

## SECTION J

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DESCRIPTOR TERM:

DESCRIPTOR CODE:

ISSUE DATE:

ABSENCES AND EXCUSES

J.1

10/20/92

#### ATTENDANCE PHILOSOPHY

It is the philosophy of the Board that the interaction of students and their participation in well-planned instruction activities under the guidance of competent teachers are vital to the pursuit of quality education. Tardiness and frequent absences of pupils from regular classroom learning experiences disrupts the continuity of the instructional process and decreases the quality of the educational process for all parties.

All reasonable efforts will be made by teachers, coaches, and administrators to schedule activities outside normal school time.

#### ABSENCES

##### A. Excused Absences

An excused absence is an absence from school with the knowledge and approval of the student's parent/guardian.

1. Oral or written communication from a parent/guardian is required within two (2) days of the absence except for activity absences. All classwork, homework, and exams can be made up within the guidelines for make-up work.
2. Activity absence is an absence from class for school sponsored programs. All assignments, homework, exams, etc., assigned during these absences must be completed.
3. Pre-arranged absence is a process of making prior arrangements for assignments, homework, exams, etc. when the student knows he/she will be absent from one (1) or more classes for 3 or more consecutive school days. This includes activity absences. Students are encouraged to complete assignments prior to the extended absence. Applications for pre-arranged absences are available in the office.
4. Emancipated students will be expected to provide verification for absences.

##### B. Truancy

Truancy is an absence without the consent of the student's parent/guardian or school officials.

1. A student is considered to be truant whenever he/she is absent from school or class without the consent of the student's parent/guardian or school officials or who is absent from school with the consent of the parents but for an invalid reason. Valid reasons for being absent from school include illness, purposes considered essential to the family operation (e.g. death, divorce), and other reasons deemed significant by the family and school officials. Absences from school or class after arrival at school and departure from school during the school day without permission of school officials shall be considered a truancy. A truancy is a major disciplinary violation and parents/guardians will be notified. After the fourth truancy, in any school year, the board authorizes the building principal to declare a student habitually truant.
2. Classwork, homework, and exams missed while truant will not be allowed to be made up for credit. Parents/guardians will be notified by phone immediately upon verification of each truancy. In the event the parents cannot be notified by phone, written notification will be by certified letter.

DESCRIPTOR TERM:

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ABSENCES AND EXCUSES

J.1

10/20/92

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C. Scholastic Probation

Scholastic probation is the subjection of a student to a period of testing and trial to ascertain their fitness to remain in school.

1. Scholastic probation will occur when
  - a. a teacher determines that excessive absences is a contributing factor to low academic performance, and/or
  - b. a "D" or "F" average grade is earned, and/or
  - c. makeup work is not completed in the allotted time, and/or
  - d. the student is truant.
2. The principal, or his designee, will telephone the parents immediately when the student is placed on scholastic probation. If the parents are unavailable by telephone a certified letter notifying the parent of the scholastic probation shall be sent.
3. A conference with the principal/student/parent/teacher should be held as soon as possible.  
Home/school cooperation and communication is extremely important to the success of the student during the probationary period.

The following minimum conditions must be met during the scholastic probationary period:

- a. No truanancies in the class.
- b. All make-up work for excused absences will be successfully completed according to the guidelines for make-up work.
- c. Student behavior will be conducive to a learning atmosphere with positive and appropriate behavior in class.

Failure to meet these conditions could result in denial of credit for the classes involved, suspension, and/or expulsion from school.

D. Appeal Process

1. If the parent/guardian wishes to appeal the action of the principal, they must present a written appeal to the building principal within two (2) days of the receipt of the decision to deny credit.
2. During the appeal process the student will remain in class.

E. Tardies

In view of the importance of establishing good work habits in students and the disruptive nature of irregular arrival of student to a classroom, the Board supports the following concept:

1. Tardiness is defined as any appearance of a student beyond the scheduled time the school day or a class begins.
2. Tardies are excused only when the student has a valid written excuse from a parent/guardian or a school official.

3. Unexcused tardies are to be addressed in the following manner according to the different grade levels.
  - a. Elementary K-6
    - 1) When a student has been tardy three times without excuse, the teacher or principal will inform the parents of the problem, and counsel the student regarding the importance of timely arrival.
    - 2) Four unexcused tardies will necessitate a conference with the parents/guardians.
    - 3) Continued tardiness beyond the four unexcused tardies will result in further disciplinary action.
    - 4) Continued tardies are accumulated each semester.
  - b. Middle School 6-8
    - 1) Three unexcused tardies to school or any class become one unexcused absence. The student will be referred to the principal's office for counseling or disciplinary action.
    - 2) Continued violations beyond the third unexcused tardy will result in a student conference with the principal and a phone call will be made to the parents. Arrangements for a conference with the parent/guardian will follow if the problems is not resolved.
    - 3) Unexcused tardies are accumulated each semester from all classes.

LEGAL REF.: Idaho Code, 33-205 et seq.; Youth Rehabilitation Act., Sec. 16-1803  
ADOPTED: 9/16/86; Edited 1/21/98

<u>DESCRIPTOR TERM:</u>	<u>DESCRIPTOR CODE:</u>	<u>ISSUE DATE:</u>
HIGH SCHOOL ATTENDANCE POLICY	J.2	11/11/96 EDITED 4/15/97

This attendance policy is in conjunction with the eight period rollover block schedule that will go into effect on September 3, 1996.

Because of our belief that student attendance is integral to student success, the following attendance policy has been adopted by the faculty of Filer High School and approved by the Board of Trustees of Filer School District #413.

Students may have no more than five (5) excused absences per class per semester. A letter of notice will be sent home at the third absence in any class. At the fifth absence, students will be notified of loss of credit at their next absence.

Oral communication by parent/guardian is expected, either prior to the absence or prior to the student's return to school.

Students who exceed the five (5) excused absences policy are required to remain enrolled in classes where they have exceeded their allowed absences. This attendance policy does not allow enrollment in a new class.

Students who miss more than five sessions per class have the option to appeal their loss of credit to the High School Appeals Committee. One parent/guardian or designee should accompany a student who appeals to the committee. Appeals are heard within two weeks before the end of each semester. A student is required to appeal their loss of credit before the High School Appeals Committee prior to petitioning the school board for reinstatement of credits. The Appeals Committee shall have five members: an administrator, a teacher, a parent, a student, and the counselor. Decisions will be made by a majority vote.

Guidelines for students and parents requesting an appeal for credit.

1. Arrange long-term absences with the principal at least a week in advance.
2. Responsible preparation for absences will work in your favor. Completion of all assignments is necessary for an excused absence. Get assignments beforehand when you know you'll be absent.
3. Bring proof of medical appointments to an Appeal.
4. Commendatory reports from teachers will be helpful to you at an Appeal.
5. Students who miss more than 5 classes for valid cause and who act responsibly toward their classes should not lose credit.
6. A student concerned about confidentiality may request in advance an Appeals Committee composed of an administrator, counselor, and teacher only.

DESCRIPTOR TERM:  
MIDDLE SCHOOL ATTENDANCE  
ATTENDANCE POLICY

DESCRIPTOR CODE:  
J.2.1

ISSUE DATE:  
1/19/04

We believe that student attendance is essential to student success and the role of the middle school is to prepare students for a successful high school experience.

Absences are divided into either “excused” or “unexcused”.

An absence is considered **excused** if the student presents a written excuse from parent/guardian or parent/guardian has notified office of student absence.

Missing seven (7) class periods per quarter of the same class equals one day absent.

An **unexcused** absence is one where parent/guardian does not notify office of student’s absence by phone or note. An unexcused absence will be excused when student presents a written excuse from parent/guardian or parent/guardian calls office.

After missing school students should do the following:

1. Bring a signed note if parent/guardian did not call office and pick up an absence slip from office.
2. Have each teacher initial slip.
3. Ask each teacher for make-up work.
4. Turn in slip at end of day.
5. Do make-up work and turn into teacher.

Students will be given two school days for each day missed to complete make-up work. It is the sole responsibility of the student to make arrangements with his/her teachers for make-up work.

We encourage parents/guardians to call for the student’s assignments when they are absent. Parents will only be able to pick up the assignments before school, noon or after school except in an emergency.

**Eighteen (18) days will be the maximum number of days a student can be absent per school year without affecting progression to the next grade level.**

If a student misses more than eighteen (18) days, the student and parents/guardian will appeal retention at current grade level to a committee consisting of three (3) staff members, one (1) community member, and the principal. This committee will hear student’s side and render a decision by a majority vote. Community member will be decided by principal after consultation with staff members and superintendent.

Letters at the following increments will be sent to notify parents/guardians:

\*6 absences—letter and possible referral to Status Offender Program if all absences occur in the first quarter.



DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
MIDDLE SCHOOL ATTENDANCE ATTENDANCE POLICY CONT. Pg 2	J.2.1	1/19/04

\*10 absences— letter and possible referral to Status Offender Program if all absences occur in the first semester  
Page 2 (J.2.1)

\*15 absences—letter and referral to Status Offender Program

\*More than 18 absences—letter and appear before attendance committee

### **Advance Make up Work**

If a student knows in advance that he/she will have to miss school for doctor's appointments, family vacations, etc., he/she should present a note from parents/guardians at least one week in advance to the office. Student will then take a trip permit to each teacher and receive his/her make up work for the time he/she will be gone. These are considered excused absences with a note from parent/guardian and count toward the total of 18 days.

### **School related absences**

If a student will be missing school related to school activities, i.e. sports, field trip, etc., they need to check with the teacher(s) of the class(es) they will miss and get assignment(s). These absences do not count against total days missed. If students don't check with teacher before leaving on a school related trip, they may receive an "F" for the work missed.

### **Truancy**

Truancy is defined as being absent without parental/guardian or school permission.

Truancy will be counted toward total number of days absent and also carry the following consequences:

- ◆ First Offense— after school detention with credit for work missed. Parents will be notified.
- ◆ Second Offense— after school detention, parents notified and referral to Status Offender Program. Parent/Guardian, student and principal conference to review attendance policy.
- ◆ Third Offense— In-School suspension with no credit for work missed or made up during suspension. Case is referred to school board for proper action under the provisions of the Idaho State Code Sec. 33-205.

DESCRIPTOR TERM:  
COMPULSORY ATTENDANCE  
AGES

DESCRIPTOR CODE:  
J.3

ISSUE DATE:  
8/15/89

33-202

The parent or guardian of any child resident in this state who has attained the age of seven (7) years at the time of the commencement of school in his district, but not the age of sixteen (16) years, shall cause the child to be instructed in subjects commonly and usually taught in the public schools of the state of Idaho. Unless the child is otherwise comparably instructed, as may be determined by the board of trustees of the school district in which the child resides, the parent or guardian shall cause the child to attend a public, private or parochial school during a period in each year equal to that in which the public schools are in session; these to conform to the attendance policies and regulations established by the board of trustees or other governing, operating the school attended.

#### Statement of Purpose

It is the intention of the Filer Board of Trustees that all school age children receive a strong basic education. However, the Board understands and accepts that different opinions often exist among individuals as to the interpretation of what, in fact, constitutes a basic education and where the best environment for that education should be located. It recognizes the integrity and value of diverse approaches to the formal education process.

The Board recognizes that some parents/guardians for any of a number of reasons may wish to teach their children at home, and the Board declares its desire to have the District and the parents/guardians work together whenever possible in order to assure that the students receiving home schooling receive a basic education comparable in scope and sequence of curriculum to that of those subjects commonly and usually taught in the Filer School District.

Edited 11/4/98

DESCRIPTOR TERM:  
ENTRANCE AGE

DESCRIPTOR CODE:  
J.4

ISSUE DATE:  
3/16/93

The services of the public schools of this state are extended to any acceptable person of school age. "School age" is defined as including all persons resident of the state, between the ages of five (5) and twenty-one (21) years. For the purposes of this section, the age of five (5) years shall be attained when the fifth anniversary of birth occurs: on or before the first day of September of the school year in which the child is to enroll in kindergarten. For a child enrolling in the first grade, the age of six (6) years must be reached on or before the first day of September of the school year in which the child is to enroll.

For resident children with disabilities who qualify for special education and related services under public law 94-142 and subsequent amendments thereto, and applicable state and federal regulations, "school age" shall begin at the attainment of age three (3) and shall continue through the semester of school in which the student attains the age of twenty-one (21) years.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
OUT-OF-DISTRICT ENROLLMENT IN-DISTRICT TRANSFER	J.5	7/23/97

ATTENDANCE AREAS:

Boundaries established by the District determines school attendance areas. The primary residence of the parent or legal guardian within school attendance areas determines the home school assignment of the student.

HOME SCHOOL:

Is defined as the school in which a student should attend according to normal school, attendance boundaries.

NON-RESIDENT ENROLLMENT APPLICATION:

1. Any parent(s) of a student who is not a resident of the Filer School District, K-12, who wishes to enroll, or maintain current enrollment, one or more of their children within one of the Filer Public Schools must complete a non-resident enrollment application.
2. A pupil under suspension or expulsion shall be ineligible to enroll in the Filer School District.
3. Under the provisions of section 33-1404 Idaho Code, Policy standards and criteria of rejecting non-resident pupils must be in relationship to the capacity of a program, class, grade level or school building. These capacity limits are defined under the Student Transfer Procedure in sections 4-A and 4-B of this policy.

WHO MUST COMPLETE A STUDENT TRANSFER:

1. Any parent(s) of a student within the district in grades K-5 requesting to attend a school other than the home school.
2. In-district parent(s) who move from one school attendance area to another and wish to have their children remain in their former home school.

STUDENT TRANSFER PROCEDURE

1. A Student Transfer may be obtained at all school sites, or at the District Office.
2. Proof of Residence may be required of both new and current students
3. Proof of Residence may include utility bills such as: City utilities, Gas, Electric, Water, etc.
4. a. In-District  
Parent(s) need to complete the Student Transfer and submit it to the Filer School District Office for enrollment the following school year.
- b. Non-Resident  
Parent(s) need to complete the Non-Resident Enrollment Application and submit it to the Filer School District office for enrollment the following year.
5. DISTRICT EMPLOYEE REQUESTS - After completion of the Student Transfer/Non-Resident Enrollment Application, transfers will be considered within the context of the guidelines.
6. Transfers will be approved by the requested school, if the following conditions exists:
  - a. The following pupil-teacher ratios will be followed: K-1 not to exceed 23 students; Grades 2-3 not to exceed 23 students; Grades 4-5 not to exceed 27 students; Grades 6-8 not to exceed 125 students and grades 9-12 not to exceed 130 students per grade level. However, grade-level class(es) requested must not have more than the following number of students: K-1 not more than 22, 2-3 not more than 22, 4-5 not more than 26. No more than 15% of the population of any building can be out- of-

district students with class sizes as currently stated. Present (FY 06-07) eighth graders and above are grand fathered in through their respective graduations, with the exception of special education students.

- b. The following ratios will be used for Special Education Programs:  
Resource Grades K-12 Average Ratio: 16 to 1\*

\*Ratio Formula = Total number of special education students per building divided by total number of resource teachers.

- C. In the event that an in-district parent moves from one school attendance area to another after the first nine weeks, the parent may complete a Student Transfer Application to allow their children to remain at the school they are currently attending for the balance of that school year.
5. Transfers requested after the start of school will be approved by the requested school, if the following conditions exist:
- A. Grade-level class(es) requested must not have more than the following number of students: K-1 not more than 22, 2-3 not more than 22, 4-5 not more than 26, 6-8 not more than 124, and 9-12 not more than 129 students per grade level.
- B. Special Education Program needs can be met and space is available.
6. REQUESTED SCHOOL PROCEDURES include:
- A. Completion of Section III of the Student Transfer Request Form in compliance with guidelines outlined in number 4 and 5 of the Student Transfer Procedures.
- B. Once the request is approved or denied, a copy of the form is mailed to the parent or legal guardian.
- C. If the request is denied, parents will be notified and their transfer form will be kept on file for the requested year should space become available.
7. Should the number of applicants exceed the number of available slots, names shall be drawn from a hat to determine who shall transfer. Priority will be given to these requests in the following order:
- a. employee requests  
b. in-district transfers  
c. non-resident requests
8. The Filer School District or the receiving school within the district, shall notify the applicant within 60 days of conditional approval and, if denied, will include written explanation of the denial. Students will not be given final approval until school begins in the fall when enrollment figures are available. Parents will be notified of final approval within five days after the start of school.

#### REVOKING STUDENT TRANSFERS

1. Student transfers can be revoked at any time, if any of the following occur:
- A. Pupil-teacher ratios exceed maximum allowed.  
B. The non-resident student creates a financial hardship.

<u>DESCRIPTOR TERM:</u>	<u>DESCRIPTOR CODE:</u>	<u>ISSUE DATE:</u>
OUT-OF-DISTRICT ENROLLMENT IN-DISTRICT TRANSFER CONT. Pg. 3	J.5	7/23/97

2. When pupil/teacher ratios exceed allowed maximums, transfers will be revoked at the end of the current grading period in the following order:
  - a) non-resident transfers first, b) in-district transfers second. Decisions are made based on a “last in, first out” basis at the impacted grade level(s) and according to the provisions of #7.

### CONDITIONS

Attendance transfers and non-resident enrollment applications will be granted only on the conditions that the parent or guardian assumes responsibility for the transportation and regular attendance of the pupil.

This request is valid only during the school year for which it is issued. The transfer and non-resident enrollment application remains valid only while the conditions stated in the policy are maintained.

Parents who enrolled a student within a particular school under a false address, e.g. grandparent(s) address, will not be allowed to request a transfer and will be expected to enroll the child at the proper school or district.

Though the Board of Trustees recognizes that its primary responsibility is providing an adequate education for students who live in the Filer School District, it also realizes the need to provide benefits of importance to its employees. In this regard, the Board has authorized the acceptance of non-resident employees' children into the Filer School District. Each school will be authorized to accept the transfer of non-resident employees' children into the school, until said transfer exceeds the limits established by the Filer School District for that grade level.

A student who transfers into Filer High School must meet all rules of eligibility governed by the Idaho High School Activities Association (IHSAA). Any and all requirements as established by the IHSAA must prevail in regards to extracurricular activities.

All out-of-district student transfer waivers are subject to approval by an assigned committee, consisting of the Superintendent, School Board Chairman, High School Principal, Athletic Director, and one additional School Board Member. Approval would be by a unanimous consent of all committee members.

All out-of-district home schooled students are ineligible for interscholastic competition.

Edited 11/15/06; 1/17/07; 5/16/07; 9/19/07; 6/18/08; 4/15/09, 11/8/16

DESCRIPTOR TERM: \_\_\_\_\_ DESCRIPTOR CODE: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

**Filer School District  
OPEN ENROLLMENT APPLICATION**

Date & Time Received \_\_\_\_\_

J.5.1

<p><b>For School Year 20 <u>13</u> -20 <u>14</u></b> <b>Grade _____ (for year 13/14)</b></p> <p>This application form (approved March 2000) was prepared pursuant to Section 33-1402, Idaho Code, and may be used by any school district. Any other form must be approved by the State Superintendent of Public Instruction.</p> <p><b>NOTE: For out-of-district applicants, a copy of the applicant student's accumulative record must be attached to this application.</b></p> <p><input type="checkbox"/> <b>Out-of-District Application</b>                      <input type="checkbox"/> <b>In-District Transfer Application</b></p>
---

Name of Proposed Receiving School \_\_\_\_\_

School District No 413

1. Applicant Student's Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_

2. School Student is Presently Attending:  
Name of School \_\_\_\_\_  
Address of School \_\_\_\_\_  
Present Grade Level of Student \_\_\_\_\_

3. Has the student ever been suspended or expelled from school? Yes \_\_\_\_\_ No \_\_\_\_\_  
If YES, describe the circumstances (including dates and duration). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Reason(s) for requesting attendance in this school. (Optional) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Special and/or unique instructional programs in which the applicant student is currently enrolled. (For example: vocational, foreign language, remedial, special education, gifted/talented, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Special and/or unique instructional programs in which the applicant student expects to enroll during the next school year. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Transportation arrangements that will be made by the parent/guardian. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Parent/Guardian's Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Parent/Guardian's Physical Address \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian's Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

9. Parents who enroll a student within a particular school under a false address (grandparents address, etc.) will not be allowed to request a transfer and will be expected to enroll the child at the proper school or district.

I have read the school district policy on open enrollment, and hereby request that my son/daughter be permitted to attend \_\_\_\_\_.  
(Name of Proposed Receiving School)

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved    Date _____ Principal's Signature _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved    Date _____ Superintendent's Signature _____
Within 60 days following action on the application, copies must be sent to: Parents, Building Principal and, for out-of-district applicants, the superintendent of the home district. If the applicant is denied, a written explanation for the denial must be attached.



DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
OUT-OF-DISTRICT ENROLLMENT IN-DISTRICT TRANSFER	J.5	7/23/97

ATTENDANCE AREAS:

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HOME SCHOOL:

Is defined as the school in which a student should attend according to normal school, attendance boundaries.

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2. A pupil under suspension or expulsion shall be ineligible to enroll in the Filer School District.
3. Under the provisions of section 33-1404 Idaho Code, Policy standards and criteria of rejecting non-resident pupils must be in relationship to the capacity of a program, class, grade level or school building. These capacity limits are defined under the Student Transfer Procedure in sections 4-A and 4-B of this policy.

WHO MUST COMPLETE A STUDENT TRANSFER:

1. Any parent(s) of a student within the district in grades K-5 requesting to attend a school other than the home school.
2. In-district parent(s) who move from one school attendance area to another and wish to have their children remain in their former home school.

STUDENT TRANSFER PROCEDURE

1. A Student Transfer may be obtained at all school sites, or at the District Office.
2. a. In-District  
Parent(s) need to complete the Student Transfer and submit it to the Filer School District Office for enrollment the following school year.  
b. Non-Resident  
Parent(s) need to complete the Non-Resident Enrollment Application and submit it to the Filer School District office for enrollment the following year.
3. DISTRICT EMPLOYEE REQUESTS - After completion of the Student Transfer/Non-Resident Enrollment Application, transfers will be considered within the context of the guidelines.
4. Transfers will be approved by the requested school, if the following conditions exists:  
A. The following pupil-teacher ratios will be followed: K-1 not to exceed 23 students; Grades 2-3 not to exceed 23 students; Grades 4-5 not to exceed 27 students; Grades 6-8 not to exceed **125** students and grades 9-12 not to exceed **130** students per grade level. However, grade-level class(es) requested must not have more than the following number of students: K-1 not more than 22, 2-3 not more than 22, 4-5 not more than 26.

No more than 15% of the population of any building can be out-of-district students with class sizes as currently stated. Present (FY 06-07) eighth graders and above are grand fathered in through their respective graduations, with the exception of special education students.

B      The following ratios will be used for Special Education Programs:  
Resource      Grades K-12      Average Ratio: 16 to 1\*

\*Ratio Formula = Total number of special education students per building divided by total number of resource teachers.

- C.      In the event that an in-district parent moves from one school attendance area to another after the first nine weeks, the parent may complete a Student Transfer Application to allow their children to remain at the school they are currently attending for the balance of that school year.
5.      Transfers requested after the start of school will be approved by the requested school, if the following conditions exist:
- A.      Grade-level class(es) requested must not have more than the following number of students: K-1 not more than 22, 2-3 not more than 22, 4-5 not more than 26, 6-8 not more than ~~449~~ **124**, and 9-12 not more than ~~424~~ **129** students per grade level.
- B.      Special Education Program needs can be met and space is available.
6.      REQUESTED SCHOOL PROCEDURES include:
- A.      Completion of Section III of the Student Transfer Request Form in compliance with guidelines outlined in number 4 and 5 of the Student Transfer Procedures.
- B.      Once the request is approved or denied, a copy of the form is mailed to the parent or legal guardian.
- C.      If the request is denied, parents will be notified and their transfer form will be kept on file for the requested year should space become available.
7.      Should the number of applicants exceed the number of available slots, names shall be drawn from a hat to determine who shall transfer. Priority will be given to these requests in the following order:
- a.      employee requests
- b.      in-district transfers
- c.      non-resident requests
8.      The Filer School District or the receiving school within the district, shall notify the applicant within 60 days of conditional approval and, if denied, will include written explanation of the denial. Students will not be given final approval until school begins in the fall when enrollment figures are available. Parents will be notified of final approval within five days after the start of school.

#### REVOKING STUDENT TRANSFERS

1.      Student transfers can be revoked at any time, if any of the following occur:
- A.      Pupil-teacher ratios exceed maximum allowed.
- B.      The non-resident student creates a financial hardship.

2. When pupil/teacher ratios exceed allowed maximums, transfers will be revoked at the end of the current grading period in the following order:
  - a) non-resident transfers first, b) in-district transfers second. Decisions are made based on a "last in, first out" basis at the impacted grade level(s) and according to the provisions of #7.

### CONDITIONS

Attendance transfers and non-resident enrollment applications will be granted only on the conditions that the parent or guardian assumes responsibility for the transportation and regular attendance of the pupil.

This request is valid only during the school year for which it is issued. The transfer and non-resident enrollment application remains valid only while the conditions stated in the policy are maintained.

Parents who enrolled a student within a particular school under a false address, e.g. grandparent(s) address, will not be allowed to request a transfer and will be expected to enroll the child at the proper school or district.

Though the Board of Trustees recognizes that its primary responsibility is providing an adequate education for students who live in the Filer School District, it also realizes the need to provide benefits of importance to its employees. In this regard, the Board has authorized the acceptance of non-resident employees' children into the Filer School District. Each school will be authorized to accept the transfer of non-resident employees' children into the school, until said transfer exceeds the limits established by the Filer School District for that grade level.

A student who transfers into Filer High School must meet all rules of eligibility governed by the Idaho High School Activities Association (IHSAA). Any and all requirements as established by the IHSAA must prevail in regards to extracurricular activities.

All out-of-district student transfer waivers are subject to approval by an assigned committee, consisting of the Superintendent, School Board Chairman, High School Principal, Athletic Director, and one additional School Board Member. Approval would be by a unanimous consent of all committee members.

All out-of-district home schooled students are ineligible for interscholastic competition.

Edited 11/15/06; Edited 1/17/07; Edited 5/16/07; Edited 9/19/07; Edited 6/18/08

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
PAYMENT OF POST-SECONDARY PROGRAMS	J.6	5/19/99

In accordance with Article IX, Section 1, Idaho Constitution, the Filer School District shall not charge students for regular educational items, such as textbooks and other curriculum materials associated with any academic course or curriculum offered by the Filer School District.

Pursuant to Idaho Code Section 33-5101 et seq. students in grades eleven (11) and twelve (12) may enroll in a post-secondary facility. Such students may enroll in a post-secondary program for secondary credit, for post-secondary credit or for dual credit.

Idaho Code Section 33-5110 provides that a District may make payments or partial payments for courses that are taken for secondary credit. It is the policy of this District that students who elect to enroll in a post-secondary program will be required to provide their own transportation costs and to pay all costs associated with enrolling in such post-secondary program, including but not necessarily limited to, tuition, textbooks, tools or any other curriculum materials as a result of the student's enrollment in a post-secondary program.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
TUITION	J.7	8/17/81

Students who live outside the Filer School District and have been accepted by the Board to attend the Filer schools shall pre-register at the beginning of the term.

Rates of tuition for these students shall be set by the Board at the beginning of each school year in accordance with State Board of Education Rules and Regulations.

ADOPTED: 12/10/79

LEGAL REF.: Idaho Code, 33-1□05

DESCRIPTOR TERM:  
STUDENT DRESS

DESCRIPTOR CODE:  
J.8

ISSUE DATE:  
12/2/98

Student's dress and grooming will be the responsibility of the individual and his or her parents within the following guidelines:

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- When a student is participating in school activities, his or her dress and grooming will not disrupt the performance or constitute a health threat to the individual or other students.
- Dress and grooming will not be such as to disrupt the teaching-learning process.
- Hair style or dress that may be hazardous will not be permitted in such areas as shops, laboratories, physical education, and arts.
- Articles of clothing that cause physical damage such as cleated boots, shoes that scratch floors, and clothing with metal rivets which scratch furniture are unacceptable.
- Clothing will be free of provocative or obscene writing or graphics.
- Clothing imprinted with slogans or graphics which refer to alcohol, tobacco, drugs, or sex are considered inappropriate to be worn to school.
- Jackets and coats worn in the classroom or hallways during school hours may be restricted.
- Clothing with holes will not be allowed if it is considered obscene.
- Hats are not allowed in school facilities during regular school hours.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
DUE PROCESS FOR STUDENTS	J.9	8/17/81

When a student is confronted with disciplinary section, the Board and its administrators shall afford him/her the safeguards of due process or equal protection of the law as required by applicable law.

In any case, the student must be made fully aware of his/her rights and must be given an opportunity to present his/her side of the case.

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975);  
U.S. Constitution, Amendment XIV;  
Wood v. Strickland, \_\_ U.X. \_\_, 95 S. Ct. 992 (1975)

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
DUE PROCESS FOR STUDENTS	J.9.1	8/17/81

#### DUE PROCESS PROCEDURES FOR DISCIPLINE

1. Teacher will send student to office with a discipline report.
2. Principal will hear student's side of the story.
3. Principal will hear teacher's side of the story.
4. Principal will decide on a disciplinary measure that is commensurate with the student's misbehavior.
5. Principal will enact disciplinary measures he deems appropriate (from #4 above).
6. Parents will be contacted if possible.

The teachers are encouraged to enlist the help of the principal and/or counselor to develop effective behavior management in the classroom.



DESCRIPTOR TERM:  
SEARCHES & SEIZURES

DESCRIPTOR CODE:  
J.10

ISSUE DATE:  
12/17/96

Filer School District students have the right to a safe and orderly environment, conducive to successful learning and the pursuit of their educational goals. As such, it may be necessary for school officials to search a student and/or his/her personal belongings to ensure that the welfare of other students is secured. The constitutional rights of students must be protected and students have the right to be protected from *unreasonable* searches.

**Authorized Officials:**

District personnel authorized by the superintendent can conduct a search pursuant to policy J.10. This policy does not apply to searches performed by law enforcement officials.

**Person and Personal Belongings:**

School Equipment:

Equipment such as lockers, desks, and storage spaces belong to the school district and are available for student and personal use as a convenience. Such equipment must be properly cared for and may not be used for storage of illegal items. Periodic inspections of lockers, desks, and storage spaces may be conducted by school authorities at any time, without notice, without consent, and without a search warrant.

Person:

When a student is on school property or at a school-sponsored event, the student's person or possessions (backpack, purse) may be searched by school officials if the official has reason to suspect that the student is in possession of illegal or contraband materials or otherwise concealing evidence of a crime or a district policy violation.

Automobiles:

Parking a vehicle on school grounds is considered a privilege, not a right. School officials may conduct routine patrols of school parking lots in order to ensure safety of the students and staff. Exterior inspections of automobiles can be performed without suspicion. Interior inspections of vehicles on school property are permitted if a school official reasonably suspects that illegal or contraband items are in the vehicle. Other reasonable interior automobile searches would include suspicion of evidence of a crime or violation of district policy and concern of threat to safety. On-campus automobile searches and patrols may be conducted without a search warrant, without consent and without prior notice.

Random Weapons Searches:

School authorities may conduct random weapons searches of student's person and their personal property with metal detection instruments.

Use of Drug Dogs:

At the discretion of the superintendent or designee, the district may choose to bring specially trained drug dogs to the school to detect the presence of controlled substances. The use of said dog will comply with current district policies and local laws.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
SEARCHES & SEIZURES	J.10	12/17/96

CONT. pg 2

The purpose of the drug dogs will be to detect controlled substances in lockers, personal items, or vehicles on the property only when students and employees are not present. The only person who can determine what constitutes an alert by the dog is its handler. A drug dog's alert constitutes a reasonable suspicion for a search by school officials. This search may be conducted without notice, consent or search warrant.

Seizure of Contraband or Illegal Items:

Illegal items or other possessions which constitute a threat to the health, safety or security of the suspect individual or others may be seized by school officials. If a search yields illegal material, the material will be turned over to the proper legal authority for ultimate disposition.

Edited: 1/28/12

DESCRIPTOR TERM:  
INTERROGATIONS AND  
INVESTIGATIONS BY POLICE

DESCRIPTOR CODE:  
J.11/L.2

ISSUE DATE:  
4/12/94

Police may be called to the schools at the request of the school administration. If the police wish to come to a school for official business, they first must contact the school administration.

If the police have a warrant for the student's arrest and do arrest the student, the student should be released into police custody. The police shall sign a release form for the student in which they assume full responsibility.

Throughout this process, all attempts should be made to avoid embarrassing the student before his teachers and peers, and the educational program of the student and the school should not be disrupted.

- A. The law enforcement personnel should not be allowed to roam about the school until the student is found. They should remain in the administration office while school personnel seek out the student.
- B. If possible, the educational program of the student should not be disrupted by calling the student out of class or making the student miss class.
- C. The interview or interrogation, should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation or contact of other pupils and school personnel.

The administrator should at all times remain as a neutral observer whose main duty is to prevent any disruption of the educational process of the school. At all times the personnel of the school should avoid any actions which may later lead to their being joined in a civil rights action of a suit of false arrest.

Contact between the schools and the police department on matters involving students shall be made through the office of the principal and/or superintendent and the correction officer of the police department.

REF.: Miranda v. Arizona, 86 S. Ct. 1602 (1966);  
In re Gault, 87 S. Ct. 1482 (1967);  
Tinker v. Des Moines 393 U.S. 503 (1969);  
Watkins v. U.S. 354 U.S. 178 (1957);  
Terry v. Ohio 392 U.S. 1 (1968)

DESCRIPTOR TERM:  
POLICE INTERROGATIONS  
AND INVESTIGATIONS

DESCRIPTOR CODE:  
J.11.1

ISSUE DATE:

Student Release Form

Date: \_\_\_\_\_

I, \_\_\_\_\_, of the \_\_\_\_\_  
(Name of Arresting Officer)  
Police Department, hereby assume responsibility for the welfare and care of  
\_\_\_\_\_ (Name of student) having taken this student from the  
\_\_\_\_\_ (School) at \_\_\_\_\_ (a.m.)( p.m.) on a matter of  
police business. Should this youngster be released from custody prior to the end of the normal  
school day, I will immediately notify school officials of his release.

\_\_\_\_\_  
(Signature of Arresting Officer)

\_\_\_\_\_  
(Date Signed)

VERIFIED BY:

\_\_\_\_\_  
(Signature of School Official)

\_\_\_\_\_  
(Date Signed)

DESCRIPTOR TERM:  
SUBSTANCE ABUSE  
INTERVENTION

DESCRIPTOR CODE:  
J.12

ISSUE DATE:  
5/16/89

The Board of Trustees believes that all students have the right to learn in an atmosphere that is conducive to their success; that the use and abuse of chemicals by students have a detrimental effect on the ability of the student to learn and on the ability of the staff to provide a meaningful educational program; that the harmful use of chemicals is not a normal stage of adolescence. District policy and regulations are based on the laws of the State of Idaho and recognize that the violation of those laws can subject violators to the process of the law.

A student shall not possess, use, transmit, traffic in, or be under the influence of illegal/controlled substances such as amphetamines, barbiturates, marijuana, narcotic or hallucinogenic drugs, alcohol, or intoxicants of any kind on the school grounds, or off the school grounds while attending a school activity, function, or event.

It is the position of the Filer School District that students who find themselves in jeopardy because of a substance abuse problem should receive professional assistance. Parental awareness and support for a student affected by alcohol and/or other substance abuse and/or chemical dependency is extremely important. As a deterrent to substance abuse problems, each school will establish a Core Team to assess and monitor students who exhibit signs of alcohol and/or substance use. If either students or parents do not wish to cooperate in making needed assistance available, the student's status in school will be reevaluated, taking into account the best interest of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff.

It is the intention of the Filer School District to protect the rights of all individuals involved in circumstances under which this policy is in force.

- I. VOLUNTARY REQUEST FOR ASSISTANCE
  - A. If a student voluntarily requests assistance from school officials with regard to an alcohol and/or substance use problem, there shall be no disciplinary action provided that:
    1. The student will discuss concern with parent(s) or legal guardian. (A Core Team member will support the student in discussing a substance abuse problem with the parent(s) or legal guardian.)
    2. The student meets with a school Core Team member or other professional person and follows recommendations, which may include:
      - a. In-School Intervention: Core Team Assessment, Peer Support Groups, Contractual Agreements.
      - b. Out of School Intervention/Treatment: Assessment by Community Agency, Private Counseling, Out-Patient Treatment, In-Patient Treatment.
      - c. Community-based Information and Support: Alcoholics Anonymous, Narcotics Anonymous, Educational Programs through Community Agencies.
      - d. Family-based Information and Support: Tough Love, Al-Anon, Ala-Teen, Community Agency Programs, contractual Agreements.
  - B. Subsequent voluntary requests automatically result in a referral to the school Core Team, with a drug/alcohol assessment recommended.

DESCRIPTOR TERM:  
STUDENT RIGHTS AND  
RESPONSIBILITIES

DESCRIPTOR CODE:  
J.13

ISSUE DATE:  
8/17/81

## I. Introduction

A primary responsibility of Filer School District and its professional staff is the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes that are used to bring about change in our democratic society.

The school is a community, and the rules and regulations of a school are the laws of the community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

The mission of the common school system is to provide learning experiences which will assist all students in developing skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen. In order to maintain and advance this mission, it is the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of the school district, and submit to reasonable corrective action or punishment imposed by the school district for violations of such rules.

Recent court decisions have clearly indicated that young people in the United States have the right to receive a free public education, and a deprivation of the right may occur only for good and sufficient cause and in accordance with due process of the law. In addition to other rights established by law, each student served by the school district possesses the following rights:

- A. Freedom from discrimination because of natural origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarcerations, or a physical, mental or sensory handicap.
- B. Freedom of speech and press, peaceful assembly, and redress of grievances subject to reasonable limitations upon time, place, and manner of exercising rights.
- C. Freedom from lawful interference in their pursuit of an education.
- D. Freedom from unreasonable searches or seizures.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program. Together with the cooperation and support of parents, conditions within the school setting must be conducive to learning.

DESCRIPTOR TERM:  
WELLNESS POLICY

DESCRIPTOR CODE:  
J.14

ISSUE DATE:  
5/17/06

Goal: The primary goal of the nutritional and wellness education is to promote and encourage a life-long healthy life style by providing healthful food, access to nutritional information, and opportunities to be physically active in order to grow, learn and thrive.

Filer School District will maintain and continue to support the guidelines for reimbursable school meals as regulated and issued by the USDA. This includes the school breakfast program (which is free to all students), the school lunch program, and any other snack, fruit, or vegetable program as requested to help enhance academic performance of our students.

Filer School District intends to keep breakfast and lunch to always be a positive experience by providing a healthy and happy environment. We will encourage and support healthy eating by our students throughout the day, including snacks and other special activities.

Filer School District will encourage vendors in the middle school and high school to work with and support FMS and FHS by providing healthier choices in foods, snacks, and beverages in vending machines. Our intent is that foods and beverages sold at school will meet the nutritional recommendations of the U. S. Dietary Guidelines for Americans. Promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products will be encouraged. Schools are encouraged to seek grant funds for healthy snacks such as fruit in all classrooms.

Filer School District will promote an active life style for students and staff. Participation in extra-curricular activities will be supported and encouraged, as well as specific programs provided at the various schools. All schools will offer and require physical education classes. Filer School District will encourage and adopt curriculum in grades k-12 that instruct and promote good nutrition and eating choices and habits.

Filer food personnel will receive training in wellness and fitness issues. Food personnel will provide students and staff with information to help them follow good nutritional and fitness habits. All staff will be encouraged to model good nutritional and fitness practices.

#### Local School Wellness

It is the goal of the Filer School District to strive to make a significant contribution to the general well being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. The Filer School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District

DESCRIPTOR TERM:

DESCRIPTOR CODE:

ISSUE DATE:

WELLNESS POLICY  
Cont. Pg. 2

J.14

5/17/06

supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

Healthy eating is demonstrably linked to reduced risk of mortality and development of many chronic diseases as adults.

The Board directs the Superintendent to inform and update the public, including parents, students, and others in the community, about the content and implementation of the wellness policy. Such information may be provided on the District website, through dissemination of student handbooks, or in any other manner the Superintendent may deem appropriate.

#### Definition

For the purposes of this policy the school day is defined as midnight before to 30 minutes after the end of the instructional school day.

#### Goals for Wellness Promotion

To ensure the health and well being of all students, it is the policy of the District to:

1. Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices;
2. Ensure that foods sold at school during the school day meet or exceed the nutritional standards required by National School Lunch Program, the National School Breakfast Program, and the Smart Snacks in Schools standards. Exceptions can be made for infrequent food sales fundraisers that occur no more than the number of times determined appropriate by the Idaho State Department of Education during the school year and are not held during school meal times;
3. Ensure that non-exempt fundraising food sales will not occur on school grounds during the school day. The District operates under United States Department of Agriculture (USDA) program regulations of the National School Lunch Program, National School Breakfast Program, and the Smart Snacks in Schools regulations. This includes food sold during the school day in school stores, vending machines, and other venues. (Note: There are many healthy fundraising



options available to schools including selling books, fresh produce, school spirit merchandise, or other non-food items during the school day. Fundraising activities that take place outside of school, such as frozen pizza sales, are exempt from the nutrition standards.)

4. It is recommended that celebrations that involve food during the school day be limited to no more than one party per class per month. It is also recommendation that each party include no more than one food or beverage that does not meet nutrition standards for Smart Snacks in Schools. The District will disseminate a list of healthy party ideas to parents and teachers.

[Note: The USDA has no role in regulating foods brought from home. The Smart Snacks in Schools regulations only affect foods that are sold on school grounds during the school day. Time honored traditions like treats for birthdays, or foods at an afterschool sporting event, are not subject to those standards.];

5. Support and promote dietary habits contributing to students' health and academic performance. All foods available on school grounds and at school-sponsored activities during the school day should meet or exceed the Smart Snacks in Schools nutrition standards. Wholesome foods produced in Idaho should be available and actively promoted in a healthy school environment. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration of variety, appeal, taste, safety, and packaging to ensure high quality meals. Fruits and vegetables are placed where they are easy to access. The District ensures that students have access to hand-washing facilities prior to meals. The District annually evaluates how to market and promote our school meal program.
6. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors including good nutrition and regular physical activity. The District will provide 30 minutes of physical activity for the Elementary, Intermediate and Middle Schools. Recess is also provided on a daily basis at the Elementary and Intermediate Schools. Physical Education is offered at the Middle School and one credit of Physical Education is required for graduation at the High School. Teachers are allowed to offer physical activity as a reward for positive student behavior.
7. Coordinate school food service with the healthy lifestyles policy to reinforce messages about healthy eating and to ensure that foods offered promote good nutrition and contribute to the development of lifelong, healthy eating habits;

8. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health, and food services;
9. Provide District staff with adequate pre-service and ongoing in-service training that focuses on strategies for behavioral change; and
10. Involve family members and the community in supporting and reinforcing nutrition education and the promotion of healthy eating and lifestyles.

#### Nutrition Standards

To promote student health and reduce childhood obesity, the District requires all schools within the District to comply with the nutrition standards established by the USDA with respect to all food that is available on school grounds during the school day.

#### Community Participation

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public are all permitted to participate in the development, implementation, and periodic review of this policy.

The Superintendent shall periodically measure and make available to the public an assessment of the implementation of this policy including:

1. The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
2. The extent to which the District's wellness policy compares to model local school wellness policies; and
3. A description of the progress made in attaining the goals of the wellness policy.

Methods of providing this information to the public may include developing or disseminating printed or electronic materials to families of school children and other members of the school community at the beginning of the school year or posting the local wellness policies and an assessment of their implementation on the District or school website. The District promotes healthy eating and nutrition education with signage use of creative menus, posted, bulletin boards, etc.

#### Monitoring Compliance

The Superintendent shall designate one or more District officials or school officials to ensure that each school complies with this policy. Out District reviews the wellness policy for compliance/adherence to best practices at least once every 3 years.

DESCRIPTOR TERM:

DESCRIPTOR CODE:

ISSUE DATE:

WELLNESS POLICY

J.14

5/17/06

Cont. Pg. 5

Cross-Reference: 2310 Nutrition Education  
2315 Physical Activity Opportunities and Education  
8230 Nutrition Standards

Legal Reference: Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004  
Pub.L. 111-296 Healthy, Hunger-Free Kids Act of 2010  
7 CFR Parts 210 Nutrition School Lunch and School Breakfast  
Programs: Final Rule  
Smart Snacks in School Regulations by the United States  
Department of Agriculture

Other Reference: <http://www.sde.idaho.gov/site/cnp/nslp/smartSnacks.htm>

Updated: 4/14/16, 1/14/19

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
DEMONSTRATIONS AND STRIKES	J.15	11/15/81

The Board is responsible for providing an appropriate educational program for the children of school age in the district.

The right of a child to attend school and receive a suitable education is determined under state law. The Board will not tolerate any disruption or interference through violence, vandalism, seizure of any area of school property, sit-ins, walk-outs, or other methods of disruption that violate this right.

LEGAL REF.: Tinker v. Des Moines, 393 U.S. 503 (1969); Goss v. Lopez, 419 U.S. 565 (1975)

DESCRIPTOR TERM:  
STUDENT DISCIPLINE

DESCRIPTOR CODE:  
J.16

ISSUE DATE:  
1/21/97

All students enrolled in School District #413 are charged with the responsibility of abiding by accepted standards of good conduct and discipline while on school property, while participating in any school function or activity, and while going to and from school whether riding in public or private conveyance or walking. Students who engage in activities which interfere with the rights of other students or adults or who, by their actions, bring discredit upon themselves and/or the school system will be subject to disciplinary action which may include suspension and/or expulsion.

No school personnel shall tolerate insubordination, lack of proper respect, or improper conduct on the part of a student or students. Such practices will result in disciplinary action and may lead to suspension and/or expulsion.

A matter of highest priority for this District is the maintenance of a safe and orderly learning environment for all students. Therefore, any student causing, attempting to cause or threatening to cause physical injury to another person may be suspended and/or recommended for expulsion to the Filer School Board. Further, any student attempting to use anything as a weapon will result in the student being referred to the Filer School Board for expulsion.

Idaho Code 33-205

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
STUDENT DISCIPLINE/BULLYING	J.16.1	1/21/97

The Filer School District strives to maintain a learning environment that is free from bullying. All students deserve to be able to focus on academics in an atmosphere without discrimination and conduct that is considered bullying and promotes learning and equal opportunities for success.

**Definition of Bullying:**

Bullying is aggression that occurs when a person(s) victimizes another person(s) through an intentional, unwanted, and unprovoked verbal, emotional, and/or physical action. It must include the following (3) characteristics:

1. **Harm:** Someone is hurt either physically, socially or emotionally.
2. **Unfair Match:** One person is unable physically, verbally, or socially effectively contest the other person in the group.
3. **Repeated:** The **harm** and **unfair match** are repeated over a period of time.

**Types of Bullying:**

Types of bullying may include, but are not limited to:

1. **Physical:** The bully makes unwanted physical contact on another person(s). Some examples are punching, shoving, and poking. Physical bullying demonstrates the bully's power (intimidation) to others and disempowers the victim.
2. **Verbal:** An unfair match exists between the bully and the victim and the verbal abuse is repeated over time. It is difficult to distinguish this from typical conversations since students often tease and joke in a healthy manner, so the above must apply.
3. **Emotional:** The bully's actions break down a victim's self-esteem. The bully provokes the victim by taunting or mimicking.
4. **Social:** These bullies often isolate the victim by spreading lies or rumors about the victim. Social cliques are an example.
5. **Sexual:** The bully seeks to exert power over the victim through sexually oriented statements or body language. The definition, although close to Sexual Harassment, is different in the frequency and duration of the taunting.
6. **Racial:** The victim is dehumanized by the bully by being viewed through negative stereotypes rather than by the person s/he is.

DESCRIPTOR TERM: \_\_\_\_\_ DESCRIPTOR CODE: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

7. **Cyberbullying:** The bully torments, threatens, harasses, humiliates, embarrasses or otherwise targets another person via a technology device. There are two kinds of cyberbullying: (1) Direct attacks (messages sent directly to another student). (2) Cyberbullying by proxy (using others to help cyberbully the victim, either with or without the accomplice's knowledge).

**Location of Bullying:**

Bullying may occur on or off school property. If off-campus bullying or conduct of a student poses a direct and immediate threat to the health, safety, and welfare of other students or staff in this District, then these students are subject to current administrative standards, and the School Board may expel the students. This is pursuant to Idaho Code 33-205.

**Disciplinary Action:**

Every incident of bullying will be thoroughly investigated by the principal or his/her designee. Students must be able to freely report incidents of bullying, and retaliation for reporting will not be tolerated. Students who engage in bullying or retaliation will be punished according to current administrative disciplinary standards. Punishment may range from verbal reprimand to expulsion.

Edited: 1/27/2012

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
EXPULSION	J.17	9/10/94

The Board of Trustees may deny attendance at any of its schools by expulsion, to any pupil who is a 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. Any pupil having been expelled may be re-admitted to the school by the Board of Trustees upon such reasonable conditions as may be prescribed by the board; but such readmission shall not prevent the board from again expelling such pupil for cause. Expulsion may, at the discretion of the Board of Trustees, be up to a one (1) year expulsion period from any school in the Filer School District.

When a student has been expelled, the Board of Trustees may determine that the student is to refrain from coming onto school property during their period of expulsion for any reason unless prior approval is granted.

Revised 02/02/12



DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
STUDENT PHYSICAL EXAMINATION	J.18	11/15/81

Junior high students are required to have a physical in the seventh grade before engaging in sports, and written permission from their parents. No physical would be required for the eighth grade if the student had one the year before.

The high school students are required to have a physical in the 9th grade with written permission from their parents. No other physical would be necessary unless the student becomes ill or injured, or has not had a physical in the 9th grade.

ADOPTED: 8/17/81

DESCRIPTOR TERM:  
INOCULATIONS

DESCRIPTOR CODE:  
J.19

ISSUE DATE:  
11/17/92

IMMUNIZATION REQUIRED. Any child in Idaho of school age may attend grades kindergarten through twelve of any public, private or parochial elementary school operating in this state if otherwise eligible, provided that upon admission, the parent or guardian shall provide a statement to the school authorities regarding the child's immunity to certain childhood diseases. This statement shall provide a certificate signed by a physician or his representative, that such child has received, or is in the process of receiving immunizations as specified by the board of health and welfare, or can effectively demonstrate, through verification in a form approved by the department of health and welfare, immunity gained through prior contraction of the disease. The law allows exemptions for:

1. medical contra-indications
2. religious beliefs
3. personal reasons.

Failure of the parent or guardian of any child enrolled to comply with the above immunization requirements shall result in suspension of that child from school and referral to the school board for expulsion until the requirements are met.

Idaho Code, 39-4801, 39-4802

DESCRIPTOR TERM:  
INOCULATIONS

DESCRIPTOR CODE:  
J.19.1

ISSUE DATE:

Dear Parents:

The Idaho Legislature has passed a mandatory immunization law which directly affects you as parents of school children. Upon admission, the parent or guardian shall provide a statement to the school authorities regarding the child's immunity to certain childhood diseases. This statement shall provide a certificate signed by a physician or his representative, that such child has received, or is in the process of receiving immunizations as specified by the board of health and welfare, or can effectively demonstrate, through verification in a form approved by the department of health and welfare; immunity gained through prior contraction of the disease or a signed certificate of exemption. The law allows the following exemptions:

1. Medical contra-indications (e.g., allergies)
2. Religious beliefs
3. Personal reasons

This law will affect all children enrolling in kindergarten through grade twelve (12) of the beginning of the 1991 and subsequent regular fall school terms.

The following immunizations are required:

- 4 doses of DPT vaccine, DT, or Td vaccine
- 3 doses of polio vaccine
- 1 doses of measles, mumps, rubella (given after one year of age)

LEGAL REF.: Idaho Code, 39-4801, 39-4802. Immunization required.

ADOPTED: First Regular Session - 1991

DESCRIPTOR TERM:

DESCRIPTOR CODE:

ISSUE DATE:

AIDS

J.20

12/19/89

The Board of Trustees recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of Acquired Immune Deficiency Syndrome (AIDS). The following policy statements will be reviewed and revised, as necessary, to reflect the latest medical research and legal opinion.

I. Definitions

As used herein, the following terms shall have the meanings indicated.

- A. AIDS (Acquired Immune Deficiency Syndrome) -- As defined by the Centers for Disease Control in Atlanta. A condition which may be characterized by:
1. One or more of the opportunistic diseases diagnosed by methods considered reliable, which are at least moderately indicative of underlying cellular immunodeficiency, and
  2. Absence of all known underlying causes of cellular immunodeficiency (other than HIV infection) and absence of all other causes of reduced resistance reported to be associated with at least one of those opportunistic diseases, but
  3. Despite satisfying the criteria set out above, a condition will not be considered AIDS if a reliable negative result on testing for serum antibody to HIV is obtained, there is no positive culture for HIV, and both a normal or high number of T-helper (OKTA or LEU3) lymphocytes and a normal or high ratio of T-helper to T-suppressor (OKT8 or LEU2) lymphocytes are present.
- B. ARC (AIDS Related Complex)--As defined by the Centers for Disease Control in Atlanta. A condition characterized by a reliable positive result on testing for the serum antibody to HIV, plus any two clinical and two laboratory abnormalities defined as follows:
1. Clinical Abnormalities (continuing three months or more in the absence of other identifiable cause)
    - a. Fever 100 degrees or higher
    - b. Lymphadenopathy
    - c. Diarrhea
    - d. Night sweats
    - e. Fatigue
    - f. Weight loss--10% or more than 15 pounds
    - g. Symptoms of the dementia and encephalopathy associated with AIDS
  2. Laboratory Abnormalities
    - a. Suppressed helper T-cell
    - b. Depressed helper/suppressor ratio
    - c. One of the following: leukopenia, thrombocytopenia, absolute lymphopenia or anemia
- C. Infected student, employee, or person--Any person who is HIV positive, with or without symptoms.
- D. HIV--Human Immunodeficiency Virus
- E. Reliable positive results on testing for the serum antibody to HIV--A true positive result as defined by the Centers for Disease Control in Atlanta.

DESCRIPTOR TERM:

DESCRIPTOR CODE:

ISSUE DATE:

AIDS CONT. pg 2

J.20

12/19/89

- F. Reliable negative results on testing for the serum antibody to HIV--A true negative result as defined by the Centers for Disease Control in Atlanta.
  - G. Employee--Any employee of Filer School District No. #413.
  - H. Staff with a need to know--Staff providing instruction or other personal contact services to or with an infected person.
  - I. Parent - Legal parent or guardian or persons having legal custody of child.
- II. Students
- A. No infected student will be denied an education solely by reason of his/her infection. Parents or guardians of an infected student shall immediately inform the building principal officials of the infection so that proper precautions for the protection of the infected student, other students, and employees can be taken.
  - B. Any infected student will be considered as a potential handicapped student and shall be referred to Special Education. Special Education shall follow rules and regulations necessary for the delivery of a free appropriate public education including appropriate related services. If the student is not identified as handicapped, the Individual Education Program process will be used as a mechanism for developing an appropriate educational program. Any infected student who lacks control of his/her body secretions and displays behavior such as biting, spitting, or vomiting and has uncoverable oozing lesions shall be educated in settings that minimize exposure of others to his/her body fluids. Care involving exposure to the infected student's body fluids shall be taken. Decisions regarding the type of educational setting for the infected student shall be based upon the behavior, neurologic development, and physical condition of the child and the expected type of interaction with others in that setting. These decisions shall be coordinated by a Child Study Team including, but not limited to, the student's physician, public health personnel, the student's parent or guardian, the student's teacher(s) and principal. These decisions shall be coordinated through a Child Study Team. In each case, risks and benefits to both the infected student and to others in the setting shall be weighed. Evaluations to assess the need for a restricted environment should be performed at least each school year. The infected student may be required to remain away from school pending the evaluation.
- III. Employees
- A. No school employee shall be terminated, non-renewed, suspended (with or without pay), transferred, or subjected to any other adverse employment action solely by reason of this/her infection. The infected employee may be required to remain away from school (with pay) pending the evaluation described in this part. Infected employees shall immediately inform the superintendent (\*) of the infection so that proper precautions for the protection of the infected employee, the students, and other employees can be taken. Failure to do so will be grounds for termination.

- B. Upon determination that an employee of Filer School District No. 413 is an infected employee, the following procedures shall apply:
1. The school superintendent (\*) shall make a determination whether or not the infected employee can perform the essential functions of the job. The school superintendent (\*) shall take into account the nature, duration, and severity of the risk. If the infected employee can perform the essential functions of the job, then no further inquiry or action shall be taken, but the performance of the infected employee shall be reviewed at reasonable intervals to assure that the essential functions of the job are carried out.
  2. If the school superintendent (\*) believes that the infected employee may not be able to perform the essential functions of the job, then the school superintendent (\*) shall so notify the infected employee of that determination and shall further notify the infected employee that a determination will be made whether or not the infected employee is otherwise qualified to perform the essential functions of the job in spite of his/her HIV infection. This determination is to be made by a team composed of the school superintendent (\*) or his/her representative, the infected employee, a public health official, the infected employee's physician, a physician selected by the school superintendent (\*), and another person selected by the school superintendent (\*) knowledgeable of the requirements of the job. Legal representative of either the school or the infected employee may be present. This determination shall include findings of fact based on reasonable medical judgments given the state of medical knowledge about the nature and duration of the risk. In making the medical findings, the team should normally defer to the reasonable medical judgments of public health officials but also consider medical judgments of private physicians consulted by the team.
  3. When it is determined that the infected employee is not able to perform the essential functions of the job, the team must further consider whether any reasonable accommodations by the school system would enable the infected employee to perform those functions. Accommodation is not reasonable if it either imposes undue financial and administrative burdens on the school system or requires a fundamental alteration in the nature of the job.
  4. If an infected employee is determined not to be otherwise qualified even with reasonable accommodations, then the school superintendent (\*) shall take appropriate steps to terminate the employment of the infected employee. Appropriate procedural requirements shall be observed in all cases in which they are applicable. If the infected employee is an employee at will, the school superintendent \* shall inform the employee in writing that he/she is terminated giving reasonable notice of the termination but in no instance less than two weeks. Any infected employee desiring to separate voluntarily from Filer School District No. 413 shall be permitted to do so.

- C. A school employee shall not be required to teach or provide other personal contact services to an infected student or to work with an infected school employee unless determination has been made pursuant to the evaluation described in Part II or Part III. Following determination pursuant to the evaluation in Part II or Part III, personnel will be assigned according to Board Policy.
- IV. Testing
- A. If a school principal or the superintendent has reasonable cause to believe a student or an employee is HIV an infected, the superintendent after consultation with, and approval of, the Chairman of the Board shall request that the individual present evidence indicating he/she has reliable negative results on testing for HIV infection. If the Chairman of the Board has reasonable cause to believe that the superintendent is infected, the Chairman of the Board shall, after consultation and approval of the Board, request the superintendent to present evidence indicating he/she has reliable negative results on testing for HIV infection. The testing shall be performed at the expense of the school district by a physician selected by the employee, superintendent, student, or parents or guardian of the student and shall not be requested more than once in a six-month period except when there is reason to doubt the test results. The Board of Trustees has the right to require an independent test. Any such request shall be made in writing to the employee, superintendent, or in the case of a student, the student's parent(s).
- B. Reasonable cause to believe that a student, employee, or superintendent is an infected student or employee exists when the person exhibits symptoms of HIV infection.
- C. Any refusal by an employee to provide such evidence or submit to a test upon request shall be grounds for termination. Upon any refusal by the parents of a student to provide such evidence, the student shall be treated as if HIV infected.
- V. Reporting
- Whenever it is determined that a student or employee is infected, the superintendent, the Board Chairman, and the principal (if applicable), shall be notified that an infected individual has been identified so that staff with a need to know will be informed.
- VI. Confidentiality
- All notices, reports, actions, hearings, and decisions concerning an infected person or a person suspected of being infected in which the name or any personally identifiable characteristics of the person is communicated shall be maintained strictly confidential and shall not be released without the consent of the individual so named to anyone except education officials or health professionals without a valid subpoena. No meeting or hearing concerning an infected person or a person suspected of being infected shall be open to the public. Notwithstanding anything else to the contrary herein, while it is expected that Filer School District No. 413 will take every reasonable step to maintain confidentiality, there is no guarantee of confidentiality nor is there any implied or expressed recognition of a right of privacy.

DESCRIPTOR TERM:

DESCRIPTOR CODE:

ISSUE DATE:

AIDS CONT. pg 5

J.20

12/19/89

VII. Education

Filer School District No.413 shall provide educational programs to its students, teachers, and employees on AIDS, its spread, and its effects.

VIII. Procedures for Handling Body Fluids

Routine procedures for handling body fluids will be adopted, regardless of whether infected persons are in attendance.

(\*) or Board Chairman in the case of an infected superintendent.



DESCRIPTOR TERM:  
PRESCRIPTION/OVER-THE-  
COUNTER MEDICATION

DESCRIPTOR CODE:  
J.21

ISSUE DATE:  
11/09/93

The policy of medications specifically concerns students requiring medications during the school day. Only in those cases where failure to take the medication would jeopardize the child's health should the school or its designated personnel administer or supervise the administration of a medication. Such administration shall be kept to a minimum with the following guidelines to minimize any legal liability for mishaps associated with the administration of the medication.

I. Guidelines for **Prescription** medications:

1. Students requiring medication should be identified by parents/guardians to the school.
2. The school shall provide the student's parent or legal guardian with a copy of the form entitled, "Physician's Medication Order for School Administration."
3. When the "Physician's Medication Order for School Administration" is brought to school, it may be kept either with the medication or filed alphabetically in a separate file.
4. One form must be completed for each medication that the student is to receive and must be signed by the student's licensed health care provider prior to administration of medication. Forms must be renewed or resigned and dated with each change in dosage.
5. Telephone statements from a parent or guardian to either administer a medication or make changes in dosage will not be accepted.
6. Forms must be renewed at the beginning of each school year.
7. The medication must be in its original container with the student's name, health care provider's name, drug name, schedule of administration, dosage, and date clearly marked. If this information is not clearly displayed, the school will refuse to accept the medication.
8. All medications should be stored in a locked cabinet or file except for asthma inhalers or epinephrine auto-injectors as prescribed by a physician. The school may require that a duplicate copy be kept on file with the school office. Students may administer a metered-dose inhaler or epinephrine auto-injector themselves.
9. Designated school personnel will dispense medications only within the framework of this policy; i.e., only if requested to do so by the health care provider through the Physician's Medication Order for School Administration.
10. At the designated time(s), the student should come to the office to receive his/her medication. The student will be asked his/her name, the name will be checked against the name on the prescription container, and the student should be observed taking the medication.
11. The time and date that each student takes each medication shall be consistently recorded on a medication documentation sheet that has been approved by the school district.

12. At the end of the school year or when the medication therapy is completed, each medication documentation sheet will be filed in the student's school health record.
13. At the end of the school year or when the medication is completed, the "Physician's Medication Order for School Administration" shall be filed in the student's school health record.
14. The system of medication administration in each school shall be supervised by a registered nurse. Responsibilities include:
  - a. Reviewing each school's medication system to assess compliance with this policy and making appropriate recommendations.
  - b. Reviewing individual student medication records at least bi-monthly.
  - c. Contacting the parent or guardian of each student receiving medications to clarify any specific instructions or concerns about a student's medication regimen or related health status.
  - d. If medication dosages can be rescheduled to avoid administration during school hours, (s)he shall contact the student's physician and family to make appropriate arrangements.
  - e. Being available to school personnel for consultation regarding specific medication concerns or questions.

## II. Guidelines for **Non-Prescription** medications

The administration of non-prescription (over-the-counter) medications shall be kept to a minimum and shall be provided in accordance with the following guidelines to minimize any legal liability for mishaps associated with the administration of the medication.

- a. Students requiring medication should be identified by parents or guardians to the school.
- b. The school shall provide the student's parent or legal guardian with a copy of the form entitled, "Parent's Permission for the Administration of a Non-Prescription Medication".
- c. Follow items 3-13 as described under "prescription medications".
- d. Whenever possible, prior to the taking of a non-prescription dose, the student or designated school personnel shall notify the parent/guardian by telephone informing them of the observed symptom(s) and dosing.

Amended 11/11/96; 2/15/06; Edited 8/20/08

DESCRIPTOR TERM: \_\_\_\_\_ DESCRIPTOR CODE: \_\_\_\_\_ ISSUE DATE:  
J.21.1

FILER SCHOOL DISTRICT #413

PHYSICIAN'S MEDICATION ORDERS FOR SCHOOL ADMINISTRATION

It is the policy of our school district to maintain signed orders for each prescription or non-prescription drug that school personnel are asked to dispense to students during school hours. This must be renewed each school year. The following form must be completed, signed, and returned to the child's school office before medications can be dispensed.

CHILD'S NAME \_\_\_\_\_

BIRTH DATE \_\_\_\_\_

DIAGNOSIS (OR REASON FOR MEDICATION) \_\_\_\_\_

PHYSICIAN'S NAME \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_

MEDICATION \_\_\_\_\_

FORM OF MEDICATION: \_\_\_ LIQUID \_\_\_ TABLET/CAPSULE \_\_\_ INHALER \_\_\_ INJECTION

ROUTE OF ADMINISTRATION: \_\_\_ ORAL \_\_\_ TOPICAL \_\_\_ INJECTION \_\_\_ DROPS

INSTRUCTIONS FOR DOSES AT SCHOOL:

STORAGE REQUIREMENTS: \_\_\_ NONE \_\_\_ REFRIGERATE

THIS MEDICATION SHOULD BE KEPT IN: \_\_\_ CLASSROOM \_\_\_ DESK \_\_\_ SCHOOL OFFICE

POSSIBLE SIDE EFFECTS (if significant):

FOR MIDDLE AND SENIOR HIGH STUDENTS:

The student is both capable and responsible for self-administering this medication  
\_\_\_ NO \_\_\_ YES, SUPERVISED \_\_\_ YES, UNSUPERVISED

SPECIAL INFORMATION (i.e., DOUBLE-BLIND STUDY)

PHYSICIAN SIGNATURE \_\_\_\_\_ Date

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ Date

DESCRIPTOR TERM: \_\_\_\_\_ DESCRIPTOR CODE: \_\_\_\_\_ ISSUE DATE:  
J.21.3

FILER SCHOOL DISTRICT #413

PARENT'S PERMISSION FOR THE ADMINISTRATION OF A  
NON-PRESCRIPTION MEDICATION

It is the policy of our school district to maintain signed orders for each prescription or non-prescription drug that school personnel are asked to dispense to students during school hours. This must be renewed each school year. The following form must be completed, signed, and returned to the child's school office before medications can be dispensed.

CHILD'S NAME \_\_\_\_\_

BIRTH DATE \_\_\_\_\_

DIAGNOSIS (OR REASON FOR MEDICATION)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHYSICIAN'S NAME \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_

MEDICATION \_\_\_\_\_

ROUTE OF ADMINISTRATION: \_\_\_\_\_ ORAL \_\_\_\_\_ TOPICAL \_\_\_\_\_ INJECTION \_\_\_\_\_ DROPS

HOW OFTEN (OR TIMES) \_\_\_\_\_

POSSIBLE SIDE EFFECTS (if significant):

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
DISMISSAL PRECAUTIONS	J.22	8/17/81

Procedures shall be established by each school for the approval of requests for early dismissal to ensure that children are released only for proper reasons and into proper hands.

Children of estranged parents may be released only upon the written request of the parent whom the court holds directly responsible for the child and who is the parent or guardian registered on the school record. The schools shall not take part in other arrangements with estranged parents.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
ACCIDENTS TO STUDENTS	J.23	8/17/81

The Board of Education does not assume responsibility to students for accidents occurring on the school premises or during school sponsored trips. Pupils may be taken by school personnel to their family physician or hospital. Ambulances may be called if it is felt necessary and payment will be the responsibility of the parent or guardian.

The district is not responsible for injuries that may incur to students using the playground after school hours.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
STUDENT ACTIVITIES FUND MANAGEMENT	J.24	8/17/81

The Board hereby authorizes the establishment and maintenance of a Student Body Account at each of the schools of the district. An administrator of the school shall be responsible for the proper administration of the financial activities of each Student Body Account in accord with the provisions of state law and appropriate Student Body Account at a local bank. All payments made from the Student Body Account shall have the approval of the administrator responsible for the Student Body Account.

The annual school district audit shall include an audit of student organization funds. Payment for the audit shall be made from district funds.

Reserves shall be limited to amounts estimated as necessary for the beginning of the following year's operation.

Monies raised by student organizations must be expended for the benefit of the students.

The administration shall establish appropriate rules and regulations governing the expenditures made from these accounts.

LEGAL REF.: Idaho Code, 33-701(b)

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
STUDENT ORGANIZATIONS/ CLUBS	J.25	8/17/81

Student organizations shall generally be encouraged when they meet the simple criteria of contributing to learning rather than detracting from it. Such organizations shall operate within the framework of the law, Board policy, administrative rules, and the parameters of the learning program. When such organizations are truly contributive, their establishment and operation shall be facilitated in reasonable ways by district staff and through utilization of district resources.

The superintendent shall develop general guidelines for student organizations. Among other provisions, such guidelines shall require the assignment of at least one faculty advisor to each student organization and the approval by the Board of any student organization that requires the expenditure of budgeted funds or that may engage in activities of a divisive or controversial nature.

The Board encourages the establishment of school clubs. However, no club shall be organized without the approval of the building principal. The assessment or collection of any dues for such clubs is prohibited unless tied to a national organization which sets a specific amount.

#### SCHOOL-BASED STUDENT SUPPORT GROUPS

Parent(s)/Guardian(s) will be informed of their child's interest in attending a support group at the school. Parent(s)/Guardian(s) will be asked to notify the school if they object to their child's participation in the group.

Edited 11/4/98



DESCRIPTOR TERM:  
STUDENT GOVERNMENT

DESCRIPTOR CODE:  
J.26

ISSUE DATE:  
8/17/81

High school and junior high school students may maintain and operate student councils, thus offering further opportunity for training in the democratic processes.

Such councils shall assist in improving the general welfare of all students. The councils shall have no authority to make policies for the district or regulations for the school. Nor shall they have any disciplinary authority, except for recommending removal of one of their members from the council. However, a council may make suggestions to the administration on any topic of student concern.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
STUDENT PUBLICATIONS	J.27	8/17/81

Student publications may be part of the school program. These shall be appropriate for students as to grade and content of material.

All publications shall have a faculty advisor and/or principal. the publications shall be funded by budget appropriations. As far as possible, a high school yearbook shall be self-supporting, and advertising may be used in support of the yearbook.

LEGAL REF.: Tinker v. Des Moines 393 U.S. 5503 (1969);  
U.S. Constitution, Amendment I

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
STUDENT SOCIAL EVENTS	J.28	8/17/81

Providing students with appropriate social activities is beneficial to their overall development. These events may be on a school-wide basis or limited to a portion of the students in a school. All events shall be under the authorization and supervision of the principal or staff. Proper chaperoning shall be provided under the direction of the principal.

DESCRIPTOR TERM:  
SOLICITATIONS

DESCRIPTOR CODE:  
J.29

ISSUE DATE:  
8/17/81

The solicitation for donations and contributions from students shall be restricted to drives approved by the superintendent and sponsored by the Student Council. The faculty advisor and principal shall approve the Council's plan for collection and distribution of the proceeds.

Any outside organization wishing to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the superintendent.

DESCRIPTOR TERM:  
CONTESTS FOR STUDENTS

DESCRIPTOR CODE:  
J.30

ISSUE DATE:  
8/17/81

The decision of administrators whether students will be encouraged to enter national or state contests or competitions shall be guided by the recommendations of state and national associations of principals.

Following careful investigation of the purpose and merits of the competition, a school may participate in a proposed local contest with the approval of the school principal and the superintendent. The administration must be assured of the value of the contest to students and shall refuse to consider contests designed largely for promotional purposes. All proposed rules and regulations shall be checked carefully.

When an event is found suitable, announcements shall be posted to give everyone who qualifies as an entrant an opportunity to participate. However, no student may be required to take part in a contest sponsored by an outside organization as part of his/her course.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
STUDENT AWARDS	J.31	8/17/81

The administration shall develop procedures for the selection for the athlete of the year award.

ADOPTED: 5-9-79

DESCRIPTOR TERM:  
STUDENT AWARDS

DESCRIPTOR CODE:  
J.31.1

ISSUE DATE:  
8/16/89

Procedure for selecting Filer athletes of the year:

1. One boy and one girl will be selected.
2. The selections will be seniors.
3. The director of athletics will conduct a meeting with each of the respective head coaches - football, volleyball, wrestling, girls' basketball, boys' basketball, track, and golf.
4. The athletic director will make the selections known at the annual Athletic Awards night.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
PREGNANT MARRIED STUDENTS/ UNWED MOTHERS	J.32	8/15/86

Marital, maternal, or paternal status shall not affect the rights and privileges of students to receive a public education nor to take part in any extracurricular activity offered by the school.

Pregnant students shall be permitted to continue in school in all instances unless the student's physician rules otherwise. If continued attendance is not advised by the physician, the principal is authorized to make special arrangements for the instruction of the student and to provide an appropriate educational program.

LEGAL REF.: 45 CFR Section 86.40; Idaho Code, 33-2008



DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
ADULT STUDENTS (Policies relating to students 18 years old or older)	J.33	8/17/81

Every person, 18 years of age, shall be deemed to be an adult and shall have the same legal capacity to act as a person 21 years of age.

Students in the public schools shall comply with the rules established, in pursuance of law for the government of such school, pursue the prescribed course of study, and submit to the authority of teachers and others in authority over them.

Field Trips/ Program. Approved forms for participation shall be required of all students. The form should indicate that the signature is that of the parent or of the adult student. Sponsors and/or coaches shall be required to confirm the ages of those students signing their own forms.

Absence-Lateness-Truancy. Absence notes, normally signed by parents or guardians, may be signed by students who are of legal age. Such absences shall be reported to the parent or guardian on the regular report card.

Smoking. Smoking by students, regardless of age, is prohibited in the school building, on the school grounds, or at activities sponsored by the school, both on-campus or off-campus.

Alcohol and Drugs. The use, possession, or distribution of alcohol or drugs in the building, on school grounds, or at school-sponsored activities is prohibited. Students under the influence of either shall be subject to disciplinary procedures. The parent or guardian will be notified in the event of an offense, but if the student refuses parental participation, the school administration may involve police action, where advisable, without parental consent.

Gambling. Gambling is prohibited to all students in the school building, on the school grounds, or at any activity sponsored by the school, both on-campus or off-campus.

Supervision/Exclusion. All suspension and/or expulsion proceedings shall conform to Board requirements. Notification shall continue to be sent to parents or guardians of all such suspensions or expulsions. Students of legal age, however, are permitted to represent themselves upon reinstatement to school following a suspension. If a student wishes to represent himself without parental involvement, he shall sign a statement to that effect.

Withdrawal From School. Students of legal age may withdrawal from school under their own cognizance. Counselors shall continue to guide and counsel potential school dropouts and encourage their continued attendance. Parents shall continue to be notified of impending dropouts by the school guidance department.

Permission to Inspect Student Records. Students of legal age may request permission to inspect their personal school record but may review same on a "need to know" basis only.

Report Cards. Failure letters and progress reports will continue to be sent home.

Rights and Responsibilities. The administration of the high school shall develop annual programs to advise those reaching majority of their rights and responsibilities.

Residence Requirements. All regulations pertaining to residence requirements shall pertain to students of legal age.

Excuses From School. The school will verify requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, etc., with the organization being visited. Permission to leave school early can still be denied for what may be considered a non-valid reason.

Financial Responsibility. Students of legal age can be held financially responsible for damage to school property.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
FOREIGN EXCHANGE STUDENT	J.34	11/14/01

A foreign exchange student is defined as a student from a foreign country studying in the United States under sponsorship of an exchange organization. Students will be approved only if they are sponsored by exchange organizations listed in the Advisory List of International Educational Travel and Exchange programs produced by the council of Standards for International Educational Travel—and have a local representative

A ratio of one (1) foreign exchange student will be allowed for one hundred (100) regular students. The Board of Trustees may make exceptions to this ratio if they so desire. Any request to this exception must be made in writing 30 days prior to the scheduled enrollment date.

Foreign exchange students will be counted as in-district students if their host family lives within the Filer School District.

#### PROCEDURE

Each organization will submit a letter of intent to place students for the following year to the principal no later March 31 with the permission of the Superintendent.

Each organization will submit to the Principal no later than Last Monday of August of each year, the names of potential students and their host families. At the time of submission, organizations will submit to the Principal names of candidates and host families, a translated transcript indicating placement and previous course work, a record of English proficiency, letters of reference, a birth record, a self written essay, and personal and family background information. The Principal and a designated committee, appointed by the Principal, will screen the potential foreign exchange students. The Principal will notify organizations if the potential foreign exchange students will be allowed to attend Filer High School or not. This notification will be provided within 5 days of the application submission.

Foreign exchange students will be entered only at the beginning of a semester, and enrollment will be no less than a semester and no more than two consecutive semesters. The students should not expect to receive any free services from the district, i.e. yearbooks, activity cards, lunches, etc.

The counselor will enroll approved foreign exchange students in at least five classes each semester, which will include:

- 1 English
- 1 Social Studies
- 2 Academic classes, e.g.; math, science, foreign language
- 2 Academic and/or elective areas

The foreign exchange student will be evaluated and graded on a Pass/Fail basis using the School Board approved grading system. They are required to take all examinations and do all work required in the enrolled classes. This includes complying with school district's attendance and discipline policies.

<u>DESCRIPTOR TERM:</u>	<u>DESCRIPTOR CODE:</u>	<u>ISSUE DATE:</u>
FOREIGN EXCHANGE STUDENT	J.34	11/14/01

If a foreign exchange student, senior status, completes a minimum of one semester and passes all classes assigned, he/she will receive an honorary diploma and may be allowed to participate in Filer High School graduation ceremonies.

It will be the responsibility of the sponsoring organization to provide tutors or whatever necessary assistance is required to help the exchange student meet acceptable standards.

**Important Dates:**

March 31 <sup>st</sup>	Letter of intent to place students submitted by organizations
Last Monday of August	Submission of potential foreign exchange student's application
Within 5 days of submission	Notification to organizations on whether specific foreign exchange students may be placed or not.

**Required Submission Items:**

- Names of candidates and host families,
- A translated transcript indicating placement and previous course work,
- A record of English proficiency,
- Letters of reference,
- A birth record,
- A self written essay, and
- Personal and family background information.

Revised: 10/10/17

DESCRIPTOR TERM:  
STUDENT RECORDS

DESCRIPTOR CODE:  
J.35

ISSUE DATE:  
8/17/81

The Family Educational Rights and Privacy Act, enacted as part of the Education Amendments of 1974, P.L. 93-380, establishes the right of parents to have access to their children's school records, and limits the disclosure of personally identifiable information from school records without parental consent. If a student is 18 years of age or attending a postsecondary institution, he/she may exercise these rights on his/her own behalf. Parents or students who are either 18 years of age or attending a post secondary institution have the right to inspect or have a representative inspect and review appropriate educational institution or agency records.

Section 438 of the General Education Provision Act says: "No funds shall be made available under any applicable program to any educational agency or institution which has a policy of denying, or which effectively prevents, the parents or appropriate student, the right to inspect and review the educational records."

The Administration shall follow the procedures contained in the State Department of Education handbook on Guidelines For the Management of Student Records.

LEGAL REF.:           Family Educational Rights and Privacy Act of 1974  
                          PL 93-380; Part B, Education of the Handicapped  
                          Act, PL 94-142, Section 513

DESCRIPTOR TERM:  
STUDENT RECORDS

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### DEFINITION OF TERMS

1. Data means personally identifiable data which includes:
  - A. The name of the child and/or the name of the child's parent(s)
  - B. The address of the child
  - C. A specific personal identifier, such as the child's social security number or student number, or
  - D. A list of personal characteristics or other information which would make it possible to identify the child with reasonable certainty.
2. Data maintained means personally identifiable data that is collected, stored, distributed and destroyed by a participating agency.
3. Destruction means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.
4. Directory Information includes: the student's name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, and other similar information.
5. Disclosure means permitting access or the release of educational records orally, in writing or by electronic means.
6. Educational institution or educational agency or institution means any public or private agency or institution which is the recipient of funds under any Federal program. The term refers to the agency or institution recipient as a whole, including all of its components (such as schools or departments in a university) and shall not be read to refer to one or more of these components separate from that agency or institution.
7. Eligible student or appropriate student means a student who has attained 18 years of age or is attending an institution of post secondary education.
8. FERPA is the acronym for the Family Educational Rights and Privacy Act enumerated in "Privacy Rights of Parents and Students": Final Rule on Education Records" (Federal Register: August 23, 1977).
9. Parent shall mean the natural parent, the adoptive parent, surrogate parent, or the court-appointed guardian of the student. The educational agency or institution may presume that either parent of the student has authority to inspect and review the records of the student unless the agency has been provided with evidence that there is a legally binding instrument, a state law or court order governing such matters as divorce, separation or custody, which provides to the contrary.
10. Participating agency means any public school, agency, or institution which maintains or uses information, or from which information is obtainable.
11. Party shall mean an individual, agency, institution or organization.

### RECORDS

Permanent record is interpreted to mean identifying data; academic work completed; level of achievement; attendance data; scores and protocols of standardized intelligence, aptitude and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations and verified reports of serious or recurrent behavior patterns.

DESCRIPTOR TERM:  
STUDENT RECORDS  
CONT. pg 2

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Educational institution or agency records or data including information about more than one student must be noted on each student's file and parents must be notified of such compound records on request and of the right to review only the records pertaining to their child.

Any extraneous material in a student's file should be removed; however, no information may be deleted from a file after a request has been made to review that file.

In general, the educational institution or agency should:

Select

...Only information which can assist the student with academic, personal, social and vocational decisions.

...information of permanent or semi-

Exclude

...information judged not relevant to a student's welfare

...information which is not accurate

Great care must be exercised by the educational institution or agency to insure the accuracy of records. Behavior patterns and specific incidents must be unambiguously described and clearly verified before they become a part of any continuing record. The educational institution or agency should give serious consideration to the elimination of unnecessary data at periodic intervals. An educational institution is free to destroy extraneous material in educational records except when there is a request by the parent or eligible student to inspect and review them. The record of individuals requesting access to student records shall be maintained for as long as the record to which it pertains is maintained.

Confidential, personal working files of professionals (school psychologists, social workers, counselors, teachers or substitute teachers, etc.) may be maintained. Personal and confidential files containing working notes, transcripts of interviews, clinical observations and memory aids for their own use in counseling pupils is permissible. Any and all data that is considered to be the personal property of the professional should be in the possession of and guarded by the professional, and used only by that individual. If the individual communicates personal information to a second person, however, it is no longer considered a private record. There cannot be a special set of student records "for school use only," or any similar attempt to subvert the intent of the law.

RECORD MAINTENANCE

An educational institution or agency should designate a professional person to be responsible for record maintenance and destruction, and to educate staff about maintenance and access policies. Records should be kept in locked files at all times. The person responsible for the records should keep a log of all record inspection requests. All persons desiring access to pupil records should sign the log, indicating specifically the legitimate educational interest they have in seeking information. This log would be available to parents, and the school official responsible for record maintenance will use this log as a means of auditing the operation of the system. Fees may be charged by the institution for copies of records to students or parents provided that such a fee does not prevent parents or students from exercising their rights. fees may not be charged for examination of records.

Each participating agency shall protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency shall assume responsibility for insuring the confidentiality of any personally identifiable information.

### DESTRUCTION OF INFORMATION

The personally identifiable information on a handicapped child may be retained permanently unless the parents request that it be destroyed. Destruction of records is the best protection against improper and unauthorized disclosure. However, the records may be needed for other purposes. In informing parents about their rights under this section, the agency should remind them that the records may be needed by the child or the parents for social security benefits or other purposes. If the parents request that the information be destroyed, the agency may retain the information in paragraph 2.

1. Other educational institution or agency officials, including teachers, within the district who have a legitimate educational interest.
2. Officials of other educational institutions or agencies in which the student intends to transfer; however, the district should make a reasonable attempt to notify parents of the student or the eligible student of the transfer of the records at the last known address of the parent or eligible student, except:
  - A. When transfer of the records is initiated by the parent of an eligible student at the sending agency.
  - B. When the agency of institution includes a notice in its policies and procedures that it forwards education records on request to an educational institution or agency in which a student seeks or intends to enroll. The agency or institution does not have to provide any further notice of transfer. The district, upon request, should also provide the parents or eligible student with a copy of the records which have been transferred, and/or with an opportunity for a hearing.
3. Authorized representatives of:
  - A. Comptroller General of the United States.
  - B. Secretary of U.S. Department of Health, Education and Welfare.
  - C. State Education Agency.
4. Such persons as necessary in connection with a student's application for, or receipt of, financial aid.
  - A. To state and local officials or authorities for whom information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974.
  - B. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, student aid programs and instructional improvement. Individual, personal identification of students is not permitted.
5. To accrediting organizations in order to carry out their accrediting functions.
6. To comply with judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent of the student or the eligible student of the order or subpoena in advance of compliance.
7. To proper individuals in a health or safety emergency.

### EMERGENCY DISCLOSURES

An educational institution may disclose personal information about students without prior written consent to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and/or safety of students or other individuals. Some factors to be considered in determining whether to release personal information are:

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1. The seriousness of the threat to the health or safety of the student or other individual.
2. The need for the information to meet the emergency.
3. Whether the parties to whom the information is disclosed are in a position to meet the emergency.
4. The extent to which time is a crucial factor.

#### CONSENT FOR RELEASE OF RECORDS

Where the consent of a parent or eligible student is required for the release of educational records, it shall be in writing, signed and dated by the person giving such consent, and shall include reason, records to be released and the names of the parties to whom the records are released.

The educational institution or agency or its personnel may not divulge, in any form, to any persons other than those previously described, any information contained in school records, except:

1. With written consent from the student's parents, specifying records to be released and to whom. A copy of the records to be released must be sent to the student's parents and/or student, if desired by the parents or eligible student.
2. In compliance with judicial order or orders of administrative agencies where those agencies have the power of subpoena. An educational agency or institution must make a reasonable effort to notify the parent of a student or the eligible student of the order or subpoena in advance of compliance therewith.
3. If the education records of a student contain information on more than one student, the parents or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

#### DEFINITION OF ELIGIBLE STUDENT

When a student reaches the age of 18 or is married his/her consent alone must be obtained. This includes the right to deny access to his/her records. a parent or eligible student may waive any of his/her access and disclosure rights, provided that the waiver is in writing and is signed by the parent or student, as appropriate.

An educational institution may request, but not require, an individual to waive his/her rights. If rights are waived on letters of recommendation, the student may request names of those submitting letters, and the institution may not require waiver of this right as a condition of admission. If the parent of a student executes a waiver for the student, the student may revoke the waiver at any time after he/she becomes an eligible student (this provision is usually exercised in post high school institutions).

The right of access includes the right to challenge the validity of information contained in the record, and the right to a due process hearing regarding contents of records.

Personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents or eligible student. Such third party shall execute a form to that effect, and a copy of such executed form shall be provided to the parent or student over the age of 18.

The educational institution or agency may provide anonymous data from its records for outside research purposes without consent under conditions where the likelihood of identifying any individual because of his/her unique characteristics is negligible



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STUDENT RECORDS  
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### NOTIFICATION

Annual notification must be made to parents that their child's individual records are available to them or their representative for review. The educational institution or agency shall outline the procedure to be followed if the parent wishes to review the records. Information included in the notice will be:

1. Content of record.
2. Procedures for inspection, review and challenge.
3. Cost of copies.
4. Right to a due process hearing regarding contents of records.

Each educational institution shall establish appropriate procedures for the granting of a request by parents for access to the educational records. Records must be available within a reasonable period of time, but in no case shall access be withheld more than forty-five (45) days after the request has been made.

Agencies and institutions of elementary and secondary education shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English

\*See appendix for a sample notification.

### CHALLENGES TO THE CONTENT OF RECORDS, RIGHT TO A HEARING ,AND CONDUCT OF THE HEARING

**DESCRIPTOR TERM:**  
**STUDENT RECORDS**

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**J.35.2**

**ISSUE DATE:**  
**04/10/13**

**DIRECTORY INFORMATION; RELEASE OF DIRECTORY INFORMATION**

Directory information is information in a student record, which is not generally considered harmful or an invasion of privacy if released. Directory information can be released to the public through appropriate procedures. The following categories of information about students are designated as directory information in this district:

- Student's names;
- Student's photographs;
- Student electronic address;
- Date and place of birth;
- Participation in officially recognized sports and activities;
- Weight and height of athletic team members;
- Dates of attendance;
- Degrees, honors, awards or certificates received;
- Most recent previous schools or programs attended.
- Classroom videos used by the State Board of Education solely for the purpose of teachers fulfilling the Master Teacher Premium Requirements.

Directory information may be released without prior consent after the district gives annual notice to parents of students or guardians<sup>1</sup> or students 18 years of age or older or emancipated students. The notice shall identify the types of information considered to be directory information and the district's option to release such information and the requirement that the district must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or guardians or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent or guardian, student over 18 or emancipated student within 15 days of annual public notice.

Directory information shall be released only with administrative direction. Directory information considered by the district to be detrimental will not be released. Information will not be given over the telephone except in health and safety emergencies.

<sup>1</sup>As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, and adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

At no point will a student's Social Security Number or student identification number be considered directory information.

**Legal Reference(s):**

[ORS 30.864](#)

[ORS 107.154](#)

[ORS 326.565](#)

[ORS 326.575](#)

[ORS 336.187](#)

[ORS 339.260](#)

[OAR 581-021-0220 to -0430](#)

[OAR 581-022-1660](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2008).

No Child Left Behind Act of 2001, 20 U.S.C. § 7908 (2006).

Revised: 3/14/17

**DESCRIPTOR TERM:**  
**STUDENT DATA PRIVACY  
AND SECURITY POLICY**

**DESCRIPTOR CODE:**  
**J.35.3**

**ISSUE DATE:**  
**08/14/2014**

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. 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).

Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.<sup>1</sup>

This model policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, each school district and public charter school shall adopt, implement and electronically post this policy. It is intended to provide guidance regarding the collection, access, security and use of education data to protect student privacy. This policy is consistent with the DMC's policies regarding the access, security and use of data maintained within the SLDS.<sup>2</sup> Violation of the Idaho Data Accountability Act may result in civil penalties.<sup>3</sup>

#### Defined Terms

Administrative Security consists of policies, procedures, and personnel controls including security policies, training, and audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, and disaster recovery, contingency, and emergency plans. These measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

Aggregate Data is collected or reported at a group, cohort or institutional level and does not contain PII.

Data Breach is the unauthorized acquisition of PII.

Logical Security consists of software safeguards for an organization's systems, including user identification and password access, authenticating, access rights and authority levels. These measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

Personally Identifiable Information (PII) includes: a student's name; the name of a student's family; the student's address; the students' social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth or mother's maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student.

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<sup>1</sup> [Data Management Council](#)

<sup>2</sup> [Data Management Council Policies and Procedures](#)

<sup>3</sup> [Idaho Code Title 33, Section 133](#)

Physical Security describes security measures designed to deny unauthorized access to facilities or equipment.

Student Data means data collected at the student level and included in a student's educational records.

Unauthorized Data Disclosure is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

#### Collection

- Filer School District shall follow applicable state and federal laws related to student privacy in the collection of student data.

#### Access

- Unless prohibited by law or court order, school districts and public charter schools shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.
- The Superintendent, administrator, or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed.
- Access to PII maintained by the school district or public charter school shall be restricted to: (1) the authorized staff of the school district or public charter school who require access to perform their assigned duties; and (2) authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and (3) vendors who require access to perform their assigned duties.

#### Security

- Filer School District shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure.
- Filer School District shall immediately notify the Executive Director of the Idaho State Board of Education and the State Superintendent of Public Instruction in the case of a confirmed Data Breach or confirmed Unauthorized Data Disclosure.
- Filer School District shall notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

#### Use

- Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.
- Filer School District contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:

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**STUDENT DATA PRIVACY  
AND SECURITY POLICY CONT. pg. 3**

**J.35.3**

**08/14/2014**

- Requirement that the vendor agree to comply with all applicable state and federal law;
  - Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
  - Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
  - Prohibition against the vendor's secondary use of PII including sales, marketing or advertising;
  - Requirement for data destruction and an associated timeframe; and o Penalties for non-compliance with the above provisions.
- Filer School District shall clearly define what data is determined to be directory information.
  - If Filer School District chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory. If a parent does not opt out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure.

Resources

- FERPA: <http://www.gpo.gov/fdsys/pkg/USCODE-2011-title20/pdf/USCODE2011-title20-chap31-subchapIII-part4-sec1232g.pdf>
- Electronic Code of Federal Regulations pertaining to FERPA: 34 CFR Part 99 <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=11975031b82001bed902b3e73f33e604&rgn=div5&view=text&node=34:1.1.1.1.33&idno=34>
- U.S. Department of Education, Family Policy Compliance Office <http://www2.ed.gov/policy/gen/guid/fpc/index.html>  
Idaho Student Data Accessibility, Transparency and Accountability Act of 2014,  
Idaho Code Title 33, Section 133  
<http://legislature.idaho.gov/legislation/2014/S1372E1.pdf>

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STUDENT FEES, FINES,  
CHARGES

J.36

8/16/89

The Board shall, upon recommendation of the administration, set the various fees to students for services not a part of the regular program.

The areas for such fees are:

1. Lock fee (which will be returned to the student at the end of the year)
2. Student annuals
3. Activity ticket
4. Athletic fee

Food Service Meal Charge Policy

J.36.1

7/9/2019

**Purpose**

The goal of the Filer School District is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Service Department. The purpose of this policy is to insure compliance with Federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the Filer School District. The provisions of the policy pertain to regular priced school lunch meals only. While the USDA Child Nutrition Program does not require a student, who pays for regular priced meals to be served a meal without payment, the Filer School District provides this policy as a courtesy to those students in the event that they do not have sufficient funds for the day.

**Policy**

All school cafeterias possess computerized point of sale systems that maintain records of all monies deposited and spent daily for each student. Records are available through setting up an account with MealTime <https://www.mymealtime.com/>

**Full Pay Students / Reduced Students**

ALL students have the option of a FREE breakfast daily. Full pay students will pay for lunch at the district's published standard rate each day. Reduced students will pay \$0.40 each day for lunches.

- **Parents can make payments via:**
  - MealTime
  - Calling the District Office (208-326-5981) to make a credit card payment
  - Cash
  - Check made out to Filer Food Service
  - Directly to the District office @ 700 B Stevens

**ALL** students will be allowed to charge after their account reaches zero. **Parents / Guardians** are responsible for meal payment to the Filer food service program. Notices of low or deficit balances will be sent to the parents / guardians at regular intervals during the school year. We will use email, if we have the current email address for the parents, or paper bills mailed home. Meals should be paid in advance. Any funds remaining at the end of the school year will be rolled over to the following school year.

**Prepayment Discount**

- Parents / Guardians who pay
  - Monthly will receive a 5% discount on the monthly rate.
  - Per Trimester will receive a 10% discount on the Trimester rate.

**Parents / Guardians / Guests**

We encourage you to have lunch with your students. Parents / Guardians / Guests **MUST** prepay for their meals at the approved Adult rate.

Food Service Meal Charge Policy  
Cont. Pg. 2

J.36.1

7/9/2019

***Filer School District Employees***

- Will be allowed to charge meals throughout the school year. Balance is expected to be paid in full prior to the beginning of the next school year. If it is not paid in full, employees will not be allowed to charge until the balance is taken care of.
- Employees who will not be returning to the District the following year and have lunch balance will have the full balance deducted from their final paycheck.
- Employees with children attending Filer Schools are expected to follow the same Policy. In the case of an employee leaving the District, their child's balance(s) will be deducted from their final paycheck

***Balances Owed***

- Parents / Guardians who have not paid their students full lunch balance at the end of the school year, **MUST** make payment arrangements with the district office.
- Accounts with a balance of more than \$200.00, **MUST** make arrangements with the district office. If no arrangements are made on their account, the account may be turned into collections.
- Graduating Seniors will not receive their diplomas until their lunch balance is paid in full.
- ***Payment arrangements MUST be made by June 15th of the current school year.***

***Refunds***

Refunds will be issued for withdrawn and graduating students; a written request for a refund of any money remaining in their account must be submitted to the district office. An email request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a verbal or written request to the district office.

***Unclaimed Funds***

Funds that have not been requested within one school year of the student graduating or transferring to another school, will then become the property of the Filer School District Food Service Program.



TESTING OUT OF READING  
& STUDY STRATEGIES

J.37

1. Initial Screening. Only students who have a minimum GPA of 3.0 after 2 semesters of high school work or high school students who transfer from other states will be considered for "testing out."
2. Essay Test: Evidence from the students that they have read widely in a variety of genres and content areas and that they can demonstrate command of the written language. Students will be asked to write an essay using the following prompt:

Write an essay describing types and kinds of reading that you enjoy. Don't forget to mention novels, magazines short stories, poetry, nonfiction books, and other materials you read. Describe what effects these reading experiences had upon you and your life.

Prompt Evaluation: This essay would be evaluated by the reading teacher and two other teachers who would look for evidence of intensive and extensive reading as well as competency in composition. (Evaluators would use the rubric from the Direct Writing Assessment as the evaluation tool.)

3. Competency Inventory: Evidence from two content area teachers that the student has mastered the reading and study strategies taught in Reading And Studies Strategies. This assessment will be made through "A Student Competency Inventory for Reading and Study Strategies." Transfer students will be evaluated by high school grades in content area classes.
4. Granting Credit: Students who receive a minimum of 3.0 on the essay and a majority of responses "in Most Cases" on the evaluation or a 3.0 average on content area classes for transfer students, will receive "A" or "B" grade. The grade will be determined by the reading teacher and the two other teachers on the team and will be granted as .5 credit for the course Reading and Studies Strategies. All students who do not meet the above listed criteria, will be required to take the Reading and Study Strategies class.

TITLE IX/NOTICE ON  
DISCRIMINATION

J.38.2/G.41

3/8/94

Filer School District #413 does not discriminate on the basis of age, race, color, disabilities, religion, sex or national origin in educational programs or activities which it operates; non-discrimination extends to employment therein, and to admission thereto.

Inquiries concerning the application of Title IX should be directed to, Superintendent, 700B Stevens Avenue, Filer, Idaho 83328. Phone number (208) 326-5981.

## G.38.1 Title IX - Notification

In compliance with and to effectuate Title IX of the Education Amendments of 1972, as amended by P.L. 95-568, 88 Stat. 1855, the Personnel Manager notifies applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and the professional organization holding collective bargaining agreements, that Filer School District #413 does not discriminate on the basis of sex in the educational programs or activities which it operates; non-discrimination extends to employment therein.

## G.38.2 Notice on Discrimination

The following statement is being issued in compliance with Title IX:

Filer School District Affirmative Action Policy specifically prohibits "...discrimination on the basis of sex, age, race, color, ancestry, national or ethnic origin, exceptionality, religion, conditions of birth or family and political relationship," in employment and delivery of services.

With respect to the employment policies, there will be "...equal treatment of employees in recruitment, employment, training, promoting and other personnel practices." The only basis for employment will be organizational needs, individual merit, and job performance. There will be equal pay for equal work.

In delivery of services, the policy assures that educational resources and opportunities of School District No. 413 will be made available on an equal basis to all students. No student enrolled in the district shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the District Board of Trustees. All school rules and regulations will be administered equitably. Any person who feels they have been discriminated against should contact the Superintendent.

In keeping with these statements, the following shall be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation, and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socio-economic racial, and ethnic groups.

DESCRIPTOR TERM:

DESCRIPTOR CODE:

ISSUE DATE:

TITLE IX/NOTICE ON  
DISCRIMINATION CONT. pg 2

J.38.2/G.41

3/8/94

3. To carefully consider, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he or she lives.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.

STUDENT RELEASE TIME

J.39

2/8/94

In accordance with IC 33-519, and upon application of their parents, students in grades 9-12 who attend schools in the Filer School District may be excused from school for a period not to exceed five class periods per week nor 165 hours per school year for religious or other purposes. Students who have attained the age of 18 may apply for release time on their own behalf.

Applications for release time must be submitted to the appropriate school no later than one week from the beginning of each semester. No student shall be permitted to leave the school grounds during the school day to attend release time programs except upon written request of the parent or guardian. Such written request by the parent will become part of the student's permanent record. Freshmen and sophomores may not apply for release time.

Release time may be granted by the school principal or his/her designee within the following parameters:

- A. Though a student may be released during any class period, he/she must be released during the same class period each day; e.g., first hour. Release time requests for five hours in one day, or during different class periods in a week will not be approved.
- B. Requests for release time should provide for the student being released one class period each day for at least a full semester. Requests for less than a semester or less than one period per day should not be approved.
- C. Release time programs may not interfere with the scheduling of classes, activities and programs in the schools, and should be conducted away from public school property.
- D. The school district shall maintain a record of each student's daily schedule indicating when a student is released for religious or other purposes, but shall not be responsible for maintaining a record of attendance for these purposes.
- E. It is the responsibility of the school district to ensure that no public school property, public funds or other public resources are to be used in any way in the operation of release time programs, nor shall the school district be liable for any injury, act or event occurring while the student participates in such programs. Public schools and school districts shall assume no obligation or responsibility for the health, safety and welfare of students while they are being transported to and from and participating in release time programs.
- F. No credit shall be awarded by the school or district for satisfactory completion by a student of a course in release time for religious instruction. At the discretion of the board, credit may be granted for other purposes.
- G. Public schools shall not include schedules of classes for release time programs in school catalogs, registration forms or any other regularly printed public school material. Registration for release time classes must occur off school premises, and must be done on forms and supplies furnished by the group or institution offering the program. Teachers of release time classes are not to be considered members of any public school faculty and should not be asked to participate as faculty members in any school functions or to assume responsibilities for operation of any part of the public school program.

Edited 3/14/07

BOMG THREAT/EMERGENCY  
PROCEDURES

J.40

2/8/94

The Board of Trustees recognizes a bomb threat can seriously disrupt the educational process, and can directly or indirectly result in injuries to students or staff.

Making a bomb threat or being an accessory to a bomb threat constitutes grounds for expulsion. Filer students who make a bomb threat or who are accessories to such action will be suspended by the building principal for a period of up to five days. These students will be brought before the Board of Trustees for expulsion as soon as practical.

## Administrative Procedures

1. Bomb threat procedures.
  - a. The person receiving the bomb threat will attempt to learn as much as possible from the caller about the threat; e.g., the time the bomb is expected to explode, the location and type of device, and so forth.
  - b. The person receiving the call should talk to the caller as long as possible, but notify others in the office that a bomb threat call is in progress.
  - c. The person receiving the call should listen carefully to the caller's voice to identify any special characteristics and to note background noises.
  - d. The person receiving the call should not hang up the phone, but should use another line to notify the police department and the district office that a call has been made.
  - e. The person receiving the call should record in writing everything that he/she can remember about the call; e.g., time of call, time bomb set to explode, location and type of bomb, characteristics about the caller, any other relevant information.
2. Evacuation procedures.
  - a. A procedure for building evacuation will be developed by each building principal. An evacuation route and alternate route are to be posted conspicuously in each classroom, gym, cafeteria, or meeting place in the building. Evacuation drills should be held at least once per month in each building. Principals should block selected exits during these drills so that students will have experiences using alternate routes.
  - b. In case of an evacuation, students will remain under the supervision of their teacher in a safe area no less than 100 feet from the building. Teachers are to take roll and report missing students to the principal or designee.
  - c. The building search will be conducted by the principal or designee and responding members of the Filer police department. Only those persons authorized by the law enforcement officials or building administration will be allowed to assist in the search.
  - d. Students will remain under supervision of school authorities until the building principal or designee authorizes release, or re-entry into the building. Acting upon the recommendation of the local law enforcement agent that the building has been properly searched, the principal or designee will allow students to re-enter the building and school to commence. If an adequate search is not possible, the principal or designee will coordinate with the district office to release the students and arrange for transportation home. Students will be required to make up all instructional time lost due to bomb threats.

DESCRIPTOR TERM: \_\_\_\_\_ DESCRIPTOR CODE: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

504 POLICY STATEMENT

J.41

9/14/93

It is the policy of Filer School District #413 to provide a free and appropriate public education to each student with a disability within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the Filer School District to ensure that students with disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may have disabilities under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

The superintendent is the coordinator of Section 504 activities for Filer School District #413. Questions concerning Section 504 should be directed to him/her.

Due process rights of students with disabilities and their parents/guardians under Section 504 will be enforced. If a party desires to file a grievance regarding an issue governed under Section 504 please contact the superintendent, who is District #413's grievance coordinator.

BUS CONDUCT

J.42/E.7

7/23/97

**PUPIL RULES**Supervision and Disciplinary Guidelines

1. Pupil shall follow directions of the driver the first time given.
2. Pupil shall arrive at the bus stop before the bus arrives.
3. Pupil shall wait in a safe place, clear of traffic and away from where the bus stops.
4. Pupil shall wait in an orderly line and avoid horseplay.
5. Pupil shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction from the driver.
6. Pupil shall go directly to an available or assigned seat when entering the bus.
7. Pupil shall remain seated and keep aisles and exits clear.
8. Pupil shall exhibit classroom conduct at all times.
9. Pupil shall refrain from throwing or passing objects on, from or into buses.
10. Pupil is permitted to carry only objects that can be held on his/her lap.
11. Pupil shall refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
12. Pupil shall refrain from eating and drinking on the bus.
13. Pupil shall not carry hazardous materials, nuisance items and animals onto the bus.
14. Pupil shall respect the rights and safety of others.
15. Pupil shall refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.
16. Pupil shall refrain from extending head, arms or objects out of the bus windows.
17. Pupil shall refrain from hitching rides via the rear bumper or other parts of the bus.
18. Pupil shall refrain from wearing metal cleats on bus.
19. Pupil shall refrain from marking, cutting, or puncturing cushions or seat backs.

If a student receives a fourth misconduct citation in a given school year a student/parent conference with the principal and bus company representative will be held which may result in the loss of bus transportation privileges. However, if a serious violation of the Pupil Rules occurs, a student/parent conference with school and bus company officials can be held without regard to any previous infractions.

**VIDEO/AUDIO SURVEILLANCE CAMERAS ON SCHOOL BUSES**

The placement of the video cameras will be determined by the bus company manager/supervisor. A bus driver may request that a camera be installed on their bus; however, drivers are not to be notified when a video camera has been placed on their school bus. The cameras will be rotated in an order determined by officials of the bus company and installed by the bus company manager/supervisor or their designee.

Video tapes may be retained by the bus company for the purpose of training drivers in cases the company deems relevant. Tapes are not intended to be used for driver discipline, however, drivers may use tapes to self-critique their individual job performance. Tapes may also be retained to corroborate cases of vandalism, violent behavior, or behavior resulting in an injury.

Tapes may be viewed at a location designated by school district officials and/or bus company officials. Parents of involved individuals, school officials and/or bus company officials will be allowed to view a tape. Bus drivers may also view tapes recorded on their bus.

All school buses equipped with surveillance equipment will be clearly marked in view of the passengers with the following: "This bus is equipped with video/audio surveillance equipment".  
Edit 3-18-98

DESCRIPTOR TERM: \_\_\_\_\_ DESCRIPTOR CODE: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

GUN FREE SCHOOLS

J.43

1/21/97

Under the Gun Free Schools Act of 1994 any student who is determined to have brought a firearm onto school district premises, (any setting under the control and supervision of the Filer School District), will be expelled from school for not less than one year. In addition, the Filer School District will refer any student expelled under this policy to the criminal justice or juvenile delinquency system. Firearms and weapons are those items defined in Section 921, Title 18, United States Code, or in Idaho Code Section 18-3302D.

Also, District #413 will not consider admission of a student who has been expelled from another school district for violating the Gun Free Schools Act until that student has completed the expulsion period of not less than one year. The timing will be based on written confirmation from the school district that initially expelled the student.

The school board may modify the expulsion requirement on a case-by-case basis as stated in Idaho Code 33-205 and Public Law 103-382 section 14601. Discipline of students with disabilities shall be in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

Edited: 6/5/97; Edited 7/15/97



DUAL ENROLLMENT

J.44

8/15/95

The Board of Trustees, after review of communications of explanation from the State Superintendent of Public Instruction, the State Department of Education and the Deputy Attorney General assigned thereto and other affected parties and advisors, has promulgated the following policies to attempt to comply with and to assist in the administration and implementation of the provisions of Idaho Code, 33-203, (Dual Enrollment Statutes) consistent with other state statutes, Filer School Board policies and State Board of Education Rules and Regulations. Because of the complex nature of this statute it is contemplated that these policies may have to be amended from time to time as experience dictates.

**DEFINITIONS:**

**“Dual Enrollment”**-A nonpublic student residing within the boundaries of the Filer School District who is legitimately enrolled in a private, parochial, or home school or at a post secondary institution and has not graduated from high school who is also dual enrolled in District #413 schools by meeting the criteria outlined herein.

**“Nonpublic Student”**-Any student who receives educational instruction outside a public school classroom and such instruction can include, but is not limited to, a private school or a home school.

**“Primary Education Provider”**- That person or entity providing the majority of the nonpublic student’s educational instruction outside the public school Programs or Activities.

**“Program and Activity”**-The terms “program” and “activity” as used in Idaho Code 33-203 shall include any regularly scheduled course of study or any regularly scheduled interscholastic activity recognized or sanctioned by the Idaho High School Activities Association.

**ENROLLMENT:**

Any nonpublic student wishing to enroll in a school in the Filer School District must provide evidence of residence in this District, acceptable evidence of date and place of birth, evidence of immunizations required by the State of Idaho (or suitable waiver) and must comply with the registration procedures required by District #413 which includes providing complete records of the student’s academic history.

**REGISTRATION AND PROCEDURES:**

Before entering a program or activity a nonpublic student must complete registration and gain admission to a school in this District. Registration shall include in addition to routine procedures, the providing of all student records and testing information (where necessary) to qualify for admission as a nonpublic student and to identify appropriate placement of the student. Such registration and admission procedures are required even if a student is requesting dual enrollment status only for participation in an interscholastic or nonacademic activity.

**TRANSPORTATION:**

A nonpublic student, upon admission to a school in the Filer School District, may ride a school bus on regularly scheduled routes (including activity bus routes) and use regularly established bus stops or stops which would require no deviation from the regularly established bus route. No alteration of routes will be made to specially accommodate a nonpublic student. If a nonpublic student attends only part time, District #413 may furnish transportation at the regularly scheduled time closest to the time period for which a student is enrolled (i.e., morning busing for a.m. classes or afternoon busing for p.m. classes). The District will not provide such transportation if there is no available space, if the furnishing of such transportation would cause a deviation or alternation of the regularly established bus route or stops or if the furnishing of such transportation would require the purchase of additional or substitute equipment.

DUAL ENROLLMENT  
CONT. pg 2

J.44

8/15/95

**INTERIM PERIODS:**

If a nonpublic student is dual enrolled in classes or activities which are not contiguous in time (i.e., a first period and a fourth period class), the student shall not be on the school premises other than when the program or activity for which the student is enrolled is taking place. District #413 shall not be responsible for the care or supervision of the student in any form for periods before, in between or after the programs or activities for which the student is properly enrolled. Any transportation needs for such students not provided for otherwise under this policy during the school day shall be the sole responsibility of the student and his/her parents or guardian.

**EXTRACURRICULAR NONACADEMIC ACTIVITIES:**

Any nonpublic student involved in an extracurricular activity shall be subject to all the same eligibility standards as a regular full time student.

The parents or guardian of a nonpublic student are responsible for obtaining testing for their child at their expense in accordance with Idaho Code 33-203 and State Board of Education rules. Test results from the Iowa Test of Basic Skills (I.T.B.S.) or the Test of Academic Proficiency (T.A.P.) must be provided to the school principal as a condition of enrollment. The student must achieve a minimum composite score of the fifth stanine or higher to be eligible for dual enrollment each year admission is requested in nonacademic programs. Test results from a given year shall be used to determine academic eligibility for the following year and are only valid for a period of twelve (12) months from the date the test results are released.

As an alternative to providing test results, until January 31, 1996, a nonpublic student who has not taken the Iowa Test of Basic Skills, may provide an affidavit to the principal of the public school that said student is attending. Said affidavit shall be signed by the student's Primary Education Provider indicating that the provider believes the student would have received a test score that would meet the standard required by law if said test had been administered.

**CLASS SIZE/DISENROLLMENT:**

Pursuant to Idaho Code 33-203(1), if enrollment in a specific class or program reaches the maximum for the program, priority for enrollment shall be given to a student who is enrolled full time in the public school. If a class or program is full and includes a part time nonpublic student when a regular full time student transfers into the school during the semester, the District's normal enrollment procedure shall remain the same and the nonpublic student may not be disenrolled to provide space for the full time student. Regular full time students will be given priority for enrollment at the start of each semester.

**SCHOOL RULES, REGULATIONS AND POLICIES:**

A nonpublic student shall be subject to all the same policies, regulations and school rules as any regularly enrolled student during the times that the nonpublic student is present at school. Such policies, regulations and rules will include but not be limited to , those relating to attendance, grades, prerequisites, classroom conduct and discipline.

**PREREQUISITES:**

A nonpublic student must meet all prerequisites for enrollment for a program or activity which is required of public school students. However, the District may determine competencies by other measures such as written or oral examinations which may be substituted as a prerequisite in lieu of attending other courses.

DUAL ENROLLMENT  
CONT. pg 3

J.44

8/15/95

**MIXED CURRICULUM:**

If a nonpublic student wishes to attend activities or programs in a particular discipline, in a class or grade where the curriculum is merged or integrated, such request shall be made in writing particularizing the subject matter presentation which the student desires to attend (i.e., art instruction in a third grade class). The teacher and principal of that school shall, upon request, provide scheduling information to the nonpublic student. It shall be the nonpublic student's responsibility to contact the

Page 3 – Dual Enrollment J.44

District and ascertain when such subject matter will be presented. Where certain subject matter is integrated into a mixed curriculum, no change in the presentation need be made because of a nonpublic student's request for attendance. It is also the intent of this policy to insure that the teacher's right to integrate disciplines and be flexible in planning and modifying the daily classroom presentations shall not be hindered or restricted in any way.

**GRADUATION:**

A nonpublic student must meet all grade and other graduation requirements of the Filer School District in order to graduate and obtain a diploma from this District. In order to graduate and receive a diploma, a student must be a full time student of the Filer School District during the student's final two semesters.

**IDEA/ADA/SECTION 504 STUDENTS:**

Parents who wish nonpublic students to be enrolled in special programs must comply with the requirements of the Individuals with Disabilities Act (IDEA) and the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 (Section 504). If a request for referral is made by said parents and if the evaluation of the student by the multi disciplinary or child study team determines that special services are appropriate for the student, then such programs will be provided when possible. Until such determination is made, such special educational services or accommodations will not be provided.

EXTRACURRICULAR ACTIVITIES I.17/J.45

3/9/96

**EXTRACURRICULAR ACTIVITIES CODE**  
**FILER HIGH SCHOOL WILDCAT PRIDE CODE**

**Mission Statement:** Filer School District #413 provides opportunities for students to participate in quality extracurricular activities. (For the purpose of this code, an extracurricular activity is any function which is outside of the scope of regular classroom activities.) Filer School District #413 firmly believes that extracurricular activities are a privilege not a right. The mission of these activities is to provide opportunities and an atmosphere for promoting:

- |                                |                        |
|--------------------------------|------------------------|
| 1. Worthy use of leisure time  | 2. Healthy Competition |
| 3. Mental and Physical fitness | 4. Entertainment       |
| 5. Sportsmanship               | 6. Teamwork            |
| 7. Individual effort           | 8. Enjoyment           |

**Conduct:** Filer School District #413 promotes the highest code of conduct among its students. The school district expects the students who participate in extracurricular activities to behave in a manner that will bring credit to the school district and to themselves. Student athletes will wear attire meeting the Filer High School 'Dress for Success Policy' at activities they are participating in. To promote and sustain this high level of conduct the following rules and regulations and the accompanying consequences have been developed.

**Rules and Regulations:** If the participant violates a rule, the coach/extracurricular advisor will decide and administer the disciplinary action. If the disciplinary action is for a severe offense then the principal and/or dean of students, coach/extracurricular advisor, and athletic director will decide and administer appropriate disciplinary action, unless the rules and policies of the school district provide otherwise. A participant and his/her parent/guardian are free to discuss a disciplinary action with the principal, then the superintendent, and finally the school board if necessary. Severe offenses are defined as offenses where a violation of law or school board policy may have occurred.

The following rules and regulations shall apply to the student participating (Participant) in any extracurricular program or activity whether or not the student is acting as a representative of school. Participants include, but are not limited to, players, managers, members of the pep band, Future Farmers of America, statisticians, cheerleaders, trainers and anyone involved in an activity governed by the Idaho High School Activities Association. Everyone associated with an extracurricular activity is of equal importance.

**Student-Athlete Eligibility:****Initial eligibility:**

1. To be eligible to participate in an extracurricular activity the following educational standard will apply. A student must have received passing grades and earn credits in at least four (4) full-credit subjects, or the equivalency, in the previous trimester or grading period for which credit is granted. Equivalency is determined by the following criteria at Filer High School:
  - Five classes available must pass at least four,
  - Four classes available must pass all four, &
  - Currently enrolled in a minimum of four classes

**In-Season Eligibility:**

- a. At the beginning of each sports season or 3 weeks after trimester begins, the athletic director will check grades of all in-season athletes. Student-participants with a "D" grade in any class will be placed on "probationary" status and subject to procedure #1. Any student- participants who have an "F" grade will be subject to procedure #2:
  - 1) The student-participant with a "D" grade will be notified of being on academic probation. His/her parent(s)/guardian(s) will be notified by the coach of the "probationary" status of said student. The student-participant will have until the next school day to give the coach acknowledgement of notification from his/her parent(s)/guardian(s). If acknowledgement of notification is not received, the student-participant will be ineligible for participation in an extracurricular activity until the acknowledgement of notification is received by the coach.
  - 2) The student-participant with an "F" grade for 2 or more consecutive grade check periods (1 week) will be declared academically ineligible. Academically ineligible students will not be allowed to participate in competitive contests within their chosen activities until the next grade check period (1 week). The coach will notify the student-participant and parent of the temporary suspension of the athlete. Upon the next grade check, if the student is passing all classes the ineligibility will be lifted. If not, the ineligibility will continue. The process will be continued for the remainder of the season. Participant eligibility will be determined on a weekly basis, Monday to Monday.
- b. All student-participants will have their grades checked on Monday on weekly basis. Grade checks will begin with the first day of practice or 3 weeks after the beginning of school or trimester. At any grade check, student-participants with a "D" or "F" grade in any class will be subject to the same procedure outline above in sections "1 and 2". Teachers will not be able to allow a failing student-participant to become eligible to compete. The athletic director, dean of students, or principal will have the responsibility to restore eligibility for a student.

EXTRACURRICULAR ACTIVITIES  
CONT. pg 3

I.17/J.45

3/9/96

- c. At trimester, a no credit grade (withdrawal from class after the initial two-week period) in any course will disqualify a participant from extracurricular eligibility. However, if a student receives an incomplete as a result of illness, an extended period of time, at the discretion of the teacher, will be given to makeup the work.
- d. Any student in special education who has a current Individual Education Plan (IEP) will be allowed to participate in extracurricular activities, even if the student does not meet the academic eligibility standards, if the student's IEP Team makes the determination that the student is making satisfactory progress (based upon the student's effort, attitude, and intellectual ability).
- e. Any student participating in the following sports; football, volleyball, soccer, basketball, wrestling, bowling, track, golf, softball and baseball during the fall, winter, or spring sport season, may not participate in another sport during that same sport season unless there is a special circumstance that will be evaluated by the current head coaches of the two sports, athletic director, and the high school principal.
- f. A student who transfers into Filer High School must meet all rules of eligibility governed by the Idaho High School Activities Association (IHSAA). Any and all requirements as established by the IHSAA must prevail in regards to extracurricular activities.

All out of district home schooled students are ineligible for interscholastic competition.

1. A participant shall not engage in conduct that brings, or reasonably could bring, discredit to the sports program, the participant, or the school. Such conduct may include, but is not limited, to the following:
  - A. theft, possession of stolen property, or vandalism; #
  - B. use, consumption, possession or distribution of alcoholic beverages, illicit drugs, tobacco including smokeless, or e-cigarettes (note: 18 year olds may legally use tobacco, however are not permitted to use or possess on school property or at an event); #
  - C. being present, or associated with a private event in which underage drinking or illicit drugs are being used; #
  - D. testing positive on a random test, tampering with a test, or refusing to take a random drug test when the participant's name is selected. #
2. A participant will not engage in conduct that disrupts the discipline, order, safety, or educational environment of the school. ##
3. A participant shall attend all scheduled practices, meetings, contests and performances unless it is necessary to miss such and, if so, prior arrangements for the failure to attend shall be made with the coach or advisor whenever possible. ##
4. A participant shall follow the instructions of the coach or advisor regarding playing techniques, training, team rules or conduct, or other matters related to the extracurricular program. ##
5. The coach or advisor may set additional rules of conduct which the participants will be expected to follow. As appropriate, these rules will apply on or off school premises, and students will be subject to penalty if they are found to have broken the rules. ##

EXTRACURRICULAR ACTIVITIES  
CONT. pg 4

I.17/J.45

3/9/96

6. A participant shall be responsible for any school-owned equipment checked out to him or her. The loss or misuse of such equipment shall be the financial obligation of the participant.
7. A participant shall read and abide by the Idaho High School Activities Association rules and guidelines.
8. A participant shall present to school officials a physician's written release following an illness serious enough to require a physician's care.
9. A participant shall attend at least 2 periods of school on the day of any practice or contest in order for the participant to practice or play that day. Exceptions may be made for prearranged appointments.
10. An athletic fee is required of each student-athlete and is used to support the total Filer School District activities program.
11. All participants, in order to participate, shall ride the transportation provided by the district to and from the event. If the participant wishes to ride with the parent or guardian a written request, from the parent or guardian, must be presented to the advisor of the event.

**Disciplinary Action:** If the participant is found to have violated subsections A, B, C or D under rule #1#, the following consequences will apply:

**First Offense:**

1. Suspension remainder of competition season and next competition season from all extra-curricular Activities
  2. No attendance at school activities for two weeks
- OR**
1. Approved substance education class
  2. Suspended from all extra-curricular activities for two (2) weeks (must practice)
  3. Mandatory drug testing bi-weekly for three (3) months (parent cost)

**Second offense:**

1. Suspension remainder of competition year from all extra-curricular activities
  2. No attendance at school activities for remainder of school year
- OR**
1. Suspension remainder of competition season and next competition season from all extra-curricular activities
  2. Counselor, Drug Counselor, and Parent program evaluation
  3. Meet program requirements
  4. Mandatory drug testing bi-weekly each month for the next six months (parent cost)

**Third Offense:**

1. Suspended from all extra-curricular activities participation for remainder of high school career
2. No attendance at school activities for remainder of school year

EXTRACURRICULAR ACTIVITIES  
CONT. pg 5

I.17/J.45

3/9/96

A participant who violates the third offense may appeal to the school board to have his/her eligibility reinstated.

The following disciplinary action applies for rules 2-5<sup>##</sup>:

**First violation:** will result in a 15-day suspension from the extracurricular activity\*. The student will still attend class or practices in the activity but will not participate in any games or events during the suspension. Failure to abide by this consequence will result in automatic dismissal from the activity.

\*Unless the violation breaks a state or national law, at which time the participant may be indefinitely suspended from the team until the matter is resolved.

**Second violation:** the student will be automatically dismissed from the activity for the remainder of the activity year. The activity year is defined as August 9th through the last day of school.

**Notice of risk:**

1. Student athletes and the student's parents, guardian, or custodian need to be aware that sport activities can be dangerous and involve risk or injury. When a student practices, plays, or participates in any sport or athletic activity, the athlete must follow instructions given by the coach or advisor regarding playing techniques, training, team rules and/or conduct.
2. Parent-Coach Relations  
In the event that a parent has a grievance with the coach(es), the following procedure will be followed.
  - a. The first step is to contact the coach(es) and have a dialogue between coach(es) and parents.
  - b. If not satisfied, then the parties involved will contact the athletic director. All parties shall be present at the meeting.
  - c. In the event that there is still a problem, the principal should be involved, with all parties present.
  - d. When the situation cannot be resolved, then the involvement of the superintendent is the next step, and he may wish to involve the school board.

Revised December, 1995; Edited 2/27/96; Edited 3/6/96; Edited 5/20/97; Edited 11/5/97; Edited 11/14/98 Edited 3/21/01; Edited 7/21/04; Edited 5/18/05; Edited 1/17/07; Edited 8/14/13; Edited 2/13/18



DESCRIPTOR TERM: \_\_\_\_\_ DESCRIPTOR CODE: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

**ATHLETIC AGREEMENT**

The undersigned student and his or her undersigned parents or guardian acknowledge reading the rules and regulations of the Filer Athletic Handbook and do accept and consent to the provisions contained therein.

Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date \_\_\_\_\_

Signature of Student \_\_\_\_\_

COACHES SECTION

J.45

**COACHES CLINICS**

Each coach will be allowed \$100 to attend athletic clinics during the year. The coach must turn in a copy of the registration form for the clinics as proof they are attending a clinic or clinics.

**ORDERING MATERIALS**

Coaches are responsible to inventory their equipment, and supplies of the sport they coach. The Head Coach must fill out and turn in inventory sheets so the athletic department has them on file. Before anything is ordered the coach needs to get prior approval from the athletic director. Anything that is ordered without permission will be paid for by the coach or coaches responsible. Before equipment and supplies are ordered for next season, the Head Coach must have his inventory completed and handed into the A.D.

**CLINICS FOR OUR YOUTH**

The Head Coaches of each sport need to generate interest in their programs by conducting camps for the youth of our community. It takes some extra effort, but it pays off in the long run. The community appreciates the effort and it gives the coaches an opportunity to influence the youth in our school system.

1. Coaching staffs who put on these clinics will receive an extra allotment for Coaching Apparel.
2. The funds will depend on the length of the camp and the preparation involved to make it successful for the kids.

**STATE TRIPS**

Meal money for state trips will be dispersed according to the following scale by the coaches.

1. Breakfast - 5.00
2. Lunch - 6.00
3. Dinner - 8.00

The coaches will use the above amounts for their meals.

**MISCELLANEOUS ITEMS**

Coaches will be allowed to spend \$ 100.00 on various items that the coaches feel is necessary for their program, examples maybe: team picture and frame, magazines, books, or video's that the coach feels would improve the program. The coach must understand that anything purchased from this money is the property of the athletic department and will remain there in the event the coach leaves the district. If the item or items are removed the coach who left will be billed for any items missing. The head coach of each sport is the only one who can order any items, and they must turn in a voucher with a list of items, the cost, and who they are purchasing the materials from. When this is done, the athletic director will approve the transaction.

**FUND RAISERS**

Any coach that wants to raise extra money for their program must contact the athletic director with a written proposal. The coach needs to explain the purpose of the fund raiser, and everything that is involved with the plan. The athletic director, and the building principal will decide if the fund raiser is practical, and does not interfere with any other organization.

**AWARDS FOR ATHLETES**

All coaches want to honor their athletes for a job well done, but as coaches we need to put a limit on the number of awards we present to the athletes.

The athletic department will purchase a total of 6 plaques for each sport. The head coach can determine what categories they will give awards for, and who will receive them.

This does not mean the head coach has to give out 6 plaques, so as coaches we need to use some common sense and make the awards something special.

DESCRIPTOR TERM: \_\_\_\_\_ DESCRIPTOR CODE: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

LIMITED ENROLLMENT IN HIGH  
SCHOOL ENGLISH

J.46

1/17/95

A student is limited to taking one English class per semester, except in the case of a graduating senior who may need to make up a previous English class. A graduating senior will be eligible to take only two make-up English credits, one each semester, while fulfilling the senior English requirements.

Further, any student who fails to pass both semesters in a given year of an English course prior to the senior year, and who does not make up the failed grade by the start of the new school year, must repeat that English course before taking the next level English class.

STUDENT DRUG TESTING

J.47.1

4/19/00

The Filer School District is concerned and committed to helping students who are encountering drug and alcohol problems. The Filer School District has established itself as a drug free workplace for employees and students (see policies G.35 and J.47). To that end, when a staff member at our schools has a reasonable suspicion that a student may be under the influence of drugs or alcohol, the student may be asked to take a drug test (urinalysis). If the student volunteers for the test, he/she may have their parents/guardians present for the test. If the student refuses to take the test, the student's parents will be contacted to determine if they would like to have their child tested. The school's administration or his/her designee, of the same gender as the student giving the sample, will conduct the test. When students test positive, the student's parents/guardians may have the student retested, within 24 hours of the previous test, at their own expense. If the second test is not positive, it will cause the school's administration to reevaluate the student's disciplinary action.

Administrative sanctions and support for reasonable suspicion:

**First Offense**

- ◆ Addiction assessment
- ◆ Counselor, drug counselor, and parent program evaluation
- ◆ Meet program requirements
- ◆ Mandatory drug testing for six months (parent cost)
- ◆ No attendance at school activities for two weeks
- ◆ Three day school suspension
- ◆ Notify law enforcement

**Second Offense**

- ◆ Addiction reassessment
- ◆ Counselor, drug counselor, and parent program evaluation
- ◆ Meet program requirements
- ◆ Mandatory drug testing for six months (parent cost)
- ◆ No attendance at school activities for four weeks
- ◆ Five day school suspension
- ◆ Notify law enforcement

**Third Offense**

- ◆ Five (5) day suspension by principal
- ◆ Additional ten (10) day suspension by superintendent
- ◆ Recommendation for expulsion to the school board
- ◆ Notify law enforcement

Edited 1/21/04

RANDOM DRUG TESTING

J.47.2

5/18/05  
Revised 2/10/10

Filer School District #413 has an interest in establishing a school environment free from the influence of drugs and alcohol for the benefits of its students. This includes the necessity of ensuring that all extracurricular activities sponsored by the District are conducted in a manner that will provide for the safety and security of all students that are participating in such activities. Extracurricular activities will be those athletic activities recognized by the Idaho High School Activities Association (IHSAA) which include the following activities: football, volleyball, soccer, basketball, wrestling, bowling, track, golf, softball, baseball, cheerleading. Additionally, other Filer School District sponsored activities which may include: rodeo, FFA, FCCLA, BPA, band, jazz band, choir, madrigals, INL quiz team, advanced speech, mock trial, student council, dance team, and any other Filer School District activities included at the discretion of the School Board. The District expects that students are provided the opportunity to engage in District sponsored extracurricular activities and as representatives of the District, students will be drug and alcohol free during their participation in these activities. By honoring this standard, students in this District that are engaged in interscholastic extracurricular activities will decrease their chances of being injured or injuring others. Additionally, participants will demonstrate to the rest of the student body their willingness to be drug and alcohol free and their desire to be worthy representatives of the student body.

This District will implement a drug testing policy to insure that those students who participate in extracurricular activities are free from the effects of illegal drugs and alcohol while engaging in such District sponsored events. The purposes of this policy will be as follows:

1. The health and safety of all students participating in extracurricular activities;
2. the prevention of student involvement with drugs and alcohol;
3. undermining the effects of peer pressure by providing specific reasons for students to refuse involvement with drugs or alcohol; and
4. intervention with and help for students involved with drugs and alcohol by encouraging those involved to seek treatment or rehabilitation.

### **Written Consent Required**

Before participating in any activity, the student and the student's custodial parent or lawful guardian shall execute and deliver to the District a written consent form attached hereto as Exhibit A. Any student who refuses or fails to provide the duly executed consent form or who refused or fails to comply with the provisions of this policy shall not be allowed to participate in any activity program sponsored by the District. Any student who willfully provides a false saliva test or who otherwise tampers with a saliva test or undertakes any effort to obstruct, evaluate, or impair the accuracy of a drug test, shall likewise be prohibited from or suspended from participation in any activity, or until an unadulterated and accurate saliva test is provided. Such options shall be determined solely at the direction of the superintendent.

RANDOM DRUG TESTING  
CONT. pg. 2

J.47.2

5/18/05  
Revised 2/10/10

### **Student Selection**

The superintendent or his/her designee shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process including, but not necessarily limited to:

1. Assuring that the names of all students are in the appropriate pool;
2. assuring that the person drawing names has no way of knowingly choosing, or failing to choose, particular students for the testing;
3. assuring that the identity of students drawn for testing is not known by the person making the selection or by persons involved in the laboratory analysis of drug test; and
4. assuring direct observation of the selection process by at least two (2) adults.

At the option of the District, all students may be tested for drug or alcohol use at the beginning of the activity season. In addition, random testing may be conducted during the activity season on a weekly basis or any other frequency determined by the District. Selection for random testing will be by lottery drawing from a "pool" consisting of all students participating on an activity team. Separate pools may be established on a team-by-team basis.

### **Procedures For Random Drawing**

Throughout the school year, up to ten percent (10%) of the total number of students may be tested each week. To assure the anonymity of participants, each student will be assigned a number at the beginning of each school year. Only the student and the superintendent or his/her designee will know these numbers and the identity of the student to whom such number is assigned. The superintendent or his/her designee will keep the number lists in a secure place where access is limited only to them. All lists will be destroyed within thirty (30) days after the end of the school year, except for the numbers for students who have tested positive for use of illegal drugs or alcohol. These numbers may be kept until the students are eligible to participate in IHSA sanctioned activities. After all numbers are drawn for a particular week, they will immediately be returned to the pool of numbers for that activity in order to assure randomness of draw. It is possible that the number of an athlete may be drawn several times during the season, school year, or not drawn at all.

### **Saliva Test and Breath-a-Lyzer Procedure**

After the numbers are drawn, those students selected will be notified and must promptly report to the designated place to produce a saliva test. Every fifth selection may submit to a breath-a-lyzer test before giving their saliva test. Each selection will be given a saliva tester in designated area. Saliva test will be administered at a mutually convenient time on the same day the student is selected for testing or, if the student is absent on that day, then on the day the student returns to school.

RANDOM DRUG TESTING  
CONT. pg 3

J.47.2

5/18/05  
Revised 2/10/10

### **Positive Test Procedure**

Whenever a student's first test result indicated the presence of an illegal drug or alcohol (i.e., "positive test"), the following procedures shall be followed:

1. The student will be asked to provide a second saliva test as soon as possible, following the procedures set forth above. If the student refuses to provide a second saliva test, or unduly delays in providing such saliva test, the results of the first saliva test shall be accepted as accurate.
2. If the second test sample reveals a positive test, the first saliva test may be submitted to a testing lab and a meeting with the student's custodial parent or legal guardian and building principal will be scheduled.

If a student's test is confirmed positive, his/her number will be removed from the pool until after completion of the second test and after the meeting with the building principal, at which time the student's number will be returned to the pool. If the second saliva test tests negative, the student will be notified and no further action will be taken.

### **Prescription Medication**

If a student taking prescribed medication tests positive, then the student will provide a copy of the prescription or doctor's verification to the testing official. The results of the test and the medication information may be sent to a testing lab.

### **Scope of Tests**

The testing device is designed to test for one or more controlled substances or for alcohol. Saliva and breath-a-lyzer tests will not be screened for the presence of any substance other than any illegal drugs or alcohol, nor for the purpose of identifying the existence of any disability or physical condition.

### **Access to Results**

The testing official will be authorized to report results only to the superintendent or to such other adult person(s) as the superintendent may designate. Test results may be provided to the superintendent or his/her designee by telephone provided the superintendent or his/her designee recites a predetermined code designed to uniquely identify his/her person. Test results shall be destroyed at the expiration of one year after the last day of the activity season for the school year, except with respect to students who have tested positive.

### **Voluntary Testing Program**

The Filer Public Schools is truly concerned and committed to helping students who are encountering drug or alcohol problems. The District recognizes that a student with drug dependency or use problem is not able to work to his/her fullest potential and stands a greater chance of coming into contact with law enforcement personnel due to increased exposure to

RANDOM DRUG TESTING  
CONT. pg 4

J.47.2

5/18/05  
Revised 2/10/10

criminal activity. To assist in the ultimate goal of drug free schools and drug free students, the District will provide voluntary drug testing (saliva test) to any student whose parents request the testing be done. The procedure for sampling and testing of saliva tests shall be conducted under substantially the same procedure as set forth above, provided, however, immediate on site results may be given to the student's custodial parent or legal guardian. The testing will be provided at no cost to parents and will be kept absolutely confidential, except for the superintendent or his/her designee, parent/guardian, student, and test laboratory personnel. The District based upon such test results will take no legal or criminal actions, and no discipline by District officials will result from such voluntary testing. No record will be kept of such voluntary test results. This service is offered solely for the information of the parent(s) and it is ultimately their decision what to do with the information. The results of a positive test result obtained pursuant to a positive drug test will not be used as a basis to determine eligibility to participate in district sponsored athletics and co-curricular activities. Notwithstanding the foregoing, voluntary drug testing will not be allowed for any student between the time when he or she has been selected for a random drug test and until the test results therefore have been determined positive or negative.

### **Administrative Sanctions and Support for Random Drug Testing**

#### **First Offense**

1. Suspension remainder of the competition season and next competition season from all extracurricular activities.
  2. No attendance at school activities for two weeks
- OR
1. Approved substance education class
  2. Suspended from all extracurricular activities for two (2) weeks (must practice)
  3. Mandatory drug testing biweekly for three (3) months (parent cost)

#### **Second Offense**

1. Suspension remainder of competition year from all extracurricular activities
  2. No attendance at school activities remainder of school year
- OR
1. Suspension for the remainder of competition season and next competition season from all extracurricular activities
  2. Counselor, drug counselor, and parent program evaluation
  3. Meet program requirements
  4. Mandatory drug testing biweekly each month for the next six months (parent cost)

#### **Third Offense**

1. Suspended from all extracurricular activities participation for remainder of high school career
2. No attendance at school activities for remainder of school year



Student-Parent/Guardian  
Drug Testing Consent Form

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Filer School District Board of Trustees and the sponsors for the activity in which I participate.

I also authorize Filer High School to conduct tests on saliva and submit to a breathalyzer test, which I provide to test for drugs and/or alcohol use. I also authorize the release of information concerning the results of such a test to the superintendent or his/her designee and to my parent or guardian.

This shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Idaho High School Activities Association (IHSA) and other Filer School District sponsored activities:

\_\_\_\_\_ I choose to allow my son/daughter to continue to participate in the voluntary drug testing program after the conclusion of the sports season.

\_\_\_\_\_ I choose not to allow my son/daughter to participate in the voluntary drug testing program after the conclusion of the sports season.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**DEFINITIONS**

Activity — District sponsored, IHSAA sanctioned, interscholastic activities as identified in the IHSAA's Rules and Regulations Manual.

Activity Season — As identified by the IHSAA, the period beginning on the first day of practice allowed by the IHSAA for any activity in which a student participates and ending the last day of competition for the school year.

Alcoholic Beverages — Any beverage that contains alcohol, including, but not limited to beer, wine, wine coolers, and liquor.

Disability — This term shall have the same meaning ascribed in 42 U.S.C. 12010 (2) or as otherwise defined under the U.S. Rehabilitation Act of 1973.

Drug — Any controlled substance as defined in Idaho Code 37-2705 or 37-2707, except those possessed and/or used pursuant to a valid prescription.

IHSAA — Idaho High School Activities Association

Qualified Individual with Disability — An individual with a disability who, with or without reasonable modifications to rules, policies, or practices, meets the essential eligibility requirements for participation in programs or activities provided by the District. The term specifically excludes any person who is currently engaging in the illegal use of drugs when the District acts on the basis of such use.

Student — Any student participating in a district sponsored, IHSAA sanctioned activity.

Testing official — Superintendent's designee

Edited 2/16/10

CLOSED CAMPUS

J.48

8/20/96

Students may not leave campus during the day without receiving a Permit to Leave through the office. Upon returning to school, students will be required to check back in through the office. Students who leave campus without permission will be subject to the following penalties:

- First Instance in a school year-Parents will be notified and student will receive an after school detention.
- Second Instance in a school year-Parents will be notified and student will be assigned to the Intervention Room for one day.
- Third Instance in a school year-Parents will be notified and the student will be assigned to the Intervention Room for two days.
- Fourth Instance in a school year-Parents will be notified and the student will receive a two-day out of school suspension. The student will be placed on probation and he/she will be required to sign a behavioral contract.
- Fifth Instance in a school year-Parents will be notified of the violation of the behavioral contract and the student will appear before a hearing officer for an expulsion hearing.

Leaving campus without permission is a major disciplinary violation. The parents or guardians will be notified immediately by phone upon verification of each instance. In the event a parent cannot be notified by phone, written notification will be by certified letter.

All Filer High School students must be enrolled in the two periods that immediately surround the lunch period. Requests for exemption to this requirement will be made in writing to the principal. A request must serve a legitimate career or educational purpose which will not jeopardize a student's graduation. A request should include the purpose and be endorsed by a student's parents/guardians. The deadline for requests will be prior to the semester in which the scheduled change is proposed.

Edited 3-17-99

TECHNOLOGY USE POLICY

J.49

8/20/96

## TERMS AND CONDITIONS

Responsible Use- The purpose of technology in the Filer School District is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of the technology must be in support of the educational objectives of the Filer School District. Students are required to login to the network by using their own assigned username and password. Student usernames and passwords are to be kept private. Illegal activities are strictly forbidden.

Curriculum- The District shall provide an appropriate planned instructional component for internet safety and responsible technology use which shall be integrated into the District's regular instructional program.

Privileges and Privacy- The use of technology is a privilege, not a right. Inappropriate use will be handled according to current administrative procedures. By federal law, my use of technology at school or on a school provided device is not private. Student technology activity can and will be monitored and subject to search.

Warranties- Filer School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Filer School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by owner negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Filer School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Internet Filtering- Filer School District uses an internet filtering appliance to protect children from harmful content. This service is provided on a best effort basis. Efforts to circumvent the filtering system or access inappropriate content will result in disciplinary action. Students are required to use school-provided internet access when using any technology device on campus, whether personal or school owned. Students and employees are expected to use technology responsibly and are accountable for their conduct on the internet.

J.49.1 .

**FILER SCHOOL DISTRICT INTERNET USE AGREEMENT**

I understand and will abide by the above **Internet Use Agreement**. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User (Student's) Name (Printed): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Guardian**

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student I have read the Internet Use Agreement. I understand that this access is designated for educational purposes. Filer School District has taken precautions to eliminate controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Signature or Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Updated: 7/12/16

DESCRIPTOR TERM: \_\_\_\_\_

DESCRIPTOR CODE: \_\_\_\_\_

ISSUE DATE: \_\_\_\_\_

J.49.1 Cont.

**Filer School District Google Apps for Education Permission Form**

(Completion required for students under the age of 13).

Student: \_\_\_\_\_  
(Printed Last Name and First Name)

Age: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Parent (s) Guardian (s): \_\_\_\_\_  
(Printed Last Name and First Name)

I understand that by allowing the use of Google Apps for Education, information about my child will be collected and stored electronically, including Name and Student ID#. I have read the privacy policies associated with the use of Google Apps for Education (<http://www.google.com/policies/privacy>). I understand that I may ask for my child's account to be removed at any time.

\_\_\_\_\_ YES, I give permission for my child to use Google Apps for Education. I understand that this includes permission for my child to publish student work, documents and data to the school's Google Apps for Education domain. I agree to monitor and enforce acceptable use when my child is off school property.

\_\_\_\_\_ NO, I do not give permission for my child to use Google Apps for Education. I understand that this means my child will not be able to access Google Apps for Education for any purpose, including but not limited to sharing information and/or collaborating with school staff and/or students concerning assignments, projects, and events.

\_\_\_\_\_  
Parent (s) / Guardian (s) Signature

\_\_\_\_\_  
Date

DESCRIPTOR TERM: \_\_\_\_\_ DESCRIPTOR CODE: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

J.49.2

**FILER SCHOOL DISTRICT INTERNET USE AGREEMENT**

**SPONSORING TEACHER**

(Must be signed if the applicant is a student)

I have read the **Internet Use Agreement** and agree to promote this agreement with the students. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the students use of the network. As the sponsoring teacher, I so agree to instruct the student on the acceptable use of the network and proper network etiquette.

Teacher's Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DESCRIPTOR TERM: \_\_\_\_\_ DESCRIPTOR CODE: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

USE OF PAGING DEVICES  
IN SCHOOL

J.50

5/20/97

Students may possess an electronic communication device on campus during regular school hours only if the device is turned off and is located in the student's locker. Schools may adopt less restrictive standards of possession and use of electronic communication devices by School Board approval. Any electronic device prescribed by a health care professional for medical reasons is exempt. Students who do not follow this policy will have their electronic communication devices confiscated and taken to the office. Consequences for improper use of electronic communication devices will include parental contact on each offense, and subsequent offenses will carry progressive penalties. Refer to each school's current student handbook for electronic communication device protocol and administrative procedures.

Edited: 12/18/02; 4/16/08



DESCRIPTOR TERM: \_\_\_\_\_ DESCRIPTOR CODE: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

BICYCLE HELMET POLICY

J.51

6/16/99

Every student or faculty member operating a bicycle on the school grounds should wear a bicycle helmet on his/her head, with the chin strap fastened under the chin. Such a helmet shall be fitted to the size of the operator and shall meet or exceed the ANAI Z90.4 or Snell Standard for Protective Headgear.

PROTOCOL FOR HEAD LICE

J.52

3/19/06

1. Any students suspected of having head lice or nits in their hair should be removed from the classroom to the school office to be checked.
2. Each school should have a trained team of people who are qualified to determine if head lice or nits exist on the student. The team would consist of the school secretary, the school companion or counselor, two upper grade teachers, and two lower grade teachers.
3. If it is determined that the child has an infestation of lice or nits, the parents will be notified to come retrieve the child from school immediately. The parent will receive a letter about what was found, along with a quick reference guide on head lice from the South Central Health Agency.
4. Parents of students in the classroom that were exposed to this student will receive a letter notifying them of the exposure.
5. The child must go straight to the office when returning to school so one person from the trained team can verify that no lice or nits still remain. Students should be brought to school and not placed on school bus. The parent or guardian should remain at the school until the child has been cleared to return to the classroom.

DESCRIPTOR TERM: \_\_\_\_\_ DESCRIPTOR CODE: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

EXCLUSION FOR COMMUNICABLE DISEASES J.53

11/11/09

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

This district's Board of Trustees delegates to the superintendent or designee its authority to exclude from school students with contagious or infectious diseases or who are under quarantine. The superintendent or designee will also close school on order of the State Board of Health or local health authorities. Any exclusions or closures under this policy will be reported to the board of trustees at the next regular meeting.

HOMELESS EDUCATION POLICY

J.54

3/10/10

**Filer School District #413 – Homeless Education Policy**

Homelessness exists in our community. A combination of high housing costs and poverty causes many families to lose their housing. Many young people leave their homes due to abuse, neglect, and family conflict. Children and youth who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds, and others. Their lack of permanent housing can lead to potentially serious physical, emotional, and mental consequences. Filer School District will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools.

Filer School District will also follow the requirements of the McKinney-Vento Homeless Assistance Act. It is the policy of our district to view children as individuals. Therefore, this policy will not refer to children as homeless; it will instead use the term children and youth in transition. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district-wide assessments and accountability systems. Our schools will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

Information regarding this policy will be distributed to all students upon enrollment and once during the school year, provided to students who seek to withdraw from school, and posted in every school in the district, as well as other places where children, youth, and families in transition receive services, including family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments, health departments, and other social service agencies.

Each year, schools that have been particularly creative or proactive in implementing this policy will be recognized publicly for the benefits they provide their students.

**Definitions**

Children and youth in transition means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence, including:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

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- Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- Migratory children and youth who are living in a situation described above.

A child or youth will be considered to be in transition for as long as he or she is in a living situation described above.

*Unaccompanied youth* means a youth not in the physical custody of a parent or guardian, who is in transition as defined above. The more general term youth also includes unaccompanied youth.

*Enroll and enrollment* means attending school and participating fully in all school activities.

*Immediate* means without delay.

*Parent* means a person having legal or physical custody of a child or youth.

*School of origin* means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

*Local liaison* is the staff person designated by our LEA and each LEA in the state as the person responsible for carrying out the duties assigned to the local homeless education liaison by the McKinney-Vento Homeless Assistance Act.

## **Identification**

In collaboration with school personnel and community organizations, the local liaison will identify children and youth in transition in the district, both in and out of school. The local liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as in transition, and procedures for forwarding information indicating homelessness to the local liaison. The local liaison will also instruct school registrar and secretaries to inquire about possible homelessness upon the enrollment and withdrawal of every student and to forward information indicating homelessness to the local liaison. Community partners in identification may include the following: family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments and other social service agencies, street outreach teams, faith-based organizations, truancy and attendance officers, local homeless coalitions, and legal services.

The local liaison will keep data on the number of children and youth in transition in the district; where they are living; their academic achievement (including performance on state- and districtwide assessments); and the reasons for any enrollment delays, interruptions in their education, or school transfers.

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### **School Selection**

Each child and youth in transition has the right to remain at his or her school of origin or to attend any school that housed students who live in the attendance area in which the child or youth is actually living are eligible to attend. Maintaining a student in his or her school of origin is important for both the student and our school district. Students who change schools have been found to have lower test scores and overall academic performance than peers who do not change schools. High mobility rates also have been shown to lower test scores for stable students. Keeping students in their schools of origin enhances their academic and social growth, while permitting our schools to benefit from the increased test scores and achievement shown to result from student continuity.

Therefore, in selecting a school, children and youth in transition will remain at their schools of origin to the extent feasible, unless that is against the parent or youth's wishes. Students may remain at their schools of origin the entire time they are in transition and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing between academic years.

Feasibility will be a child-centered determination, based on the needs and interests of the particular student and the parent or youth's wishes. Potential feasibility considerations include:

- The age of the child or youth
- The distance of a commute and the impact it may have on the student's education
- Personal safety issues
- A student's need for special instruction (e.g., special education and related services)
- The length of anticipated stay in a temporary shelter or other temporary location
- The time remaining in the school year

Services that are required to be provided, including transportation to and from the school of origin and services under federal and other programs, will not be considered in determining feasibility.

### **Enrollment**

Consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, students in transition may not have school enrollment documents readily available. Nonetheless, the school selected for enrollment must immediately enroll any child or youth in transition. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency
- Transcripts/school records (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)

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- Immunizations or immunization/health/medical/physical records (If necessary, the school must refer students to the local liaison to assist with obtaining immunizations and/or immunization and other medical records. Health records may often be obtained from previous schools or state registries, and school- or community-based clinics can initiate immunizations when needed.)
- Proof of guardianship
- Birth certificate
- Any other document requirements
- Unpaid school fees
- Lack of uniforms or clothing that conforms to dress codes
- Any factor related to the student's living situation

Unaccompanied youth must also be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or local liaison.

### **Transportation**

Without appropriate transportation, a student may not be able to continue attending his or her school of origin. To avoid such forced school transfers, at a parent's request, transportation will be provided to and from the school of origin for a child or youth in transition. Transportation will be provided for the entire time the child or youth has a right to attend that school, as defined above, including during pending disputes. The local liaison will request transportation to and from the school of origin for unaccompanied youth. The length of the commute will be considered only in determining the feasibility of placement in the school of origin based on potential harm to the student, as discussed above. Parents and unaccompanied youth must be informed of this right to transportation before they select a school for attendance.

Schools and local liaisons will use the district transportation form to process transportation requests. Requests will be processed and transportation arranged without delay. If the student in transition is living and attending school in Filer School District, the district will arrange transportation. If the student in transition is living in the district but attending school in another, or attending school in Filer School District but living in another, the district will coordinate with the neighboring district to arrange transportation. It is Filer School District's policy that inter-district disputes will not result in a student in transition missing school. If such a dispute arises, Filer School District will arrange transportation and immediately bring the matter to the attention of the State Coordinator for the Education of Homeless Children and Youth. In addition to receiving transportation to and from the school of origin upon request, children and youth in transition will also be provided with other transportation services comparable to those offered to housed students.

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### Services

Children and youth in transition will be provided services comparable to services offered to other students in the selected school, including:

- Transportation (as described above)
- Title I, Part A, services (as described below)
- Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners
- Vocational and technical education programs
- Gifted and talented programs
- Before- and after-school programs

The district recognizes that children and youth in transition suffer from disabilities at a disproportionate rate, yet frequently are not evaluated or provided appropriate special education and related services. To address this problem, evaluations of children and youth in transition suspected of having a disability will be given priority and coordinated with students' prior and subsequent schools as necessary to ensure the timely completion of a comprehensive evaluation. When necessary, the district will designate expeditiously a surrogate parent for unaccompanied youth suspected of having a disability. If participation of a surrogate parent in the student's education is needed prior to the appointment of a surrogate parent, Filer School District will designate a temporary surrogate in accordance with the provisions of the Individuals with Disabilities Education Act (IDEA). If a student has an Individualized Education Program (IEP), the enrolling school will implement it immediately. Any necessary IEP meetings or re-evaluations will then be conducted expeditiously. If complete records are not available, IEP teams must use good judgment in choosing the best course of action, balancing procedural requirements and the provision of services. In all cases, the goal will be to avoid any disruption in appropriate services.

When applying any district policy regarding tardiness or absences, any tardiness or absence related to a child or youth's living situation will be excused. Filer School District will follow state procedures to ensure that youth in transition and youth who are out of school are identified and afforded equal access to appropriate secondary education and support services. School personnel will refer children and youth in transition to appropriate health care services, including dental and mental health services. The local liaison will assist the school in making such referrals, as necessary.

School personnel must also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children's education. All parent information required by any provision of this policy must be provided in a form, manner, and language understandable to each parent.



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### **Disputes**

In compliance with the federal McKinney-Vento Homeless Assistance Act, Title VII, Subtitle B, as amended by the No Child Left Behind Act, and Section 33-1404, Idaho Code, the following procedures are established to promptly resolve disputes regarding the educational placement of students experiencing homelessness, and shall be implemented in all school district/LEAs in this state, including charter schools authorized by the Idaho Charter Commission. A student is considered homeless under the McKinney-Vento Homeless Assistance Act if the student lacks a fixed, regular, and adequate nighttime residence.

School enrollment of a homeless child or youth will be determined based on the best interest of the student and the request of the parent/guardian or unaccompanied youth. To the extent feasible, the student shall be immediately enrolled or continue enrollment in the school of origin, defined as:

- The school last attended by the student when permanently housed; or
- The last school in which the child was enrolled.

If there is a dispute regarding the educational placement of a homeless student, or if a school or school district/LEA denies a child, youth, or unaccompanied youth homeless status, then a written notice of explanation of such decision shall be promptly provided to the parent/guardian of the child, or to the youth, if unaccompanied by a parent/guardian. Such notice shall be in language the parent/guardian or unaccompanied youth can understand, shall include a description of how to dispute the decision, and shall include a summary of the dispute resolution process.

In addition, the school district/LEA shall promptly refer the parent/guardian or unaccompanied youth to the homeless liaison, who shall carry out the dispute resolution process within ten (10) business days. The parent/guardian shall be referred to the homeless liaison who shall advise the parent/guardian of the child's rights, assist in and carry out the dispute resolution process. With respect to unaccompanied youth, the liaison shall ensure the same access to the dispute resolution process.

During the pendency of the dispute resolution process, the child, youth, or unaccompanied youth shall be immediately enrolled or continue enrollment in the school of choice (school of origin or local attendance area). Enrollment shall include all educational services for which the student is eligible, such as attending classes and full participation by such student in all school activities.

If agreement cannot be reached between the parties regarding the educational placement or enrollment status of the student, then the school district/LEA shall promptly seek further assistance from the State Coordinator of Homeless Education to review and determine within ten (10) business days how the student's best interests will be served. All interested parties will be expeditiously informed of the State's determination in writing. The decision of the State Department of Education shall constitute final resolution. ##

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Contact:

State Coordinator for Homeless Education  
Idaho State Department of Education  
650 W. State Street  
PO Box 83720  
Boise ID 83720

### **Free Meals**

Hunger and poor nutrition are obvious barriers to learning. To help ensure that children and youth in transition are available for learning, the U.S. Department of Agriculture has determined that all children and youth in transition are automatically eligible for free meals. On the day a child or youth in transition enrolls in school, the enrolling school must submit the student's name to the district nutrition office for immediate processing.

### **Title I, Part A**

Children and youth in transition are automatically eligible for Title I, Part A services, regardless of what school they attend. The trauma and instability of homelessness puts students at sufficient risk of academic regression to warrant additional support. The district will reserve such funds as are necessary to provide services comparable to those provided to Title I students to children and youth in transition attending non-participating schools. The amount reserved will be determined by a formula based upon the per-pupil Title I, Part A expenditure and developed jointly by the local liaison and the Title I director. Reserved funds will be used to provide education-related support services to children and youth in transition, both in school and outside of school, and to remove barriers that prevent regular attendance.

Filer School District's Title I plan will be coordinated with our McKinney-Vento services, through collaboration between the Title I director and the local liaison. Children and youth in transition will be assessed, reported on, and included in accountability systems, as required by federal law and U.S. Department of Education Regulations and Policy Guidance.

### **Training**

The local liaison will conduct training and sensitivity/awareness activities for the following LEA and school staff at least once each year: administrators (i.e., superintendent, special programs/federal program administrators, principals, assistant principals), registrars, administrative assistants, school counselors, school social workers, bus drivers, custodians, cafeteria workers, school nurses, and teachers. The trainings and activities will be designed to increase staff awareness of homelessness, facilitate immediate enrollment, ensure compliance with this policy, and increase sensitivity to children and youth in transition.

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The local liaison will also obtain from every school the name and contact information of a building liaison. Building liaisons will lead and coordinate their schools' compliance with this policy and will receive training from the local liaison annually.

### **Coordination**

The local liaison will coordinate with and seek support from the State Coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, the pupil transportation department, local liaisons in neighboring districts, and other organizations and agencies. Coordination will include conducting outreach and training to those agencies and participating in the local continuum of care, homeless coalition, homeless steering committee, and other relevant groups. Both public and private agencies will be encouraged to support the local liaison and our schools in implementing this policy.

### **Preschool**

Preschool education is a very important element of later academic success. Children in transition have experienced many difficulties accessing preschool opportunities. To facilitate preschool enrollment and attendance, the provisions of this policy will apply to preschools administered by our school district. Filer School District will ensure that children in transition receive priority enrollment in preschool programs operated by the district, including exempting children in transition from waiting lists.

Children in transition with disabilities will be referred for preschool services under the Individuals with Disabilities Education Act (IDEA). Children in transition under age three will be referred for at-risk services under Part C of IDEA and screened to determine if referrals for additional Part C services are appropriate. The local liaison will collaborate with Head Start and Even Start programs and other preschool programs to ensure that children in transition can access those programs.

### **References**

The McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§11431 – 11436.

McKinney-Vento Act Sec. 722(g); 42 U.S.C. 11432(g).

Title I, Part A, of the Elementary and Secondary Education Act, 20 U.S.C. §§6311 – 6315.

The Individuals with Disabilities Education Act, 20 U.S.C. §§1400 et seq.

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. §§1751 et seq.

June 5, 1992 Policy of the Administration for Children and Families of the U.S. Department of Health and Human Services.

Idaho Code 33-1404

SECLUSION AND/OR RESTRAINT  
OF A STUDENT

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It is the priority of the board of trustees of this district to promote a safe learning environment for all students and staff. As some students may exhibit behavior that poses a risk of harm to the student, other students, staff members, or district property, the board recognizes that it may be necessary for a staff member to place in seclusion or restrain a student to protect students, staff, and/or district property from harm.

## DEFINITIONS

“A versive technique” means physical, emotional, or mental distress as a method of redirecting or controlling behavior.

“Crisis Intervention” means implementation of a predetermined strategy to mitigate immediate harm to student, staff, or property.

“Emergency” means a situation in which a student’s conduct creates a reasonable belief in another person that the student’s conduct has placed the student or a third person in imminent danger of serious bodily harm.

“Positive behavioral interventions and supports” means application of a broad range of systematic and individualized strategies for achieving important social and learning outcomes, while preventing problem behaviors by making them irrelevant, inefficient, and ineffective.

“Restraint” means a chemical, manual method, physical or mechanical device, material, or equipment for the purpose of immobilizing or reducing an individual’s freedom of movement for the purpose of preventing harm to students and others. The term does not include seatbelts and other safety equipment when used to secure students during transportation.

“Seclusion” means involuntary confinement in a room or other space during which a student is prevented from leaving, or reasonably believes that he will be prevented from leaving, by means that include, but are not limited to, the following: 1) manually, mechanically, or electrically locked doors that, when closed, cannot be opened from the inside; 2) blocking or other physical interference by staff; or 3) coercive measures, such as the threat of restraint, sanctions, or the loss of privileges that the student would otherwise have, used for the purpose of keeping the student from leaving the area of seclusion.

## USE OF SECLUSIONS AND/OR RESTRAINT

Staff members are authorized to place a student in seclusion or restrain the student when an emergency, as defined above, exists.

1. *The staff member will attempt to eliminate the risk or harm by implementing positive behavioral interventions and supports prior to the use of seclusion or restraint.*
2. *If appropriate, the staff member will use preventative, alternative interventions to seclusion and restraint.*
3. *The use of any physical restraint will be limited to the use of reasonable force when the staff member has determined that non-physical interventions, including positive behavioral interventions and supports, would not be effective in removing the threat of harm.*
4. *The use of seclusion and/or restraint will terminate after it is determined that the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress.*

SECLUSION AND/OR RESTRAINT  
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5. *Staff members are prohibited from using seclusion and/or restraint as a means of disciplining (punishing) the student.*
6. *Staff members are prohibited from using aversive techniques.*
7. *Staff members are prohibited from using chemical restraints.*
8. *Staff members are prohibited from using mechanical restraints (handcuffs, plastic straps, etc.) unless identified as appropriate in the student's behavior plan, or reasonable attempts to manually restrain the student have been unsuccessful.*
9. *This policy does not prohibit a law enforcement officer from using physical or mechanical restraints in exercising his/her law enforcement duties.*
10. *Each incident requiring seclusion or restraint will be documented by the staff member (s).*

## OBSERVATION OF STUDENT

A staff member will maintain continuous, direct visual contact with the student throughout the duration of any seclusion or restraint.

## NOTICE TO SUPERVISOR

When a student is placed in seclusion or restrained, the staff member must notify the building principal and special education director immediately.

## NOTEICE TO PARENT/GUARDIAN

The student's parent/guardian will be notified within 24 hours of the incident. *In the event the staff member is unable to speak directly to the parent via telephone, he will leave a message on the individual's voicemail, if available. If unable to reach the parent via telephone or leave a message on voicemail, the staff member will send an e-mail to the parent, if the e-mail address is known. Alternatively, a message may be sent home with the student. Any message left for the parent/guardian will include a brief summary regarding the incident, contact information for the staff member, and request that the parent/guardian contact the staff member.*

## MONITORING THE USE OF SECLUSION AND RESTRAINT

The special education director will monitor the use of seclusion and restraint in the district, including the antecedent behaviors, the efficacy of positive behavioral interventions and de-escalation, use of proper techniques, reports of injuries to students or staff, and other relevant issues. Such monitoring will be used to address policy revision and identify training needs.

## REPORTING OF INCIDENTS

The superintendent or designee will comply with all state and federal requirements relative to reporting incidents or restraint and seclusion.

## SECLUSION LOCATIONS

Seclusion areas will be clean and safe for the intended use of confining a student without causing or allowing the student to harm himself. The seclusion area will be adequately lighted, ventilated, and heated/cooled, and free from objects which unreasonably expose the student or others to harm. The seclusion area must comply with state and federal fire safety requirements. A staff member will be required to visually inspect the seclusion room after each use to determine whether the area is clean and safe and address any concerns by cleaning the area and/or reporting the concerns to maintenance staff.

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## PROCEDURES

The superintendent or designee will develop and publish procedures for the use of seclusion and restraint, to address the following:

1. *Process staff will utilize to determine that seclusion and/or restraint is necessary.*
2. *Process staff will utilize to provide for the safety of other students or staff members present when a student is in seclusion or being restrained.*
3. *Process staff will utilize to continually observe and monitor a student while in seclusion and/or being restrained.*
4. *Documentation of staff response to an incident where student harms, or is reasonably expected to harm self, others or property, when seclusion and restraint are contraindicated due to the student's psychiatric, medical, or physical conditions.*
5. *Process for immediately terminating seclusion and restraint when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.*
6. *Establishment of time limits for the use of seclusion and restraint.*
7. *Process for how and when to reintegrate the student into the classroom, after an incident involving seclusion, restraint, or both.*
8. *Process for notification or appropriate school officials.*
9. *Process for notification of parents/guardians within 24 hours.*
10. *Requirements for documentation of the use of seclusion and restraint.*

## TRAINING OF PERSONNEL

All special education teachers and supervisors, and paraprofessionals working directly with students who have been identified as posing a risk of harm to self or others, will be required to complete training in crisis intervention, but not limited to:

1. Evidence-based techniques shown to be effective in the prevention of physical restraint and seclusion.
2. Evidence-based techniques shown to be effective in keeping both school personnel and students safe when imposing physical restraint or seclusion.
3. Evidence-based skills training related to positive behavioral interventions and supports, safe physical escort, conflict prevention, understanding antecedents, de-escalation, and conflict management.
4. First aid and cardiopulmonary resuscitation.
5. The requirements of this policy and related procedures.

## ANNUAL POLICY REVIEW

The district will annually review this policy and related procedures to assess the efficacy of the policy and procedures, and determine whether modification of the policy or procedures is necessary. The review much include a review of the documentation and reporting of incidents involving seclusion and restraint.

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Concussions are a type of brain injury that can range from mild to severe and can disrupt the way the brain normally works. Concussions can occur in any organized or unorganized sport or recreational activity and can result from a fall or from players colliding with each other, the ground, or with obstacles. Concussions occur with or without loss of consciousness but the vast majority occurs without loss of consciousness.

In accordance with House Bill 676 Section 33-1625, Idaho Code the Idaho High School Activities Association has provided information on its website for coaches, parents, and athletes, concerning the Identification and Management Strategies regarding concussions. The IHSAA encourages all coaches, parents, and athletes to educate themselves about the recognition and treatment of concussions. Please take the time to visit our website at [www.idhsaa.org/concussions/default.asp](http://www.idhsaa.org/concussions/default.asp), or [www.cdc.gov/concussion/sports/index.html](http://www.cdc.gov/concussion/sports/index.html) or [www.cdc.gov/concussion/sports/recognize.html](http://www.cdc.gov/concussion/sports/recognize.html). If you have any questions or need of further information, please contact your school or the IHSAA Office at [admin@idhsaa.org](mailto:admin@idhsaa.org).

It is the wish of the IHSAA that you have a safe and enjoyable sport or activity season.

**Concussion Protocol.** Many students within Filer Joint School District, No. 413 participate in extra-curricular activities of a nature whereby physical injury may result. Though the District takes care to ensure all extra-curricular activities are as safe as practicable, it is not possible to remove all danger from such activities, and the District acknowledges that concussions may result. The purpose of this policy is to address situations in which student concussions have occurred or are suspected to have occurred.

This policy only applies to organized athletic league or sport in which any District student participates as an athlete or youth athlete. For the purposes of this policy, athlete or youth athlete means an individual who is eighteen (18) years of age or younger and who is a participant in any middle school, junior high school, or high school athletic league or sport. A school athletic league or sport shall not include participation in a physical education class.

#### Pre-Season Education

The Administration and coaches will work to ensure that athletes, youth athletes, parents, volunteers, and assistant coaches are educated about concussions. Prior to being allowed to engage or participate in any school athletic league or sport:

1. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall be provided notice of and/or copies of any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association, and also this policy.

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2. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall acknowledge that they have been provided the guidelines or information available from the State Department of Education and the Idaho High School Activities Association, as well as this policy, and have had the opportunity to review and have reviewed such information. Further, each student and the student's parents or guardians shall sign an applicable waiver for participating in such school athletic league or sport.

3. The signed waiver and acknowledgment of review of the appropriate information shall be returned to the District.

### Protocol on Suspected Concussion

If, during any school athletic league or sport practice, game, or competition, an athlete exhibits signs or symptoms of a concussion, makes any complaint indicative of a possible concussion, or a coach, assistant coach, volunteer coach, or other school District employee has reason to believe a concussion has occurred, such student shall be removed from play or participation in the practice, game, or competition. According to the Centers for Disease Control and Prevention, and for the purposes of this policy, signs observed by coaching staff which could be indicative of a concussion include if the athlete:

- Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent
- Moves clumsily • Answers questions slowly • Loses consciousness (*even briefly*) • Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall • Can't recall events *after* hit or fall

According to the Centers for Disease Control and Prevention, and for the purposes of this policy, symptoms reported by the athlete which could be indicative of a concussion include:

- Headache or "pressure" in head • Nausea or vomiting • Balance problems or dizziness
- Double or blurry vision • Sensitivity to light
- Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion
- Does not "feel right" or is "feeling down"

Coaches should not try to judge the severity of the injury themselves. Health care professionals have a number of methods that they can use to assess the severity of concussions. Coaches should record the following information, if possible, to help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body • Any loss of consciousness (passed out/knocked out) and if so, for how long



DESCRIPTOR TERM:

DESCRIPTOR CODE:

ISSUE DATE:

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•Any memory loss immediately following the injury •Any seizures immediately following the injury •Number of previous concussions (if any)

Athletes may not be returned to play or participate in any student athletic league or sport (except on an administrative basis, such as team manager), until and unless the athlete has been evaluated and is authorized to return to play or participate by a qualified health care professional who is trained in the evaluation and management of concussions, including a physician or physician's assistant licensed under chapter 18, title 54, Idaho Code, an advanced practice nurse licensed under Idaho Code 54-1409, or a licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician who is licensed under chapter 18, title 54, Idaho Code. Such authorization must be in writing and must be provided to the District prior to the student being returned to play. If the authorization is signed by a licensed health care professional trained in the evaluation and management of concussions, such authorization must also be countersigned by the directing physician.

### Concussion Information Sheet

#### What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent, or teenage athletes will often under report symptoms of injuries. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

#### Filer School District Return to Play Procedures

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. After medical clearance, Return to Play should follow a step-wise protocol adopted by the National Federation of State High School Association, the Athletic Trainers Association, and the Center for Disease Control. The following outlines the RTP protocol that will be followed in the Filer School District.

1. No exertional activity ( physical or mental) until asymptomatic.
2. When the athlete appears clear, begin low impact activity such as walking, stationary bike etc.
3. Initiate aerobic activity fundamental to specific sport such as running, and may begin progressive strength training activities.
4. Begin non-contact skill drills specific to sport such as dribbling, fielding, etc.
5. Full contact in practice setting
6. If athlete remains asymptomatic, he or she may return to game play.

Each step should take no less than 24 hours. Athletes must remain asymptomatic to progress to the next level. If symptoms recur, the athlete must return to the previous level. The minimum time to return would be 6 days.

Communication from home is critical for us to respond appropriately to concussions. Please contact us with any and all information about your child. You should also inform your athletes coach if you think your child may have a concussion. Remember it's better to miss 1 game than miss the whole season. When in doubt sit them out.

References: <http://www.cdc.gov/concussion/sports/index.html>

<http://www.cdc.gov/concussion/sports/recognize.html>

Legal Reference: I.C. 33-1625 Youth athletes- concussion and head injury guidelines  
Title 54, Chapter 18 Idaho Code



DESCRIPTOR TERM:

DESCRIPTOR CODE:

ISSUE DATE:

CONCUSSION INFORMATION  
& PROCEDURES

J.56

8/8/2012

**Filer Joint School District # 413  
ACKNOWLEDGMENT OF RECEIPT OF CONCUSSION GUIDELINES**

**Parent's/Guardian's Signature**

I, (print name) \_\_\_\_\_, acknowledge that I am the parent or guardian of the student (below), that I have received from the District information related student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association, and District Policy , and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous, and hereby agree to waive all liability against Filer Joint School District, No. 413, its employees, agents, and trustees, related to any injury or damages that my student may experience or incur as a result of participation in such school athletics leagues or sports.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Student's Signature**

I, (print name) \_\_\_\_\_, acknowledge that I am a student of Filer Joint School District, No. 413, or otherwise am allowed to participate in school athletics leagues or sports, that I have received from the District information related student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association, and District Policy , and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous, and accept the risk of the potential consequences of such dangers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Both signature lines must be filled in and this form must be provided to the District prior to the student athlete participating in any school athletic leagues or sports.**

STUDENT ACTIVITIES DURING  
POOR AIR QUALITY, LIGHTNING  
AND SEVERE WEATHER

J.57

12-12-18

Policy Statement District and school administration will monitor the National Weather Service and will initiate notifications and communication throughout the district when poor air quality, lightning, or severe weather is present. These conditions can change rapidly, and employees should keep a close eye on changing weather conditions to be prepared to take action if necessary. This policy applies to all Filer School District events on or off school campus.

#### Air Quality

To determine air quality, district administration will utilize the closest DEQ monitoring station to the school or event. If an event is being held in a location that is between multiple monitoring stations an average of those station's air quality will determine the air quality for the location.

Air Quality 51 to 100: Outdoor activities are permissible, paying close attention to those students that are unusually sensitive to air pollution.

Air Quality 101 to 150: Outdoor activities are permissible only when additional rest periods are provided for students. Administration will confer with the school's Athletic Trainer, Certified (ATC) or other medical personnel to determine appropriate additional rest periods. School personnel will closely monitor all students, particularly those groups that are sensitive to poor air quality.

Air Quality over 150: All students and staff will remain indoors, and outdoor activities are not permissible. In the event an activity has begun and during the event the air quality rises above 150 all participants will be moved indoors until the air quality decreases to below 150 or the event will be cancelled or postponed as determined by district administration in charge of the event. Prior to a scheduled outdoor event, when air quality is over 100, the administration may determine to postpone, move, or cancel the outdoor activity.

#### Lightning

Administrators will monitor lightning activity during outdoor events. When lightning-detection devices or mobile apps are available, this technology can be used to determine the proximity of lightning strikes. However, hearing thunder and seeing lightning should take precedence over lightning-detection devices or mobile apps and play shall be suspended. In the event that a lightning strike has occurred within a 10-mile radius within the previous 30 minutes during an outdoor event administration will direct all students, staff, and spectators to move indoors and remain indoors. Upon administrative approval, the outdoor event will convene once there has not been a lightning strike within a 10-mile radius within the previous 30 minutes.

DESCRIPTOR TERM: \_\_\_\_\_ DESCRIPTOR CODE: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_

STUDENT ACTIVITIES DURING  
POOR AIR QUALITY, LIGHTNING  
AND SEVERE WEATHER Cont. pg 2

J.57

12-12-18

Hazardous Weather

In the event a hazardous weather condition, as determined by the National Weather service, has been identified in the area of an outdoor activity, all students and staff will be moved indoors and remain indoors until the National Weather Service has determined the hazard has passed and the administration has determined it is safe to return outdoors. Administration will keep in mind that during one of these events there may be power outages, downed power lines, floods, etc. which would make it unsafe to return outdoors. Students and staff shall stay away from windows and exterior doors during a hazardous weather event and remain by an interior wall. Hazardous conditions, such as tornados/thunderstorms/severe wind, can develop in seconds and not allow for formal means of communication. In the event an employee feels that weather is immediately threatening, they will instruct students, employees, and others to take immediate cover near an interior wall indoors.

Adopted 12/12/18

## Abused and Neglected Child Reporting

J.58

5/09/17

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees, and patrons of the School District. It is of particular importance that employees within the District become knowledgeable and thoroughly educated as to their legal and ethical responsibilities regarding observation and reporting of suspected child abuse, child abandonment, or child neglect. The Superintendent shall review with staff the legal requirements concerning suspected child abuse at the commencement of each year.

"Abuse" is defined in I.C. § 16-1602 of the Idaho Code as any case in which a child has been the victim of conduct or omissions resulting in skin bruising, bleeding, malnutrition, burns, fracture of any bone, subdural hematoma, or soft tissue swelling. Abuse is further defined in I.C. 16-1602 to include sexual conduct including rape; molestation; incest; prostitution; obscene or pornographic photographing, filming, or depiction for commercial purposes; or other similar forms of sexual exploitation harming or threatening the child's health or welfare or mental injury to the child. Abuse also includes abandonment and neglect.

"Abandoned" is defined as the failure of the parent to maintain a normal parental relationship with his child including, but not limited to, reasonable support or regular personal contact. Failure to maintain this relationship without just cause for a period of one year is evidence of abandonment. I.C. § 16-1602(2).

"Neglected" means a child:

*Who is without proper parental care and control, or subsistence, education, medical or other care or control necessary for his or her well-being because of the conduct or omission of his parents, guardian or other custodian or their neglect or refusal to provide them with these items;*  
-I.C. § 16-1602(25).

A District employee who has reasonable cause to suspect that a student may be an abused, abandoned, or neglected as defined above or who observes a child being subjected to conditions which would reasonably result in abuse, abandonment, or neglect shall report or cause to be reported such a case to local law enforcement or the Department of Health and Welfare within 24 hours.

Employees of the District shall immediately notify their supervisor of the case. The supervisor shall immediately notify the Superintendent or the Superintendent's designee, who shall in turn report or cause the case to be reported to local law enforcement or the Department of Health and Welfare.

Any person who has reason to believe that a child has been abused, abandoned, or neglected and, acting upon that belief, makes a report of abuse, abandonment, or neglect as required in Idaho Code 16-605 is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any person who reports that a child has been abused, abandoned, or neglected in bad faith or with malice is not entitled to immunity from any civil or criminal liability that might otherwise be incurred or imposed, per I.C. 16-606.

In addition, according to IC 16-607:

Any person who makes a report or allegation of child abuse abandonment, or neglect knowing the same to be false or who reports or alleges the same in bad faith or with malice shall be liable to the party or parties against whom the report was made for the amount of actual damages sustained or statutory damages of five hundred dollars (\$500), whichever is greater, plus attorney's fees and costs of suit. If the court finds that the defendant acted with malice or oppression, the court may award treble actual damages or treble statutory damages, whichever is greater.

Any district employee who fails to report a suspected case of abuse, abandonment, or neglect to the Department of Health and Welfare or local law enforcement, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

DESCRIPTOR TERM:

DESCRIPTOR CODE:

ISSUE DATE:

Abused and Neglected Child Reporting

J.58

5/09/17

Original to: Local Law Enforcement \_\_\_\_\_  
Department of Health and Welfare \_\_\_\_\_

Copy to: Superintendent \_\_\_\_\_  
Building Principal \_\_\_\_\_

From \_\_\_\_\_: Title: \_\_\_\_\_  
School: \_\_\_\_\_ Phone: \_\_\_\_\_

Persons contacted: Principal \_\_\_\_\_ Teacher \_\_\_\_\_ School Nurse \_\_\_\_\_  
Other \_\_\_\_\_

Name of Minor: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Attendance Pattern: \_\_\_\_\_

Father: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Mother: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Guardian or Step-Parent: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Any suspicion of injury/neglect to other family members:

\_\_\_\_\_  
\_\_\_\_\_

Nature and extent of the child's injuries, including any evidence of previous injuries, and any other information which may be helpful in showing abuse or neglect, including all acts which lead you to believe the child has been abused, abandoned, and/or neglected:

\_\_\_\_\_  
\_\_\_\_\_

Follow-up by Local Law Enforcement/Department of Health and Welfare  
(copy to be completed and returned to the superintendent/building principal)

Date received: \_\_\_\_\_ Date of Investigation: \_\_\_\_\_