



# Dalton Gardens Neighborhood Elementary School

Student and Parent  
Handbook

2017/2018

## **Parents and Guardians,**

Hi, I'm Principal Jim Gray. Let me tell you a little bit about our little school ...

Welcome to Dalton Gardens Neighborhood Elementary School. Sounds quaint, doesn't it? Well, it really is. Nestled up against Canfield Mountain with a 10 acre campus sitting over an aquifer that contributes to the great Columbia Basin, our school fits nicely into the family-oriented 1 acre residential rural surroundings. The 30 staff members that meet here during the school year serve the educational needs of around 436 kids from kindergarten through the 5<sup>th</sup> grade. We have full programmed services including: Art, Music, PE, Special Education, Advanced Learning; a school counselor, nurse, and psychologist, as well as remediation staffing; famously friendly office staff, a great (really great) food service, a Watch D.O.G. Dad program, and an amazingly in-tune PTA.

I mentioned quaint. Synonyms for this adjective are picturesque, charming, old-fashioned, and appealing; yes, Dalton is all of that. Our building is spotless, our grounds are detailed, our playground equipment is in perfect working order, our kids are respectful, our staff is extremely talented, our parents are caring and supportive, and the climate here is one that our librarian claims (she's a bee-keeper) is likened to a humming, happy, and productive hive.

I mentioned another word – productive. The Coeur d'Alene School District is the highest performing large school district in the state of Idaho. And Dalton Gardens Neighborhood Elementary School, with all of our old-fashioned quaintness, is one of the highest performing schools in the district. This is based on Idaho's system for measuring individual students' academic growth in math, reading and language usage. I did mention that we had a talented staff, supportive parents, and a wonderful climate didn't I? This is a perfect combination.

Only one other thing to mention ... As a non-magnet elementary school, Dalton Neighborhood Elementary has the highest number of voluntary transfers in our district; people like having their kids here. Maybe you might, too.

I love this school!

Jim Gray - Principal

**Dalton Elementary**

*"Genius without education is like silver in the mine."*

~ Benjamin Franklin

# Dalton Neighborhood Elementary

## School Schedule

*(Mondays in parenthesis)*

8:55 (9:55) Entry Bell

9:00 (10:00) Tardy Bell

10:45 – 11:00 1st, 2nd, 3rd Grade Recess

10:55 – 11:10

12:00 Kindergarten Dismissal

12:45 Afternoon Kindergarten Begins

### **Recess and Lunch times Tuesday ~ Friday**

**(Mondays 10" later)**

11:35 3rd Recess 11:55 3rd Lunch

11:45 4th Recess 11:55 4th Lunch

11:55 5th Recess 12:15 5th Lunch

12:05 1st Recess 12:25 1st Lunch

12:15 2nd Recess 12:35 2nd Lunch

2:00 – 2:15 1st, 2nd, 3rd Recess

2:20 – 2:35 4th and 5th Recess

3:30 Dismissal

# Dalton Neighborhood School

## Faculty & Staff

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# Coeur d'Alene School District Policy and Procedures

The following items may contain only portions of actual Board Policy. Complete policies can be found on the district website at [www.cdaschools.org](http://www.cdaschools.org). Policies listed below may be subject to change due to current School Board policy review.

## Student and Family Privacy Rights

(surveys, instructional material, collection of personal info.)

### Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

**(Policy 2140)** PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

*Form 2140F is available for download on the District website: School Board/Board of Trustees/Policies and Procedures.*

## Title I Parent Involvement

**(Policy 2420)** The Coeur d'Alene School District recognizes that the education of each student is a responsibility shared by the school and the student's family. The District endorses the parent involvement goals of Title I of 20 USC 6318 and Title III of 20 USC 7012 and encourages the regular participation of parents of Title I eligible children and Limited English Proficient students in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community.

## Parental Rights

**(Policy 2425)** If a parent has an objection to curriculum and/or the District’s implementation of various mandates through the District’s practices, policies and procedures, or if a parent/guardian would like to request reasonable academic accommodation, the appropriate avenue for the parent/guardian is to first seek to address such concerns through communication with the school’s administration. Parents/guardians are entitled to review all learning materials, instructional materials, and other teaching aids used in the classroom of their student.

## **Instructional Materials Review**

**(Policy 2530)** An Opt-Out/Alternative Novel Request form will be available for parents and students that for any reason do not approve of a required novel selection. Parents and teachers would then work together to determine a suitable alternative.

*Form 2530F2 is available for download on the District website: School Board/Board of Trustees/Policies and Procedures.*

## **Selection Adoption & Use of Instructional Materials**

**(Policy 2540)** The Board of Trustees is responsible for the adoption of primary instructional materials used in the School District. These materials shall be selected to support and enrich the curriculum, taking into consideration the varied instructional needs, abilities, interests, and maturity levels of the students served. The primary instructional materials are intended to be aligned with the state adoption cycle.

## **Enrollment**

**(Policy 3001, 3001P)** Prior to admission of a student, the parent/guardian is required to provide the following three (3) items:

1. Proof of residency (i.e. utility bill, lease agreement with current address); Verification of residency is required annually.
2. Up-to-date immunization records (Idaho state law states that children will not be permitted into school until their immunizations are current or parents have signed an exemption form)
3. Original state certified birth certificate (valid passport or notarized affidavit accepted). You have 30 days from the date the child enrolls to provide the birth certificate or we must report the failure to obtain a birth certificate to the Kootenai County Sheriff's Office.

## **Attendance**

**(Policy 3040)** The right to attend school is fundamental and purposeful. Along with this right is the responsibility to attend school faithfully and regularly. This responsibility rests with the student and with the parent/legal guardian, and is basic in order to meet the instructional goals of the District 271. The instructional program of the District is based upon regular daily instruction and interaction between the student and teacher. Poor attendance is a disruption to the instructional programs of students who attend school on a regular basis.

The following procedures have been taken from policy 3040P/522P:

### **Absences and Excuses – Procedures for Elementary and Middle Schools (Grades K - 8)**

1. A student who is absent 10 or more days during a grading period may be referred to the Board of Trustees for determination as a habitual truant.
2. To ensure the safety of the student, it is required that parents/legal guardian contact/communicate to the school regarding each day or portion thereof that their child is absent;
3. If a student is to be out of school for an approved extended absence, it is the parent's/guardian's responsibility to make arrangements for assignments with the teacher prior to such absence, understanding that many assignments can only be made up after returning to school. In all absentee cases, class assignments must be completed within the specified time frame for the student to receive credit.
4. Inadequate and unacceptable academic progress due to absences may result in loss of credit and/or retention in the current grade, if appropriate to that particular student
5. Documented notification will be sent to parents from the school when a student has accrued 4, 7 and 10 excused and/or unexcused absences in a grading period.

## **Unexcused Absences**

An unexcused absence is defined as a student:

1. absent without the knowledge and consent of parent/legal guardian, or
2. absent from school after once arriving on the campus, and without knowledge and consent of the school. Repeated unexcused absences may be cause for disciplinary action, suspension, expulsion or referral to the Board of Trustees for determination as a habitual truant. An unexcused absence results if the following occur, but is not limited to any one listed below:
  1. Leaves school without signing out in the office.
  2. Is absent from school without prior permission of parents/legal guardian.
  3. Is absent from class without permission.
  4. Obtains a pass to go to certain place and does not report there.
  5. Becomes ill and goes home or stays in the restroom instead of reporting to the office.
  6. Has permission to walk home for lunch, becomes ill and remains there without having a parent/legal guardian call.
  7. Comes to school but does not attend class.
  8. Fails to excuse all absences within two (2) school days of returning to school.

## **Administration Procedure for Habitual Truants**

1. Parent contact should include:
  - a. phone contact
  - b. truancy letters
  - c. parent/administrator/student conference
2. After school detention, lunch detention and/or in school suspension
3. In/out of school suspension may result (up to 5 Days).
4. Driver license prevention or suspension for eligible high school students.
5. Referral to the Board of Trustees for determination as a habitual truant or a case of educational neglect.
6. Request for expulsion may be made in cases of habitual truancy, (see exhibits).

*Under 3040P, form letters (used for procedures) 522-F and 522-E are available for perusal and download on the District website: School Board/Board of Trustees/Policies and Procedures.*

## **Student Rights & Responsibilities** *(PDA, Respectful Lang, Disciplinary Action)*

**(Policy 3200)** All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students are expected to conduct themselves in such a manner as not to interfere with the orderly operation of the educational program. The building principals are directed to establish reasonable, and age-appropriate, rules necessary to maintain orderly conduct in the school. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

*Rules established by a building principal (not in policy) will be published in a hard copy student handbook or otherwise communicated so as to provide adequate notice to all students.*



## Dress Code

**(Policy 3255)** It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process. The building administrator or designee may identify additional dress code requirements to address specific needs within a building or for a specific activity. Below are to excerpts from the dress code that are frequent concerns within elementary schools:

- **Shirts/Blouses/Tops/T-shirts** – Blouses/shirts should be constructed so that the tops of the shoulders are covered with no less than a 2 ½ inch strap (e.g. no halter tops, strapless tops, spaghetti straps, or bare shoulder tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, hips, midriff or breast are not allowed. (If you raise your arms to shoulder level and the stomach shows, the top is unacceptable.) Other blouses/shirts that are not appropriate for school include, but are not limited to, low cut, breast revealing, see through, backless, or tube tops. Undergarments (bras, tank undershirts, etc.) will not be visible. Bedroom clothing, pajamas or sleepwear is not allowed.
- **Shorts/skirts/Pants** – All shorts and skirts must be no shorter than mid-thigh from the bottom of the knee. Nylon tights, biker pants or boxer shorts worn as an outer garment are strictly prohibited. Slits in the skirts cannot be above mid-thigh. Waistline of shorts/skirts/pants must be on or above the hips with no underwear showing. Bedroom clothing, pajamas or sleepwear is not allowed. All belts must be properly fastened around the waist. The belt will not be excessive in length and will not be hanging from either side of the body.

## Electronic Devices/Cell Phones

**(Policy 3265, 3265P)** Students in grades K-5 may elect to participate in the Coeur d' Alene School District Bring Your Own Device (B Y O D) program. Grade K-5 students may possess PEDs in school, on school property, during after-school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the PEDs are powered completely off (i.e., not just placed into vibrate/silent mode unless being used for an educational or instructional purpose with teacher permission).

Students are responsible for the safety and security of their PED. The District will assume no responsibility in any circumstance for the loss/destruction/damage or theft of PED. Students will be responsible for locating such lost/stolen items.

## District Provided Access to Electronic Info, Services & Networks

**(Policy 3270)** Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. Students shall be provided with access to the internet unless a parent requests otherwise.

Internet safety is important to us and you will find procedures regarding enforcement of policy 3270 on the main District webpage.

The following message will appear on all District computers reminding users of technology use expectations: "District computers are provided for educational purposes. Users agree to follow Board Policy and Idaho State Law. Computer actions may be monitored. Inappropriate use may result in disciplinary actions."

*Under policies 3265, 3270, & 3275, student and parent/legal guardian signatures are required for technology related agreements.*

## **Equal Education, Nondiscrimination, and Sex Equity**

**(Policy 3280)** The Coeur d'Alene School District complies with all applicable laws and does not discriminate on the basis of race, color, religion, sex, national origin, age (40 or older), genetic information, veteran status or disability in any educational programs or activities receiving federal financial assistance or in employment practices. The District provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance with this nondiscrimination policy may be directed to the Section 504 Program Coordinator or Director of Human Resources at the District Administrative Center, 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho 83814-2472, (208) 664-8241

Any person that believes they have been discriminated against in violation of this policy may file a Civil Rights Grievance as outlined in the associated procedure 3280P.

## **Relationship Abuse & Assault Prevention & Response**

**(Policy 3285)** The District has developed administrative procedures to implement this policy. Procedures include descriptions of prohibited conduct, the definition of abuse pursuant to the Child Protective Act, reporting and investigative procedures, prevention and response procedures.

## **Sexual Harassment**

**(Policy 3290)** Sexual harassment is a form of sex discrimination and is prohibited by the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature.

Students (or their parents/guardians) who believe that they may have been sexually harassed or intimidated should contact a trusted adult. This may include but is not limited to a parent, counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process.

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

**(Policy 3295)** No student shall intentionally commit, or conspire to commit, an act of harassment, intimidation, bullying or cyber bullying against another student. Harassment, intimidation, bullying or cyber bullying is prohibited in all forms including, but not limited to, when such conduct is in relation to a student's race, color, religion, sex, gender, sexual orientation, national origin, genetic information, or disability. Such behaviors foster a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims, create conditions that negatively affect learning, and undermine the ability of students to achieve their full potential.

It is the policy of this district to maintain a safe school environment for all students while on school grounds; walking or busing directly to or from school; and attending district-sponsored activities, events, or functions on school premises or at other locations. Harassment, intimidation, bullying and cyber bullying are disruptive to a safe school environment and will not be tolerated.

Any person that believes they have been treated in a manner that is in violation of this policy may file a report as outlined in the associated procedure.

## **Drug Free School Zone**

**(Policy 3300)** In accordance with Federal law, the Board hereby establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. If a student is involved in distributing controlled substances on school grounds or within a Drug Free School Zone or at any school sponsored function, law enforcement official(s) will be asked to intervene. There shall be a mandatory referral made by the school administrator to the Superintendent and the Board of Trustees for expulsion. Furthermore, the Superintendent shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law. Law enforcement officials will be notified of non-students on school property using, possessing or distributing controlled substances.

## **Tobacco Possession and Use**

### **(Policy 3305)**

The Board prohibits any use of tobacco, and possession of tobacco by students at any time in a school building or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. Tobacco use and possession by students is also prohibited at school-sponsored activities that are held off school property. The District may initiate discipline according to the District’s Student Discipline policy (3330) and/or prosecution of a student who possesses or uses tobacco in violation of this policy.

## **Substance & Alcohol Abuse**

**(Policy 3320)** The Board recognizes that use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety, and welfare of students and staff. It is the desire of the District to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the District relating to use, possession or being under the influence of alcohol or controlled substances, as that term is defined in Idaho Code. It is the philosophy of the District that the District will help those who desire to help themselves.

If the student or parents/guardian refuses counseling and/or assessment, they will be reminded that use, possession, distribution, and being under the influence of alcohol or controlled or dangerous substances at school, in a drug-free school zone, or at a school function, shall be subject to school disciplinary measures and/or citations issued by law enforcement officials.

## **Weapons**

**(Policy 3330P)** The district is committed to providing a safe environment for all students and staff. As a result, we have a “zero tolerance” policy for students who bring weapons or other objects/substances to school which are a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process. Possession of any dangerous item while attending school is prohibited. School staff is authorized to confiscate such items immediately and take disciplinary action which may include suspension and/or expulsion. Dangerous weapons shall be defined as any article capable of being used as a weapon.

Students attending district schools are prohibited from:

1. Possessing, carrying, using, and/or threatening to use objects/substances which are manufactured, used, or intended for use as a “weapon,” or facsimiles thereof, at school, on a school bus, or at any school sponsored activity whether on school owned/leased property or facilities used by the District but not owned or leased by the District, without prior permission of school officials.

### **Weapons (continued)**

2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the threat, intent or result of causing harm to another person or property at school, on a school bus, or at any school sponsored activity, whether or not such activity is on school owned/leased property or property used for school related purposes.
3. Knowingly assisting another person(s) to possess, carry, or use a “weapon” at school, on a school bus or at any school sponsored activity, whether or not such activity is on school owned/leased property or property used for school related purposes.

### **Behavior/Discipline**

**(Policy 3330)** The District is committed to protecting the morals, health, safety, and academic learning environment for the students of the District. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

1. Habitual truancy;
2. Incurability;
3. Willful disobedience;
4. Academic dishonesty;
5. Harassment, intimidation, bullying or cyber bullying
6. Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District;
7. Conduct or presence of a student when the same is detrimental to the health and safety of other pupils;
8. Using, possessing, distributing, purchasing, or selling tobacco products;
9. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession;
10. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession;
11. Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy;
12. Using, possessing, controlling, or transferring a weapon in violation of the “Possession of Weapons in a School Building” section of this policy;
13. Knowingly assisting another person in possessing, carrying, or using a “weapon”;
14. Using, threatening to use, possessing, controlling, or transferring any object or substances which are manufactured, used, intended for use as, or could be reasonably considered to be a weapon;
15. Possessing, carrying, using, or threatening to use any normally non-dangerous object or substance with the threat, intent, or result of causing harm to another person or property;
16. Disobeying directives from staff members or school officials or rules and regulations governing student conduct;
17. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct;
18. Causing or attempting to cause damage to, defacing, stealing, or attempting to steal, school property or another person’s property including by arson;
19. Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or any disruptive activity;
20. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants;
21. Hazing – For purposes of this policy, the term “hazing” shall have the meaning set forth in I.C. § 18-917
22. Initiations;

## **Behavior/Discipline Continued**

23. The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school;
24. Displays of affection beyond holding hands and hugs;
25. Vulgar, obscene, profane, or disrespectful gestures or language, written or spoken;
26. Gambling;
27. Extortion;
28. Operation of any motorized vehicle in a dangerous manner on or near school property;
29. Throwing snow, ice, or dangerous items;
30. Fighting; and
31. Any other acts affecting health, morals and safety of others.

### **Disciplinary measures include, but are not limited to:**

1. Expulsion;
2. Suspension (in or out of school);
3. Detention, as needed;
4. Clean-up duty;
5. Loss of student privileges;
6. Loss of bus privileges;
7. Notification to juvenile authorities and/or police;
8. Restitution for damages to school property;
9. Student behavior contracts; and
10. Other individualized disciplinary measures

## **Searches & Seizure**

**(Policy 3370)** To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects when the student is on school property or at a school-sponsored event. (stop here for elem.)

Students are prohibited from using a locker for the storage of illegal, contraband, or potentially harmful items, including, but not limited to, weapons, drugs, and alcohol. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by students, without notice or consent of the student. This applies to student vehicles parked on school property.

The District may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, and other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs. A drug dog's alert constitutes reasonable suspicion for the District officials to search the lockers, personal items, or vehicles.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular basis or when reasonable suspicion reveals that the search will disclose evidence of illegal possession or activity.

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules, that the student is in possession of illegal or contraband materials, or the student is secreting evidence of a crime or violation of District policy. The search itself must be conducted in a manner that is reasonable in scope, reasonably related to its objectives, and not excessively intrusive in light of the age and sex of the student, the circumstances of the search, and the nature of the infraction.

If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

## **Student Health/Physical Screenings/Exams**

**(Policy 3500)** The District may arrange each year for health services to be provided to all students. Such services may include, but not be limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;
2. Refer the consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening; and
5. Immunization as provided by the Department of Health and Human Services.

Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.

The District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the District is conducted which is:

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

*Parents or eligible students will be given the opportunity to opt out of the above-described non-emergency, invasive physical examination or screening.*

## **Medication**

**(Policy 3510)**

The District will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, designated school staff may administer medication to students. Specific directions for administering the medication and the parent's/guardian's signature must be received before any medication will be given to the student. The parent/guardian must submit a written medication authorization form to this District if a school is being asked to administer oral medication. Only approval from a primary health care provider will suffice for prescription medications.

## **Student Records**

**(Policy 3570)** School student records, including medical records, are confidential, and information from them shall not be released other than as provided by law. Federal and state laws grant certain rights to parents and students, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, *unless* the parent(s) notifies the school not to release this information. *(See embedded FERPA notice)*

## **Student Data Privacy and Security**

**(Policy 3575)** 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. The District shall follow applicable state and federal laws related to student privacy in the collection of student data.

## **Visitors to Schools**

**(Policy 4140)** All visitors are required to report to the school office upon entering any District building and it is expected that such visitors will arrange their visitations with school officials ahead of time.

In order to protect the educational processes, health, safety, academic learning and discipline of the pupils, the Board authorizes the administration of the District to screen for possible law violations. Visitors to all elementary schools will submit to verification through approved offender screening software. Visitors to other District buildings may also be subject to offender screening. The principal or other building administrator shall determine the appropriateness of the visitation.

Unauthorized persons loitering in or about any school building, or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered to be in probable violation of disorderly conduct or trespassing statutes. Law enforcement shall be notified and requested to remove the individual from the building or grounds.

## **Conduct on Buses**

**(Policy 540/8140)** The school bus is an extension of the classroom, and students are required to observe safety regulations and standards of conduct which provide for their safety and welfare, and the safety and welfare of others.

The Director of Transportation is authorized by the Board of Trustees to suspend bus riding privileges to students who are disruptive or who present a danger to the safe operation of the bus. Temporary suspension of riding privileges shall not exceed ten (10) days per occurrence. The Director shall give cause to the parents or guardian of the suspended student, in writing for such suspension. The Director of Transportation may delegate the duty of notice to bus drivers. In cases of continued or serious violations, a student may be permanently suspended from riding the school bus.

The Director of Transportation is authorized to install and use video cameras on school buses to monitor conduct.

## **Student Safety Regulations and Conduct**

1. Students should arrive at the bus stop 5 minutes before bus time.
2. Wait for bus in an orderly line, at least 10 feet back from road/street.
3. Respect the rights and property of others at the bus stop. Students causing problems at a bus stop may be denied bus privileges.
4. If students have to cross road, wait for driver's signal and cross 12 feet in front of bus.

## **Student Safety Regulations and Conduct (continued)**

5. Go directly to an available seat.
6. Remain seated while riding the bus, facing forward, using a quiet voice, and keeping hands to self. The school bus aisles must not be blocked with feet, personal belongings, etc...
7. Respect the rights and property of others on the bus.
8. Students are responsible for the area in which they sit. Any damage inflicted to the bus will be paid for by the students responsible.
9. Throwing, spitting, kicking or shooting items inside the bus or out the windows is hazardous and prohibited.
10. Only items that can be held on lap are allowed on bus without prior arrangements being made with the Transportation Department.
11. Eating, drinking or chewing gum are not permitted on a school bus. (Danger of choking is present.)
12. Students shall refrain from the use of profane, abusive, or vulgar language. Tobacco, alcohol, illegal drugs, use of flame or spark-producing devices, including but not limited to matches, lighters, etc., is prohibited on the bus.
13. Animals, hazardous materials, water devices, skate boards, skis, ski poles or any potentially hazardous items are not allowed on school buses.
14. Keep all body parts and objects inside the bus at all times.
15. Students will not be allowed to randomly change bus stops. They must stay at their assigned bus stop unless they have prior permission from the transportation office to change to a different stop.
16. Students will not be allowed to depart bus at a location different than the pick-up location unless the transportation department has a written note signed by a parent/guardian or authorization from the school.
17. The driver is in charge of the bus and student management on the bus. The driver has the right to assign seats at any time. Students shall follow driver's directions promptly.

Riding a school bus is not an undeniable right. Each student is responsible for making the choice to follow the safety rules and have a pleasant ride to school or choosing not to follow the safety rules and take the chance of losing his/her bus riding privileges.

Penalty: Violation of the above rules will render pupils immediately liable for temporary or permanent disbarment from riding.

## **Parent/Teacher Conferences**

Please feel free to contact your child's teacher any time. If you have any concerns, please call and schedule a time to talk with your child's teacher. There are two regularly scheduled Parent/Teacher Conferences during the school year. Conferences usually occur near the end of November and March of each year. You will receive specific information from your child's teacher. Time may be set aside for evening conferences.

## **Lunch Information**

The Coeur d'Alene School District serves nutritious breakfasts and lunches to the students in all of our schools. The Nutrition Services staff at each school prepares meals for the students in their building, allowing for fresh fruit and vegetables, hot meals and individualized attention. All meals meet federal nutrition requirements. Meals may be prepaid in advance by placing money in your child's meal account. Checks: Please make them out to your child's school, with the child's full name on the memo line. Please make arrangements with your school if you would like to join your child for breakfast or lunch.

Free and reduced price meals are provided for children whose family size and monthly gross income meet USDA Child Nutrition Program Income Guidelines. Parents may enroll their children at any time during the school year. Applications are available at each school office.

Nutrition Services now offers online payments for school meals. This information can be found on our website [cdaschool.org](http://cdaschool.org) under "Departments". If you have any questions or need assistance, feel free to contact us at (208) 667-7469.



## On Site Childcare

School Plus is an on-site childcare program and is available before and after school for students. The adult-supervised program begins at 6:45 a.m. and is also available after school from 3:15 to 6:00 p.m. A kindergarten School Plus program runs all day at selected sites. School Plus is a self-supporting program through fees paid for by parents, not from district revenue. For information regarding fees and registration, please contact the School Plus office at 769-0700 or visit [cdaschools.org](http://cdaschools.org) under the *For Parents* heading. Parents can now pay for their childcare online through Family Access.

## Cold Weather/Snow Days

Please prepare your child for current weather/temperature conditions. If a child is well enough to come to school, they are well enough to go outside. Notes requesting a student stay in at recess will not be accepted unless special arrangements have been made with the principal. Some winters result in canceling school due to weather conditions. Please tune in to radio (KVNI-1080 AM), your local TV stations KREM-2, KXLY-4 or KHQ-6, or the district website [cdaschools.org](http://cdaschools.org) for closure information. If school sponsored events are scheduled on an emergency closure day, all events are canceled.

## Skyward Student Management System

The Coeur d'Alene School District has implemented the Skyward Student Management System. One feature is Family Access which provides parents or guardians with access to real-time student information. Parents are able to check grades, monitor attendance, and email teachers. Another feature is the message center which allows teachers and administrators to post information to notify parents about their child, school, or upcoming events. Allows parent/guardian to access student information electronically. Follow your student's attendance, grades, fee management, etc. all on-line. **Family Access** is also where you sign up for and select options for emergency notifications through Skylert.

## Emergency

**(Policy 514)** The Coeur d'Alene School District has a School Emergency Response Plan (SERP) that covers safety and security, including procedures for handling all types of emergencies that might occur in and near our school and community. Potential emergencies include weather conditions that cause the school to close such as blizzards, ice storms or earthquakes, as well as neighborhood environmental conditions such as nearby hazardous material spills. Other types of situations covered by the plan include fires in or near the school, threats within or near the school or suspicious people on school grounds.

SERP is designed to ensure the safety of children within our school and the safe evacuation of children, if necessary. You should be aware of certain areas of our emergency planning to ensure that the district responds appropriately in the event of a school emergency. In the event that you become aware of a school emergency, please take note of the following:

**The district has an emergency notification system that can notify you in the event of a school emergency.** This notification system can automatically send you a text, phone message, or email regarding emergency procedures. Messages may be sent to individual school populations or to the entire district. At the beginning of the school year, parents will receive information regarding this system, including user-ID and password information. Please be sure to verify your contact information during your child's registration.

**Tune into your local media.** We utilize outreach to television and radio stations. The media will be notified by school personnel with information to relay to parents.

**Bring identification when you go to pick up your child.** The evacuation and release plan requires that children only be released to parents or someone listed on the child's emergency contact list with proper photo identification.

**Update your child's emergency contact form as necessary.** If you are unable to pick up your child, he/she can only be released to someone on your emergency contact form.

## Special Education/Services

**(Policy 4150)** Under the Individuals with Disabilities Education ACT (IDEA) and Section 504 of the Rehabilitation Act, The Coeur d'Alene School District is prohibited from discriminating against students on the basis of a disability. Our schools provide a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The district ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services. Due process rights will be enforced.

This district makes a good faith effort to provide reasonable accommodations for persons with disabilities, whether they are employees or non-employees. The district is also required to provide reasonable accommodations for persons with disabilities who wish to attend district-sponsored meetings. Requested accommodations should be submitted at least three working days prior to the meeting.

Pursuant to Idaho Code 92-318, notice is hereby given that the Title IX (equal opportunity for activities) Officer for the Coeur d'Alene School District is the Human Resource Director for the district. Inquiries, complaints and information regarding Title IX should be directed to the Title IX Officer at 1400 N. Northwood Center Ct., Coeur d'Alene, ID 83814.

**Notification of Rights and Notice of Compliance** (see document at end of publication)

### Emergency Care

**(Policy 3540)**

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian. The District is not responsible for the cost of any medical care provided to the student by a health care provider or the cost of transporting the student for the purpose of obtaining such medical care. All employees of this District will protect the health of the public school students and will take reasonable measures to provide for the emergency care of students who become ill or injured on school property during school hours or at school-sponsored events.

### Other Pertinent Policies

#### *Quick Reference*

#### Student Section

- 3001** Entrance, Placement, & Credit Acceptance
  - 3001P-1** Enrollment qualifications Procedures
  - 3001P-2** Credit Acceptance Procedures
  - 3001F** School Admission/Residency Affidavit
- 3010** Open Enrollment
  - 3010P** Procedures
  - 3010F** Form
- 3240 & 3240 P** – Student Publications

#### Safety/Discipline

- 3305** Prohibition of Tobacco Possession & Use
- 3310** Gangs & Gang Activities
- 3335** Academic Honesty/Plagiarism
- 3340/3340P** Corrective Actions & Punishment
- 3360** Discipline of Students with Disabilities
- 4150** Accommodations for Individuals with Disabilities
- 4405** School Resource Officers
- 514/8320** Evacuation, fire drills, crisis team

## **Other Pertinent Policies (continued)**

### **Electronic Devices**

- 3265** Personal Electronic Devices (PED) (Cell Phones & BYOD)
  - 3265P** Procedures (Devices allowed by grade level, privileges & consequences)
  - 3265/3270F** Technology Use Agreement
- 3270** District Provided Access to Elec. Information
- 3275** District Provided Mobile Computing Devices

### **Medical**

- 3510** Administering Medicines to Students; Health Records
  - 3510P** Procedures
  - 3510 F1-10**
- 3525** Immunizations (Schedule, Exemptions, Reporting)
- 3540** Emergency Treatment
  - 3540P** Procedures
- 3520/563** Contagious or Infectious Diseases - Head Lice

### **Activities**

- 3400** Curricular/Extra Curricular Student Activities
  - Related policies include:
    - 3400P** – Activities Procedures
    - 3400E** – Activity Contract
    - 3400F1-3400F5** – Various Activity Forms

### **Instruction Section**

- 2325** Driver Education
  - 2325P** Procedures
- 2400** Special Education Programs
- 2430** Gifted and Talented Program
  - 2430P** Procedures
  - 2430F1** Teacher Referral Form
  - 2430F2** Parent Referral Form
- 2440** Online Courses & Alternative Credit Options (Virtual, Dual Credit, Correspondence, Independent Study)
- 2441** Post-Secondary Developed Courses
- 2442** Professional Technical Schools
- 2445** Audit (Rules for students to audit classes)
- 2600** Promotion Retention
  - 2600P** Procedures (by grade level)
- 2620** Grading & Progress Reports
  - 2620P** Procedures - Grading System K-12
- 2700** Graduation Requirements
  - 2700P1** Procedures (Credits, Advanced Opportunities, College Entrance, State requirements, Learning plans, Middle School credit, Outstanding Debts, Senior Project, Honor Roll, Class Ranking, Val Sal Procedure)
  - 2700P2** Early Graduation, Mastery Advanced Program (MAP), Testing Out of Courses, Exempt Courses
  - 2700E** Technology Grad Requirements

**COEUR D' ALENE SCHOOL DISTRICT #271**  
**NOTIFICATION OF RIGHTS & NOTICE OF COMPLIANCE FOR ELEM. & SECONDARY SCHOOLS**  
**SY 2017-2018**

**In Accordance with the Family Rights and Privacy Act as amended 2012**

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

(1) The right to inspect and review the student's education records within 45 days of the day the *Coeur d'Alene School District 271* receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students who wish to ask the *Coeur d'Alene School District 271* to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel, or a person serving on the School Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended in 1997 and 2012, the Coeur d'Alene School District 271 of Coeur d'Alene, Idaho, hereby gives notice to all parents, legal guardians, and students eighteen years of age attending the Coeur d'Alene School District schools that the following information is being categorized as directory information: the student's name, address, telephone listing, graduation year (grade level), participation in officially recognized activities such as sports, weight and height of members of athletic teams; and, degrees and awards received.

Directory information may be published and released by the District without prior consent of the legal guardian or student 18 years of age or older, unless the parent, legal guardian or student 18 years of age or older notifies the District that the above mentioned directory information should not be released without prior written consent of the parents, legal guardian or student 18 years of age or older. Such notification should be in writing and addressed to Lynn Towne, Clerk of the Board of Trustees, 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho 83814, and to the principal of the school where the student attends.

Pursuant to Idaho Code 92-318, notice is hereby given that the Title IX Officer for the Coeur d'Alene School District is Kelly Ostrom, Human Resources Director. Inquiries, complaints and information regarding Title IX should be directed to the Title IX Officer at 1400 N. Northwood Center Ct. Coeur d'Alene, Idaho.