary School has a twenty-four-hour fever-free policy. This means when your child has been ill, they must be free of fever twenty-four hours before returning to school.

### **POSITIVE INCENTIVE PROGRAMS**

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#### **STUDENT OF THE MONTH**

Each month teachers and specialists select two students based on set criteria. The Payette Primary PTO sponsors the "Student of the Month" daytime awards assembly each month during the school year. Students are honored with a Student of the Month medal, a certificate, and recognition in front of peers and family members.

#### **VIP**

Each Thursday we honor a "Very Important Pirate" in grades 1 – 4. The VIP program was designed as a celebration of the positive relationship between students, families, and Payette Primary School. Each student receives a certificate and a small gift from the school. Families are encouraged to attend the award ceremony and stay to have lunch with their child. This is a special time for your child and your attendance is greatly appreciated. In the past, local businesses have sponsored small gifts or certificates to their place of business for each VIP. If you own a local business and want to sponsor this program, please contact the school.



## **PARADE OF CHAMPIONS**

Every nine weeks, teachers pick an Academic Champion for their class. To receive this honor, students must maintain the highest academic marks. The Parade of Champions is sponsored by the Payette School Board. Each student and family are invited to attend an evening ceremony at Payette High School, where they receive a medal and recognition. This is a great honor and your attendance is appreciated.

## **B.E.A.R. and MATH MARVEL AWARDS**

We encourage all of our students by setting individual goals in Reading and Math. Students reaching their Reading goals receive a Teddy Bear from the principal and a certificate. Students passing their Math Fact goals become "Math Marvels" and receive a ribbon, certificate, and snow cone. Please visit with your child's teacher to find out what their goal is and help your child track their progress.

## **SUPPORTING STUDENTS WITH ACADEMIC AND BEHAVIOR NEEDS**

We realize that many of our students at Payette Primary School have special needs when it comes to learning and behavior. We have designed specific programs to ensure that your child receives the support they need to be successful.

### **Payette Primary's Teacher Assistant Team (T.A.T.)**

Our T.A.T. meets on a weekly basis on Tuesday mornings. Teachers who have concerns about students displaying difficulties with academic progress or behavioral issues can refer their students. The T.A.T. conducts a thorough review of the child's information and performance, creates innovative interventions, and monitors progress. Parents and students are an important piece of the success of the T.A.T. process and may be asked to play a key role in creating meaningful solutions. In a few cases, students display learning and /or behavioral needs that are more complex or severe and may need a referral for evaluation in Special Education.

### **Payette Primary's Special Education Services**

If your child has been qualified for Special Education by the Payette School District, or from a previous school district, your child will receive their full rights and services under I.D.E.A. (Individuals with Disabilities Education Act). Payette Primary will initiate regular communication with parents of students receiving specialized services and will work with them as part of their child's educational team. If you have any questions or concerns regarding your child's Special Education services, please contact Payette Primary School as soon as possible to ensure a quality education for your child.

### **Payette Primary's Counseling Services**

Many students have emotional and social needs that interfere with their ability to have a successful and happy educational experience at school. We offer a wide variety of counseling services including innovative classroom lessons, group counseling, student social groups, Lunch Buddies, and individual short-term crisis counseling. We understand and practice your rights of parent permission and confidentiality. If you would like information about emotional support, we can offer your child, please contact the Primary School Office. In some cases, families in crisis may have more comprehensive needs that would better be served by a private or state agency. The Primary School has information on services available throughout the Treasure Valley. We pride ourselves in making decisions that are in the best interest of your child, and we will assist you in any way possible to ensure they have a great experience at Payette Primary School.

### **Title I-A**

Regarding Right to Receive Teacher Information:

Federal law requires that each school district receiving Title I funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested. As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- To request the state qualifications of your child's teacher or instructional aide, please contact the school at 208-642-3379.
- If you would like more information about Payette Primary School, please feel free to call Payette Primary School.

## **Payette Primary School's Attendance and Tardy Policy**

### **E-Excused Absences**

An excused absence is considered any day your child is not in attendance and which a parent contact is made due to illness, student doctor appointments, or a family medical emergency. After the second consecutive day of illness, we will require you to turn in a note from a physician stating the need for your child to be absent. Family vacation or personal leave is not considered an excused absence.

### **U- Unexcused Absences**

An unexcused absence is any day that your child is not in attendance for reasons other than illness, student doctor appointments, or a family medical emergency. Any other absence that you feel should be excused would need to be approved by the building principal.

### **P- Parent Notification**

Parent notification is marked when a parent or guardian notifies the school **in advance** that their child will be absent for reasons other than illness. This is not considered an excused absence; it indicates that notification and explanation of the absence has been received. It would be greatly appreciated if parents notify teachers of P absences, so homework arrangements can be made in advance.

### **Excessive Absences**

The Payette School District maintains that your child should be in attendance at least 90% of the time. In the case of multiple absences in a short period of time, or 3 absences per quarter during the school year, the Primary School may decide to take action. Parent contact, referral to our resource officer, or referral to the Superintendent's Office may apply. If a student is found to be excessively absent by the Payette School District Board of Trustees, the case will be passed onto the Prosecuting Attorney.

### **Tardy Policy**

Did you know that class starts at 8:05 every morning? Instilling the good practice of arriving at school on time is important and is a current and future indicator for your child's academic success. When your child is late for school they are missing The Morning Meeting and Core Reading and Math Instruction. Both of these are crucial to their instruction, student achievement, and social development. When students

are tardy for school it is affecting their teacher and their classmates. We understand that some medical emergencies and situations may cause your child to be late. Please provide a doctor's note or contact the school office if there is an emergency. If there is no communication from you, your child will have an unexcused tardy. After 10 tardies, excused or unexcused, for the school year, parents will be required to meet with the principal to make an official plan to help you get your child to school on-time. Again, your child should be in their classroom by the 8:05 bell. We appreciate your help with this important policy.

## **PAYETTE PRIMARY SCHOOL "A PIRATE'S CODE"**

### **RESPECTFUL                      RESPONSIBLE                      SAFE**

#### **HALLWAYS**

##### Respectful:

- Keep Quiet.
- Keep hands and feet to yourself

##### Responsible:

- Keep hallways clean.
- Keep your hands-off walls and displays

##### Safe:

- Walk at all times.
- Watch where you are going.
- Give others space.

#### **OFFICE**

##### Respectful:

- Wait patiently without interrupting.
- Use polite manners.

##### Responsible:

- Always check-in when you are late.
- Bring an office pass

##### Safe:

- Walk at all times
- Follow directions from the office staff

#### **CAFETERIA**

##### Respectful:

- Use good manners.
- Use an inside voice.
- Keep quiet and orderly lines and tables.
- Keep hands off walls and displays

Responsible:

- Carry your tray with two hands.
- Eat your own food
- Clean up your own mess.

Safe:

- Walk at all times.
- Follow correct traffic patterns.
- Stay seated unless excused.

## **PLAYGROUND**

Respectful:

- Be Kind.
- Play by the rules.
- Follow directions the first time asked.

Responsible:

- Collect your belongings before lining up.
- Line up on time.

Safe:

- Know the boundaries.
- Use equipment properly.

## **RESTROOMS**

Respectful:

- Use the equipment properly.
- Respect other's property and privacy.

Responsible:

- Clean up after yourself.
- Flush the toilet and wash your hands.
- Return to class promptly.

Safe:

- Walk at all times.
- Avoid spills.
- Report any problems to an adult.

## **CLASSROOMS**

Each teacher may have their own expectations of what it means for their students to be respectful, responsible, and safe.

“A Pirate’s Code” is a brief outline of Payette Primary’s expectations for behavior. Students are responsible to use common sense and good judgment while at school or at school-sponsored events. We appreciate your support of our efforts to keep Payette Primary School a safe and inviting place to learn.

## **The Responsive Classroom: Creating a Culture of Caring and Respect**

### **Principles and Practices of Responsive Classroom**

The **Responsive Classroom** approach is a way of teaching that emphasizes social, emotional, and academic growth in a strong and safe school community. Developed by classroom teachers, the approach consists of practical strategies for helping children build academic and social-emotional competencies day in and day out.

#### **Guiding Principles**

The **Responsive Classroom** approach is informed by the work of educational theorists and the experiences of exemplary classroom teachers. Seven principles guide this approach:

1. The social curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn: Process and content hand in hand.
3. The greatest cognitive growth occurs through social interaction.
4. To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
5. Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
6. Knowing the families of the children we teach and working with them as partners is essential to children's education.

7. How the adults at school work together is as important as their individual competence: Lasting change begins with the adult community.

### **Classroom Practices**

A **Responsive Classroom** is a general approach to teaching, rather than a program designed to address a specific school issue. It is based on the premise that children learn best when they have both academic and social-emotional skills. The **Responsive Classroom** approach consists of a set of practices that build academic and social-emotional competencies and that can be used along with many other programs.

These classroom practices are the heart of the **Responsive Classroom** approach:

- **Morning Meeting**—gathering as a whole class each morning to greet one another, share news, and warm-up for the day ahead
- **Rule Creation**—helping students create classroom rules to ensure an environment that allows all class members to meet their learning goals
- **Interactive Modeling**—teaching children to notice and internalize expected behaviors through a unique modeling technique
- **Positive Teacher Language**—using words and tone as a tool to promote children's active learning, sense of community, and self-discipline
- **Logical Consequences**—responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity
- **Guided Discovery**—introducing classroom materials using a format that encourages independence, creativity, and responsibility
- **Academic Choice**—increasing student learning by allowing students teacher-structured choices in their work
- **Classroom Organization**—setting up the physical room in ways that encourage students' independence, cooperation, and productivity
- **Working with Families**—creating avenues for hearing parents' insights and helping them understand the school's teaching approaches
- **Collaborative Problem Solving**—using conferencing, role-playing, and other strategies to resolve problems with students

## **REFERRAL TO THE OFFICE OF THE PRINCIPAL**

It is our desire that student discipline can be handled on an informal basis between employees, students, and parents. In some cases, students make poor choices that result in more severe types of misbehavior. In these cases, it is necessary for the safety of all students that the school administration intervenes to make sure more severe misbehaviors are dealt with swiftly and appropriately. Also, at times, students continue to repeat the same minor misbehaviors, and it becomes necessary for a referral.

**All decisions made by the building principal or designated building supervisor will be made in accordance with the Payette School District Policy.** Below are some possible actions that may be taken regarding misbehavior. We also recognize each student's situation is unique. The following is a guideline of consequences, but it is subject to change at the discretion of the principal based on circumstances and information available. At times a judgment call may need to be made, and we appreciate your cooperation in difficult situations.

## **IN-SCHOOL SUSPENSION**

Students placed in the area for In-School Suspension will have access to their homework, academic assistance if needed, restroom facilities, and food service during their lunch hour. Students placed in this room will, however, not have any contact with other students during the school day, and they will miss out on any student activities including recess, assemblies, or field trips. This area is reserved for more serious offenses. It serves as a suspension but allows students to stay current on their academic work and get the assistance they may need. Keeping students home when they are on In-School Suspension is not an alternative. Students will serve their In-School Suspension the first day they return if absent.

**These behaviors (including but not limited to the following) may result in a Referral to the Office of the Principal:**

\*Overt Defiance   \*Severe Disruption   \*Fighting   \*Harassment/Bullying

\*Lewd Conduct   \*Possession of a Weapon   \*Repeated Minor Offenses



**The following will serve as a guideline of consequences. It is only a guideline and may be subject to change at the discretion of the administration. All incidents will be thoroughly investigated, and consequences will be appropriate for the offense.**

#### **STEP 1**

Students will conference with the principal or dean of students who will implement an appropriate consequence.

- Parents will be notified by mail and by phone if necessary.

#### **STEP 2**

½ day of In-School Suspension may be served if warranted.

- Parents will be contacted by mail and by phone if necessary.

#### **STEP 3**

1 day of In-School Suspension may be assigned if warranted.

- Parents will be contacted by mail and by phone if necessary. A parent conference may be requested.

#### **STEP 4**

Up to 3 days of In-School or out-of-school suspension may be assigned if warranted.

- The student may be referred to our Teacher Assistance Team for behavioral review.
- Parents will be contacted by mail and phone. A parent conference at school may be required before they are allowed to return to class.

#### **STEP 5**

The following may apply if warranted: up to 3 to 5 days Out-of-School-Suspension or School Board approved expulsion.

- A parent conference or student hearing may be required.

All students will receive due process in accordance with the Payette School District Policy.

## **Problem Solving Strategies**

### **Using Logical Consequences**

Logical consequences are an effective way to correct misbehavior. In addition to stopping misbehavior, logical consequences can help children see the connection between their behavior and the effect it has on others. They help children understand that we are all responsible for the consequences of our actions. Consequences should be relevant, or directly related to the child's actions. They should be realistic, and they should have something the student and teacher can easily follow through on. Lastly, they should be respectful towards the child in a firm but caring manner.

- **“You break it, you fix it.”**

This is as simple as it sounds. If you make a mess or break something you are responsible to take care of the problem.

- **“Loss of Privilege”**

When a student abuses a privilege, the logical consequence would be to lose it temporarily, perhaps for a class period or a short period of time.

- **“Time-Out”**

This is a strategy used to help children learn self-control. If a child disrupts the learning environment, they are asked to leave for a minute or two. During this time, the child is expected to gain self-control. They will be expected to return and contribute to the learning in a positive way.

### **On-going Behaviors**

If there are any on-going behaviors that are not solved using logical consequences the teachers may deploy any one of the following ideas:

- Teacher/Student problem-Solving Conferences
- Student-To- Student problem-Solving Conferences
- Individual Written Agreements and Contracts
- Official Behavior Plans (Involves the student, teacher, principal, counselor, and parents)

## **DISCIPLINE: A COOPERATIVE APPROACH**

### **Responsibility of the Student:**

- Respect authority of teachers, administration, and other staff
- Follow all district policy, school rules, and maintain high moral conduct
- Behave in a manner that does not disrupt or interfere with the rights of others
- Abide by classroom limits established by their teachers
- Keep regular on-time attendance in compliance with district policy
- Participate in class and complete work within established time periods

### **Responsibility of the Parent:**

- Promote, enforce, and demonstrate appropriate behaviors
- Review school rules and policies with your child
- Cooperate with school officials and support the discipline process
- Keep open communication with your child's teacher
- Make sure your child is on-time and in attendance
- Make sure your child has dressed appropriately for school

### **Responsibility of the Teacher:**

- Assist in the development and enforcement of school rules
- Develop concise classroom rules and procedures
- Allow for a safe and non-disruptive learning environment
- Keep regular communication with students and parents
- Make appropriate referrals and seek assistance when necessary
- Treat students and parents in a professional and respectful manner

### **Responsibility of Administration**

- Eliminate vagueness in rules and procedures
- Support teachers, students, and parents regarding creating a positive climate
- Clearly define referral procedures and keep good communication
- Set a good example and remind others of established rules and limits
- Treat all parties with respect and fairness in accordance with district policy
- Strictly enforce safety procedures and policies

It is the responsibility of everyone to monitor school climate and to enforce and influence a positive safe learning environment. Set a positive example at all times, so that we can train students to make appropriate choices in a climate of warmth and support. Report any suspicious or negative behaviors immediately.

## **STUDENTS**

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

The Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in the District. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

### **Discipline**

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

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

### **Notification**

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

### **Procedures**

The Superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, rules for disciplining students who violate this policy, and provisions to ensure notice of this policy is provided to students, teachers, and third parties.

## Reporting

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

The Board shall review this policy annually.

Cross Reference:	§ 3330 § 5265	Student Discipline Employee Responsibilities Regarding Harassment, Intimidation, and
Student Bullying		
Legal References:	20 U.S.C. §§ 1681 - 1682 34 C.F.R. Part 106	Title IX of the Education Amendments 1972 Nondiscrimination on the Basis of Sex Education Programs or Activities Federal Financial Assistance Title IX)
of		
in		
Receiving (Implementing	I.C. § 18-917 I.C. § 18-917A	Assault And Battery - Hazing Student Harassment — Intimidation — Bullying
Schools	I.C. § 33-205 I.C. § 33-512	Denial of School Attendance District Trustees - Governance of
Intimidation	I.C. § 33-1631	Requirements for Harassment, and Bullying Information and Development-
Professional	I.C. § 67-5909	Commission on Human Rights - Acts Prohibited
	I.D.A.P.A. 08.02.03.160	Safe Environment and Discipline

### Policy History:

Adopted on: 4-12-21

Revised on:

Reviewed on:

## Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

2. "District" includes District facilities, District property, buses, electronic technology or electronic communication equipment on District computers, networks, or forums and non-District property if the student or employee is at any District-sponsored, District-approved or District-related activity or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in District business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade level attainment, such as forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic, or physical nature on the basis of an actual or perceived characteristic, including but not limited to age, race, religion, color, national origin, disability, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, familial status, or weight.
5. "Harassment, intimidation, or bullying" means any act that substantially interferes with or disrupts the educational environment or impinges on the rights of other students at school, a student's opportunities or performance, that takes place on or immediately adjacent to school grounds, school property, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
  - A. Harming a student or damaging a student's property;
  - B. Knowingly placing a student in reasonable fear of harm to the student or damage to the student's property; or
  - C. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or hostile educational environment.
5. "Cyber bullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs through the District's computer network and the internet, whether accessed on campus or off campus, during or after school hours or through any private electronic device done

when the student is present at school. In the situation that cyber bullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt educational environment of the school or impinge on the rights of other students at school and/or in violation of District policy or state law. The Administration shall, at their discretion, contact local law enforcement.

6. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, gender identity and expression, or sexual orientation.

### **Retaliation/False Charges**

Retaliation against any person who reports or is thought to have reported, filed a complaint, or otherwise participated in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

### **Confidentiality**

It is recognized that harassment, hazing, intimidation, bullying, and cyber bullying is often very distressing for the victim and those who suffer as a result of such actions may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and complaints are dealt with allowing for as much confidentiality as can be provided while at the same time allowing for a thorough and appropriate investigation and reporting, where appropriate.

### **Policy Distribution**

Information about this policy must be distributed to the school community annually, including parents, students, and all school personnel. Information about the District's policies and procedures will be included in student orientation material and in the student handbook.

### **Complaint Procedures**

Building principals and the Superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, or cyber-bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he or she has been a victim of hazing, harassment, intimidation, or cyber-bullying, in violation of this policy shall immediately report his or her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

**Step I:** Any hazing, harassment, intimidation, bullying, or cyber-bullying, information (complaints, rumors, etc.) shall be presented to the building principal or Superintendent. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board Chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

**Step II:** The District official receiving the complaint shall promptly investigate or refer the complaint to an appropriate colleague or outside party for investigation. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. Due to the requirements of the Family Educational Rights and Privacy Act, it will often not be possible to provide complainants and parents with detailed information on disciplinary actions taken against another student.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent or their designee.

**Step III:** If the complainant is not satisfied with the decision at Step II, he or she may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten working days.

**Step IV:** If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten working days after receipt of the Step III decision. The Board shall, within twenty working days, conduct an informal review at which time the complainant shall be given



an opportunity to present the complaint and the District's administration to respond if they so desire. The course and conduct of this proceeding shall be informal and shall be at the sole discretion of the Board. The Board shall provide a written decision to the complainant within ten working days following completion of the informal review.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

### **Documentation and Reporting**

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation, bullying, or cyber-bullying, complaints and documentation will be maintained as a confidential file in the District Office and reported as required by the State Department of Education.

### **Policy for Absenteeism**

Make-up work is a poor replacement for the actual class experience. Often work is done orally or in groups and cannot be made up. A student whose attendance is less than 90% or missing 3 or more days per quarter is out of compliance with Payette School District Policy. Absent student's parents will be notified of absences through an automated message via the messaging system.

### **Excuses for Illness**

Children returning to school after an absence are required to bring a note giving the child's name, teacher's name, dates absent, and reason for the absence. Students returning without a note will be counted as unexcused. Parent notification by phone is also acceptable. A note from a doctor is required for an absence after 3 days.

### **If you are moving**

If you are moving, please notify the office as far in advance as possible. A student withdraw form will be filled out together by the parent and the school. We will also send copies of immunization forms and birth certificate to assist you when you enroll in your next school.

### **Leaving school grounds**

Payette Primary School students are not allowed to leave the school grounds during the school day without permission from the custodial parent as shown on their registration

card. If you need to pick your child up during school hours, come to the office first. Be prepared to show identification. If you send someone not on the contact list be sure that you send a note with them giving permission. This is for the safety of your child.

### **Homework**

Homework will generally be assigned nightly, Monday through Wednesday. Homework should be completed and returned as indicated by the teacher. A rule of thumb for the amount of time your child should spend on homework is approximately 10-15 minutes per grade level, i.e. A third grader should spend 30-45 minutes daily. No homework will be assigned on weekends or holidays.

### **Make-up work policy**

Students are responsible for work missed when they are absent. A student is permitted two days for each absence to complete missed work. Special arrangements may be made with the teacher for additional time. It is the responsibility of the student and parents to be sure that make-up work is arranged with the teacher.

### **Progress reporting**

Payette Primary School uses a combination of the E-Excellent, S-Satisfactory, N-Needs Improvement, and U-Unsatisfactory grading scale and grade-level performance standards to communicate student progress. Teachers will communicate these standards at the beginning of the year, so you will know the expectations and be kept regularly informed of progress.

### **Parent-teacher conferences**

Parent-teacher conferences are scheduled at the end of the first and third reporting periods. (See the calendar for dates and times.) Mid-quarter reports are also sent home. We encourage you to contact your child's teacher at any time.

### **Toys**

Toys, trading cards, roller skates or Heelys, skateboards, radios, I-Pods, CD Players, etc. should not be brought to school. These items interfere with classwork and are often at risk of being broken or stolen by other students.

### **Bus Behavior**

Riding the bus is a privilege, not a right. Failure to comply with safety rules will result in the loss of bus privileges. You will be notified if your child is not behaving on the bus. The bus rules are posted and reviewed by your child's bus drivers and teachers. If you have any questions relating to bus stops, times, or a specific incident, please call the bus supervisor at 208-642-4990.

### **Hot lunch and breakfast**

Hot lunch and breakfast programs are provided at Payette Primary School. Nutritious meals are served daily. Costs are Breakfast \$2.50, Lunch \$3.50, Extra milk can be purchased for \$.50. Adult lunches are \$4.95.

### **Parties and invitations**

We discourage passing out private party invitations at school. This causes hurt feelings and possible classroom disruption. We do allow parents to bring treats for their child's class on their birthday. The treats must be store-bought (no homemade items). Please call ahead and arrange a convenient time with your child's teacher.

### **General disaster**

In case of a general disaster, students may be evacuated; and alternate transportation situations may arise. Students may be kept at an alternate location until a parent or guardian can pick them up, or alternate busing will be arranged.

### **Severe weather situations**

Should weather conditions become so severe that it is necessary to send children home before regular dismissal times, a warning will be given over local radio stations early as possible. Parents will be notified through our automated messaging system. Routes will run early, and students that are not able to be watched or get into their house will remain at school until a guardian can pick them up.

### **Lost and found**

All items turned into the office are returned immediately to their owner provided that the owner can be identified. Please put your child's name on their things. Otherwise, a general lost and found will be in the front foyer.

### **Cell phones**

Possession of cell phones by students is strongly discouraged at Payette Primary School. Cell phones are to remain off and put away during regular school hours. Cell phones that are used during school hours may be confiscated and parents will have to pick them up.

### **Health room and medications**

A health room with a nurse on call is provided. Please advise us of any health conditions your child may have. If your child contracts a communicable disease, please advise the nurse, so that it may be noted in your child's health records. Students with communicable diseases must be excluded from school and are required to have a doctor's release to return.

**If your child requires medications to be dispensed by the nurse, you must fill out a form giving the nurse permission to dispense the medication. Medication should not be transported on the school bus but brought by a parent. This will ensure the safety of all students. The medication must be in an updated prescription bottle. This is our contact with the prescribing physician. The pharmacists will give an extra bottle for school use upon request. All medication including over-the-counter items must be kept in a properly labeled bottle and kept in the health room locked and out of the reach of children.**

### **Fighting**

Fighting is not permitted. Parents will be notified by the school if their child is involved in a fight. Please encourage your child to look for nonviolent solutions when solving disagreements. Students fighting will be subject to discipline as outlined on page 15 and can face possible **suspension, expulsion, or referral to law enforcement.**

### **Dangerous items**

The Payette School District policy states that: Guns, ammunition, knives, fireworks, matches, and all other dangerous items are not to be brought to school. Teachers and administration will confiscate such items and will take immediate appropriate disciplinary action.

### **Swearing and vulgar language**

Swearing and use of vulgar language are not permitted. Your child will be disciplined, and you will be notified immediately. Please set an appropriate example for students when you are at school.

### **Student Fees**

Payette Primary does not charge student fees for academic-related expenses. This includes supply fees. A recommended supply list for your child's grade is available in the office. Optional extracurricular activities may have fees associated with them., However, we accept private donations of school supplies and other items which allow for a well-rounded education of students. Supplies will be provided for those families unable or unwilling to purchase on their own.

# Dress for Success

## Payette School District Dress Code

The purpose of the dress code is to maintain a non-disruptive atmosphere, which creates an environment conducive to learning without the distractions caused by sexually suggestive, indecent, gang-related, or other inappropriate attire. Student dress and grooming are the responsibility of the student and his/her parents/guardians. When a student has dressed appropriately, he/she is demonstrating respect for self and others, as well as contributing to a safe and orderly learning environment. Students shall maintain a clean, well-groomed appearance at all times. The dress that is acceptable for some social settings may not be acceptable for school. When a student's dress or grooming disrupts the learning environment or otherwise does not adhere to the dress code, the principal or designee has the responsibility to take action.

### **Administrative Rights**

Teachers and administrators may contact the parents of students who violate the dress code to supply appropriate school attire.

- Students who are insubordinate or refuse to change improper attire or who repeat dress code violations shall be subject to normal disciplinary action in accordance with school and or district policy.

### **Clothing/Accessories Associated With Gangs, Drugs, Sexuality, Profanity, Violence**

- Wearing, using, or of any politically divisive content displaying, political groups, political messages, gang clothing or attire, jewelry, emblem, badge, symbol, sign, or any other items which evidence membership or affiliation in any gang is prohibited on school property or at any school-sponsored event.
- Any clothing, accessory, or visible tattoo that depicts or represents by picture, symbol, or words drugs including alcohol and tobacco; controlled substances; drug paraphernalia; gangs; violence; sexually explicit, lewd, indecent, or offensive material; or illegal acts are prohibited.

### **Shirts/Tops/Dresses**

- No midriff, back, or cleavage should be exposed at any time.
- Necklines will not be lower than the straight line from the top of the underarm across to the opposite underarm.
- Tank tops, muscle shirts, tube tops, mesh tops, sheer tops, halter, or bare midriff tops are prohibited unless they are worn over another item of clothing that adheres to the dress code.
- Clothing will cover undergarments at all times.

### **Pants/Shorts/Skirts/Dresses**

- Dresses, skirts, and shorts must be mid-thigh, and modest in length.
- Leggings may be worn with a top that provides appropriate coverage.
- Pants/shorts will have no holes or tears above the knee.
- Pants will fit properly and be worn at the waist. Pants will cover undergarments at all times.

- Loungewear of any kind is not permitted at school. Examples include but are not limited to sweats, joggers, & pajamas.

**Shoes**

- Shoes will be worn at all times including tennis shoes, casual shoes, dress shoes, boots, sandals & flip-flops.
- Slippers & wheeled shoes are not allowed.

**Jewelry/Accessories/Head Coverings**

- Dog collars, chains, wallet chains, spikes, safety pins, fishhooks, or other dangerous items are prohibited.
- Belts will be worn through loops and will not hang down.
- Hats or head coverings of any kind in the building (except for religious or medical reasons) are prohibited except during special occasions.
- Bandanas will not be worn anywhere on one's person.

We suggest students do not wear expensive jewelry or other expensive accessories to school. It is difficult to recover such items when they are lost. Schools are not responsible for replacing lost or stolen property.

**PAYETTE PRIMARY SCHOOL HOURS**

If your child does not ride a bus, please plan their departure from home so that they arrive no more than 15 minutes before school starts. This is to ensure that there will be duty people on the playground to monitor children's safety.

**KINDERGARTEN THROUGH FOURTH GRADE**

Monday, Tuesday, Wednesday, and Thursday 8:00 a.m. to 3:20 p.m.

**PHONE NUMBERS OF INTEREST**

PAYETTE SCHOOL DISTRICT OFFICE GLEN CROFT, SUPERINTENDENT		208-642-9366
PAYETTE PRIMARY SCHOOL LESLIE BURNS, PRINCIPAL	GRADES PK-4	208-642-3379
MC CAIN MIDDLE SCHOOL KIPP A. MCKENZIE, PRINCIPAL	GRADES 5-8	208-642-4122
PAYETTE HIGH SCHOOL KURT TAYLOR, PRINCIPAL	GRADES 9-12	208-642-3327
PAYETTE ACADEMY MARC HOLCOMB, PRINCIPAL	GRADES 5-12	208-642-3241
FEDERAL PROJECTS, TITLE I AMANDA SMITH, DIRECTOR		208-642-7284
SPECIAL EDUCATION LORI STEINIKER, DIRECTOR		208-642-4138
TRANSPORTATION		208-642-4990

ALVIN HALL, SUPERVISOR

DISTRICT HOT LUNCH PROGRAM  
SANDARAH CORNWELL, DIRECTOR

208-642-4751

PAYETTE PRIMARY LUNCHROOM

208-642-2168

## PAYETTE SCHOOL DISTRICT CALENDAR

### 2024-2025 PSD Calendar

Jul-24		Jan-25																																																																																																																				
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### **Illness at school**

If in the past 24 hours, your child has had a fever over 100.0 F, has vomited or had diarrhea, uncontrolled coughing or an undiagnosed rash, please keep them home and notify the school. Your child will need the rest to recover and this will help minimize the spread of illness. Your child may be sent home from school for the symptoms above or any of the following:

- Symptoms of a communicable disease
- Serious accident or injury
- Suspected pink eye
- Disease symptoms not responding to treatment or if no medication is at school
- Live head lice infestation
- Any symptom that prevents the student from remaining in the classroom for the wellness of themselves or others

It is important to keep phone numbers updated with the school in case of an emergency or illness happens while your student is at school. In the event of a medical emergency, 911 may be called and the student transported by ambulance to a medical facility, at the expense of the parent or guardian.

### **Medications**

When possible, all medications should be administered at home. If a student requires medication to be administered during regular school hours, please adhere to these guidelines.

1. The first doses of any new medication should be given at home, so parents can monitor for any adverse effects of allergic reactions before the medicine is given at school.
2. The parent or guardian must bring the medication to school. It is not safe for a student to do so because of concerns such as the medicine being lost or stolen, students sharing medicine and students taking medicine their parents did not intend for them to take.
3. A Medication Permission Form must be completed by a parent or guardian before the medicine will be administered at school.
4. All medications need to be provided to the school in their original container. Prescription medications must have a clearly marked, up-to-date prescription label on the container.



5. Parents should arrange for a separate supply of medication for school. Medication will not be transported between home and school by a student, with the exception of life-saving medications as described below.
6. All medications will be kept in a locked cabinet, with the exception of life-saving medications that a student has permission to self-carry. Students are not allowed to carry over-the-counter medications at school.
7. Life-saving medications, such as asthma inhalers, insulin, glucagon and epinephrine, can be self-carried and self-administered as agreed upon by the parent, prescriber and school nurse. This requires a special permission form and will be considered on an individual basis.
8. When a medication is discontinued or unfinished at the end of the school year, it will be disposed of after 3 days if not taken home by a parent or guardian.
9. In the absence of the school nurse, an unlicensed, trained school personnel may administer medications as necessary.

## Immunizations

According to IDAPA 16.02.15, all children in preschool and grade K-12 must show proof of immunization status at the time of registration for school. A copy of the student's immunization record will be kept on file. Students will not be enrolled without proof of immunization status.

Immunization Requirement by Age	Doses of Vaccines Required
<b>Children born on or before September 1, 1999,</b> must have a minimum of:	(4) Diphtheria, Tetanus, Pertussis (DTaP) (1) Measles, Mumps, Rubella (MMR) (3) Polio (3) Hepatitis B
<b>Children born after September 1, 1999,</b> <b>through September 1, 2005,</b> must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, Rubella (MMR) (3) Polio (3) Hepatitis B
<b>Children born after September 1, 2005<sup>1</sup></b> must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, Rubella (MMR) (4) Polio <sup>3</sup> (3) Hepatitis B (2) Varicella (Chickenpox) <sup>4</sup> (2) Hepatitis A

1. Pre-School children need only be age-appropriately immunized with required vaccines.
2. DTaP: The 5<sup>th</sup> dose is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older.
3. Polio: The 4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered at age 4 years or older and at least 6 months after the previous dose. For children born after 9/1/05, at least one dose should be given at age 4 years or older.
4. Varicella: History of Chickenpox disease documented by a physician or licensed healthcare provider meets the requirement.

Immunization Requirement by Grade	Doses of Vaccines Required
<b>Children admitted to 7<sup>th</sup> Grade</b> must meet the following minimum immunization requirements in addition to school entry requirements:	(1) Tetanus, Diphtheria, Pertussis (Tdap) (1) Meningococcal

## EXEMPTIONS

Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. Exemptions can be documented on the official State of Idaho form provided by the Idaho Department of Health and Welfare Immunization Program or by a statement signed by the parent/guardian. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition that prevents him or her from receiving required vaccinations. The law does not allow parents/guardians to claim an exemption because the shot record is lost or incomplete.

**CONDITIONAL ADMISSION** The Schedule of Intended Immunizations Form is required to document the intended immunization schedule of a child who has not received all required immunizations for school admission. To be eligible for conditional admission, a child must have received at least one dose of each required vaccine.

### **Dropping-off and Picking-up Students**

Your cooperation during drop-off and pick-up times is much appreciated. The following rules and procedures are designed both for child safety and to create a non-chaotic process for delivering and picking up your children. Please allow for extra time for both procedures, keep a patient attitude, and follow the directions given by all school employees. **Failure to follow these policies could result in a referral to law enforcement.**

- When delivering or picking up children plan for extra time and be patient.
- Make sure to enter through the proper, west entrance and proceed through to the east exit. Drive slowly and watch for children crossing through the lot.
- **Please stay in your vehicle if you are in the drop-off /pick-up lane.** Do not leave your car parked and unattended for any reason in the lane. If you must leave your vehicle you are required to find a designated parking space.
- If you wish to park in the main lot, please park in the designated space defined by yellow markings. Please exit by the directed arrows driving slowly. Avoid passing or maneuvering around other vehicles for safety reasons.
- **Do not call your child to come across the lot to your vehicle.** Pull up to the designated spot on the sidewalk and follow the cues from our employees. Their main job is the safety of your child. Please give them the proper respect and set a good example for the students regarding safety procedures.
- **Be prepared to show identification** when picking up children if asked. This is important if you send someone new to pick up your child, or if you are new to the school. Parents or the person picking up the student may be asked to scan their driver's license.

Our school parking lot can be a safe place for children with your cooperation. Please help us keep our students safe and report any violations of the above procedures to the office. We appreciate your cooperation during this busy time!

### **Pick Up Policy**

You are more than welcome to come in to pick your child up at the end of the day, however, please avoid coming in and picking up students early unless it is an emergency.

Here are a few things to keep in mind for this busy time of day:

- Please form two lines in front of the gymnasium for car-rider pickups.
- Please wait in your vehicle until a staff member helps load your student in your vehicle. For the safety of all, do not pull students out of line.
- Your student will be brought up to you when the car riders are released.
- It is important that our students learn this routine in case of emergencies.

**When picking up students please arrive no later than 3:20.** After that, students will be available for pick-up in the office. **Please pick up your child on time for their safety.** We appreciate your patience at the end of the school day.

### **Bus loading and unloading area**

- Please **DO NOT PARK** and **DO NOT ENTER** in the Bus loading and unloading area **BEFORE 8:15 am** and **AFTER 2:30 pm** which is located at the back of the building between the playground and the district office.

No Exceptions!

Please be courteous to our bus drivers to ensure the safety of our students.

### **Student or Employee Sexual Harassment**

414 Sexual Harassment (Adopted 3/8/93)

414.1 Policy Statement

The Board of Trustees of Payette School District 371J is proud of its tradition of maintaining a work environment in which all individuals are treated with respect and dignity. The Board believes every individual has the right to work in a professional atmosphere, which promotes equal opportunities and

prohibits discriminatory practices, including sexual harassment. Sexual harassment in the Payette School District, whether verbal or physical, is unacceptable and will not be tolerated.

#### 414.2 Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as any type of unwelcome or unwanted conduct of a sexual nature when:

- A. Submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment.
- B. This conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.
- C. Examples of sexual harassment include, but are not limited to:
  - 1. Demanding sexual favors in exchange for favorable reviews, assignments, promotions, continued employment, or promises of the same.
  - 2. Continued or repeated sexual jokes, or language, flirtations, advances, or propositions.
  - 3. Verbal abuse of a sexual nature.
  - 4. Graphic verbal commentary about an individual's body, sexual prowess, or sexual deficiencies.
  - 5. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggestive, insulting or obscene comments or obscene comments or gestures.
  - 6. The display in the workplace of sexually suggestive objects, pictures, posters, or cartoons.
  - 7. Name-calling, relating stories, gossip, comments, or jokes that may be derogatory toward particular sex.
  - 8. The display of sexually suggestive graffiti.
  - 9. Asking questions about sexual conduct or sexual orientation or preferences.
  - 10. Harassment is constantly targeted at only one sex, even if the content of the verbal abuse is not sexual.
  - 11. Retaliation against an employee for complaining about such behaviors.
- D. Conduct of this nature is unacceptable in or out of the workplace.

#### 414.3 Individuals Covered Under the Policy

This policy covers all employees of the district. The Board of Trustees will not tolerate, condone or allow sexual harassment, whether engaged in by employees of the district or by non-employees who conduct business with the district. The board encourages reporting of all incidents of sexual harassment, regardless of who the offender may be.

414.3

## **Asbestos Compliance**

To: Staff, Parents & Students:

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency (EPA) finalized a regulatory program that enforces the AHERA.

In compliance with the AHERA regulations, we had our school facilities inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose an imminent health threat to students, faculty, or employees.

With the confirmation of the presence of ACM, an Asbestos Management Plan was developed for our schools by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM. Every three years, a re-inspection by an accredited inspector must be conducted on all friable and non-friable known or assumed asbestos-containing building materials (ACBM) to determine whether the condition of the ACBM has changed and to make a recommendation on managing or removing the ACBM. We completed our three-year inspection on July 19, 2006, and the next scheduled re-inspection is in 2009.

During January 2007, we conducted a periodic surveillance inspection and will continue to do so every six (6) months to check the condition of the remaining asbestos and to determine if any action is needed. For further details on the location of the remaining ACBM or the asbestos activities, you are welcome to review a copy of the Asbestos Management Plan in our administrative offices during regular office hours.

Asbestos Management Specialist, Mr. Alvin Hall  
Payette School District

Information regarding these definitions is available in Payette School District policy 3335 *Academic Dishonesty*.

**Student Health/Physical Screenings/Examinations.** The Board may arrange each year for health services to be provided to all students. Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress. In general, the Payette School District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question.

Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the Payette School District is conducted which is:

1. Required as a condition of attendance
2. Administered by the school and scheduled by the school in advance; and
3. Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described non-emergency, invasive physical examination, or screening. *Students participating in activities governed by the Idaho High School Activities Association will be required to follow the rules of that organization, as well as other applicable Payette School District policies, rules, and regulations.* More information regarding this process is available in Payette School District policy 3500.

**Student Records.** The Payette School District will maintain a record for each student containing educational, demographic, and personal information. The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights include:

1. The right to inspect and copy the student's education records within a reasonable time of the day the Payette School District receives a request for access.
2. The right to request an amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or State law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.
6. The right to request that that information not be released to military recruiters and/or institutions of higher education.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Payette School District to comply with the requirements of FERPA.

Most information can be obtained regarding these procedures in Payette School District policy *3570F1 Student Records*.

**Student Data Privacy and Security.** The efficient collection, analysis, and storage of student information is essential to improve the education of our students. The privacy of students and the use of confidential student information is protected by federal and State laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency, and Accountability Act of 2014 (Idaho Data Accountability Act).

The Payette School District shall follow applicable State and federal laws related to student privacy in the collection of student data. The Payette School District shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records annually.

**Parents' Right-to-Know Notices.** Payette Schools employs teachers and paraprofessionals that meet the highly qualified requirements under the Elementary and Secondary Education Act (ESEA), as well as state certification requirements. All required documents of certification, degrees earned, and qualifications are held at the Payette School Payette School District 371.

Office, located at 1312 1st Ave N, Payette. Payette Schools is a schoolwide Title I school, thus all students are considered Title I. Title I schools require that all parents have the right to request information regarding the qualifications of their child's classroom teacher.

The Payette School District must provide parents/guardians with information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required by law.

Parents/guardians will also receive information if a student has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been placed.

Information regarding Parent's Right-to-Know Notices are available in Payette School District policy 4160. Additional notices covered in this policy include our Testing Transparency requirements, English Learner Program notices, Family Engagement policy, Homeless Children/Youth notice and procedure for Persistently Dangerous Schools.

**Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying.** The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees, and patrons of the Payette School District.

Payette School District employees are authorized and expected to intervene or facilitate intervention on behalf of students facing harassment, intimidation, and bullying. The Payette School District shall provide ongoing professional development to assist school employees in preventing, identifying, intervening, and



responding to harassment, intimidation, and bullying. Any Payette School District employee who has witnessed, or has reliable information, that a student has been subject to harassment, intimidation or bullying, must report the incident to the designated school official in accordance with Payette School District policy and procedure 3295 and 3295P. Individuals who would like more information may reference policy 5265 *Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying*.

**Local School Wellness.** Payette School District policy 8200 addresses local school wellness, primarily the school food service program. The Healthy, Hunger-Free Kids Act of 2010 requires that the parents, students, Payette School District staff, administrators, Trustees, food services staff, school health professionals, teachers of physical education, and the public be allowed to provide input on the development of this policy. Such information may be provided on the Payette School District website, through dissemination of student handbooks, or in any other manner the Superintendent may deem appropriate.

**Unpaid School Meal Charges.** The Payette School District adopts the following policy to ensure Payette School District employees, families, and students have a shared understanding of expectations regarding food service meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, avoid identifying to other students with insufficient funds to pay for school meals, and maintain the financial integrity of the school nutrition program.

The Payette School District will make reasonable efforts to notify families when meal account balances are low. The Payette School District will make reasonable efforts to collect unpaid meal charges. At least one written warning shall be provided to a student and his or her parent/guardian prior to denying meals for exceeding the Payette School District's charge limit. More information regarding the procedures surrounding this process is available in Payette School policy 8245 *Unpaid Meal Charges*.

**Surveys - General.** Surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the Payette School District's educational objectives as identified in Board policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Personally identifiable information from student education records may be disclosed to an educational agency or institution to:

1. Develop, validate, or administer predictive tests
2. Administer student aid programs; or
3. Improve instruction.

In such cases, the school or Payette School District shall enter into a written agreement with the receiving organization. The study must not allow identification of individual parents or students by anyone other than representatives of the

organization with legitimate interests in the information and the information must be destroyed when it is no longer needed for study purposes.

The Superintendent or designee shall notify students' parents/guardians of the following third-party surveys information:

1. How to opt their child out of participation in activities as provided in this policy
2. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled, or expected to be scheduled.
3. How to request access to any survey or other material described in this policy.

More information regarding the procedures surrounding this process is available in Payette School policy *2140 Surveys- General*.

*THERE IS A CONSENT FORM - 2140F - we are supposed to use if a student is opting out.*

**Payette School District Nutrition Committee.** With the purposes of monitoring the implementation of the Payette School District's wellness policies, evaluating policy progress, serving as a resource to school sites, and revising the policies as necessary, a Payette School District-wide nutrition committee will be established to develop, implement, monitor, and review Payette School District-wide nutrition and physical activity policies. The Board specifically acknowledges that community participation is essential to the development and implementation of successful school wellness policies. report will be provided to the school board and may also be distributed to school health councils, parent/teacher organizations, school principals, and school health services personnel in the Payette School District. Details about the committee are available in Payette School District policy *8210*. Individuals wishing to provide feedback or participate in the committee should contact the Payette School District office at 208-642-9366.

**Water Consumption/Water Bottle Policy.** The Board of Trustees recognizes the importance of water consumption and encourages increased consumption of water throughout the day. Staff members should be particularly sensitive to student needs for water during periods of hot weather. Even during periods of moderate temperature, staff members should remind students of the value of consuming water. More information about the Payette Schools' outlook on water consumption can be found by viewing Payette School District policy *8235 Water Consumption/Water Bottle Policy*.

## **Payette Primary School Parent Conduct Agreement**

The following guidelines for parents are intended to ensure our student's safety and well-being. We must maintain a conducive climate for learning, and an overall climate that fosters respect for both students and staff. We appreciate your help keeping Payette Primary School a welcoming place for students, parents, and staff.

### **Parent appropriate dress**

All parents are required to dress appropriately when visiting the school or school grounds. Parents are to make sure they are dressed modestly. This includes covering all forms of underwear, cleavage, and wearing appropriate-length shorts. All attire should be free of swear words, drug and alcohol references, or violent themes. There will be no gang-related attire permitted on school grounds.

### **Weapons on school property**

Other than for law enforcement officials; guns, knives, or any dangerous items are prohibited, including concealed weapons regardless of licensure.

### **Drug and alcohol use**

There will be no use of drugs or alcohol anywhere on school grounds including outside areas. This includes the use of tobacco products. Parents are to be sober and not intoxicated when visiting Payette Primary School. Any individuals that appear intoxicated or act erratically will be asked to leave school grounds and will not be permitted to transport students.

### **Use of inappropriate or aggressive language or behavior**

All forms of vulgar, obscene, or aggressive language or behaviors are prohibited on school grounds. If parents use vulgar, obscene, or aggressive language or behavior they will be asked to leave school grounds promptly. If the adult does not comply, law enforcement will be called immediately. When calling the school, adults shall treat all school employees with respect and refrain from using vulgar, obscene, or aggressive language. Employees are instructed to hang-up immediately if these policies are not followed. **Idaho code 890-916 states: Every parent, guardian of other people who upbraids, insults, or abuses any teacher of the public schools in the presence and hearing of a pupil thereof, is guilty of a misdemeanor.**

### **Enforcement of school rules and policies**

All adults are required to follow all school rules and policies. This includes checking in and out of the front office; following pick-up and drop-off procedures; following recess, cafeteria, and classroom rules; and not disrupting the educational process. Parents are responsible and required to comply with all related policies found in our student/parent handbook.

### **Documentation Policies**

Parents or guardians are required to provide birth certificates, immunization records, and custody/ guardianship papers to the front office. It is the parent or guardians' responsibility to provide court documentation regarding protection orders, custody agreements, and visitation rights. The school has the right to request to see state identifications or request verification of residency, i.e., utility bills in the guardian's name.

Parent/ Guardian Signatures

Date

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