



COEUR D'ALENE PUBLIC SCHOOLS

2019 – 2020

# District Handbook

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FOR PARENTS AND STUDENTS

If this handbook was downloaded or printed, you may not have the most recent version.  
Find the most recent copy on the home page of your school website.

[Last updated: September 1, 2019]

1400 North Northwood Center Court  
Coeur d'Alene, ID 83814  
(208) 664.8241 | [info@cdaschools.org](mailto:info@cdaschools.org) | [www.cdaschools.org](http://www.cdaschools.org)

# HISTORY OF CHANGES

Change Made	Date Changed	Pages Affected

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

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# QUICK REFERENCE

## WHO TO CALL

Your school is your best resource for most issues and questions. Should you need additional help, are new to our District, or need assistance during summer break, here are contacts for frequently requested information.

DEPARTMENT	SUBJECTS	CONTACT	CONTACT INFO
Clerk of the Board	Flyer distribution requests Questions about Board Meetings Public Notices Public records requests Joining an Ad Hoc Committee	Lynn Towne	ltowne@ <a href="mailto:cdaschools.org">cdaschools.org</a> (208) 664-8241
Communications Department	Questions about emergency alerts Assistance with text message opt-in Web Accessibility Complaints Shoutout for a teacher or staff	Scott Maben	smaben@ <a href="mailto:cdaschools.org">cdaschools.org</a> (208) 664-8241 x10009
Elementary/Secondary Education	Open enrollment/transfers Driver's education registration	Christine Ballard	cballard@ <a href="mailto:cdaschools.org">cdaschools.org</a> (208) 664-8241 x10005
Title 1/ Section 504 Program	Questions about Title 1, Section 504	Kate Keinert	kkeinert@ <a href="mailto:cdaschools.org">cdaschools.org</a> (208) 664-8241
Front Office	General questions Verify home address Questions during summer break	Tammy Freer	tfreer@ <a href="mailto:cdaschools.org">cdaschools.org</a> (208) 664-8241 x10000
Hope on the Homefront Program	Student school supply needs Assistance for students in precarious housing Extended School Day Programs [CdA4Kids/Club240] Info about Indian Education program	Mary Ruch James Curb  Sarai Mays	jcurb@ <a href="mailto:cdaschools.org">cdaschools.org</a> (208) 664-8241 x10061
Human Resources Department	Available jobs	Lisa Loy	lloy@ <a href="mailto:cdaschools.org">cdaschools.org</a> (208) 664-8241 x10031
Nutrition Services Program	Free and reduced lunch applications Meal payments over the phone	Ed Ducar or Laura Corbin	educar@ <a href="mailto:cdaschools.org">cdaschools.org</a> lcorbin@ <a href="mailto:cdaschools.org">cdaschools.org</a> (208) 667-7469 x13000

School Plus Program	Information about the program Payments Registration	Sara Law Jaime Lenz	schoolplus@ cdaschools.org (208) 664-8241 x10081
Special Education Department	General information Records	Frank Maier	fmaier@ cdaschools.org (208) 664-8241
Technology Department	Questions about digital citizenship, data privacy Help with student passwords Skyward issues		Contact your school office.
Transportation Department	Bus schedules Late busses	Jill Hill	jhill@ cdaschools.org (208) 667-3451

## RESOURCES FOR OUR FAMILIES

Students benefit — and thrive — when families are active and engaged. We encourage our parents to stay connected. There are several ways you can do so on a district level. To find more communication tools available at your school, contact the front office staff.

- **MOBILE APP**

Download our Coeur d’Alene Public Schools App! The latest district and school news and information are now available on smartphones and mobile devices with a new mobile app launching in 2018-19. The app is a one-stop location for student, school and district information. Available free from iTunes and Google Play app stores.

- **DISTRICT WEBSITE**

Receive the latest district news, updates, alerts and information by visiting our district website at: [www.cdaschools.org](http://www.cdaschools.org)

- **SOCIAL MEDIA**

Find us on favorite social media platform or on YouTube.com.

- Facebook.com/cdaschools
- Instagram.com/cdaschools
- Twitter.com/cdaschools
- YouTube.com/cdaschools

- **TEXT ALERTS**

Our families are urged to keep their information up-to-date, so we can quickly and easily alert you in the event of an emergency. Confirm you will receive text alerts to your cell phone by logging into Skyward and checking the number listed under “Third Phone.” Even if listed elsewhere, your cell number must appear there to receive text alerts. Need assistance? Visit the front office at your school or email [info@cdaschools.org](mailto:info@cdaschools.org).

- **PEACHJAR**

We use Peachjar for distribution of school news, community information and other education-related flyers. Peachjar sends flyers by school to district families, and you also can view them using the Peachjar button on the District and all school websites. We're saving time and money since we switched to this e-flyer platform. You may change how often you receive Peachjar emails, or opt-out of the email service, by logging into your Peachjar account using the username and password provided by Peachjar.

- **DISTRICT NEWSLETTERS**

We regularly send District news to families using the email address you provide us in Skyward Family Access. Some newsletters include school safety information and updates on our mental wellness program. You can view the latest newsletter and previous editions on our District website, [www.cdaschools.org](http://www.cdaschools.org), under the "District Newsletters" tab.

## **ENROLLMENT - Policy 3001**

Idaho Code 33-201 defines, "school age" as including all students that reside in the state of Idaho, between the ages of five (5) and twenty-one (21) years. 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.

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.

As our District continues to grow, space is limited at our schools. When a school site is at or near capacity, students may be assigned to another school in the district where more classroom space exists or there may be classroom space, but not a teacher in some places. This process involves the re-assignment of the student to an overflow school site. You may request that your child be put on a waiting list to be notified when space becomes available at their attendance zoned school. Transportation will be provided from the student's attendance zoned school to the overflow school site.

## **TRANSPORTATION**

Bus transportation is provided for students who live beyond 1.5 miles from their zoned home school. Students that live under or at the 1.5 miles will walk to their zoned home school. Contact transportation at (208) 667-3451 for bus stop locations.

## **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.

## **SUICIDE PREVENTION - Policy 3530**

Protecting the health and well-being of all students is of utmost importance to the school District. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes, but the encouragement of help seeking behavior should be promoted at all levels of the school leadership and stakeholders.
2. Each school will designate a suicide prevention team to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a member of the school suicide prevention team who will work with the student and help connect them to appropriate local mental health resources.
4. Students will have access to Idaho resources which they can contact for additional support, such as: The Idaho Suicide Prevention Hotline- 208-398-4357 / [www.idahosuicideprevention.org](http://www.idahosuicideprevention.org).
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see the District's full suicide prevention policy 3530.

## **MEDICATION - Policy 3510**

The role of the District regarding medication administration is to protect the health and safety of all students. Whenever possible, medications should be dispensed to students before and /or after school hours under the supervision of the parent/guardian. The District Recognizes that students attending school may be required to take medication while at school, either on a short-term or long-term basis. Medications should be dispensed at school only when necessary to meet the health needs of the student.

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. The medication authorization



form must specify directions for administering the medication and include the parent's/guardian's signature. This form must be received before any medication will be given to the student.

## **STUDENT CONDUCT**

Students are expected to conduct themselves in such a manner as not to interfere with the orderly operation of the educational program. All students are expected to obey all school rules. Schools will not tolerate the use of alcohol beverages, use of tobacco, use of e-cigarettes, use of prohibited drugs, acts of violent behavior, vandalism, and acts of insubordination including use of profane language to teachers, administrators, or non-certified staff in the school building, on the school grounds, or at school sponsored events/activities. Violation of any of the above will result in suspension, notification of parents and/or referral to the police.

## **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. Students are reminded that their appearance, clothing, and grooming, significantly affect the way others respond to them. *The building administrator or designee may identify additional dress code requirements to address specific needs within a building or for a specific activity.*

## **PERSONAL ELECTRONIC DEVICES/CELL PHONES – Policy 3265/3265P**

The Board recognizes the potential disruption to the learning environment caused by student PERSONAL ELECTRONIC DEVICES (PED)s when not utilized for a specific educational purpose: therefore, the use of PEDs will not be allowed within the classroom setting unless for appropriate and intentional educational purposes, under the direction and supervision of school staff. Devices should be powered off and off their person in a classroom setting unless use is authorized by school staff for a specific educational purpose.

**Students in grades K-5** may elect to participate in the Coeur d'Alene School District Bring Your Own Device (BYOD) 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 the PEDs are powered completely off (i.e., not just placed into vibrate/silent mode) and not on their person (i.e., placed in a backpack or locker) unless being used for a specific educational purpose with teacher permission. Students may not use PEDs outside the classroom during lunch or in hallways during school hours.

**Students in grades 6-8** may elect to participate in the Coeur d'Alene School District Bring Your Own Device (BYOD) program. Grade 6-8 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 the PEDs are powered completely off (i.e., not just placed into vibrate/silent mode) and not on their person (i.e., placed in a backpack or locker), unless being used for an specific educational purpose with teacher permission. Students may not use PEDs during passing periods. Student PED use is allowed before and after school, and at lunch at the discretion of the building principal.

**Students in grades 9-12** may elect to participate in the Coeur d’Alene School District Bring Your Own Device (BYOD) program. Grade 9-12 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 in a classroom setting the PEDs are turned completely off (i.e., not just placed into vibrate/silent mode) and not on their person (i.e., placed in a backpack or locker) unless being used for a specific educational purpose with teacher permission. Student PED use is allowed before and after school, during passing periods, and at lunch at the discretion of the building principal.

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. *Any student who violates this rule is subject to have their phone taken and turned in to the office.*

## **STUDENT-TRACKING SAFETY DEVICES – Policy 3266**

Because of student privacy concerns, the District requires automatic listen-in technology to be disabled while any student tracking device is at school, on District-provided transportation, and at school events. This does not include cell phones, which are addressed in policy 3265. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students.

## **PARENT/SCHOOL COMMUNICATION**

Parents with concerns should first speak with the teacher involved, then the Principal before seeking assistance at the District Office level.

Parents need to contact their school office for student transcripts and/or records.

## **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.

## **VOLUNTEER ASSISTANCE – Policy 4600**

The District supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help in meeting the needs of children and the school staff.

Coeur d’Alene Public Schools volunteers may not assume the responsibilities of District staff but may provide assistance when under the direction of a staff member and with the permission of the building administrator; may not administer student discipline; shall not (except in life-threatening emergencies) administer first aid or medicine; may not operate any motor vehicles owned by the School District, nor shall they transport students as part of any School District program or activity. All volunteers are required to maintain absolute confidentiality in working with students, staff and all privileged information in the school.

All school building visitors — including volunteers — entering during a school day are subject to a visitor background check and must submit proof of identification. Additionally, volunteer are required to complete and submit a Volunteer Program Application and Disclosure Statement.

All volunteers should read and be familiar [Policy 4600: Volunteer Assistance](#) and [Procedure 4600P](#), as set forth by the Board of Trustees.

## **PAYMENT FEES OR RETURNING PROPERTY – IDAHO CODE 33-603**

The Board of Trustees of each school District shall have the power and the ability to require as a condition of graduation, as a condition of issuance of a diploma or certificate, or as a condition for issuance of transcript, that any or all indebtedness incurred by the person when he/she was a student be satisfied, or that all books or other instructional materials, uniforms, athletic equipment, advances on loans, or other personal property of the school District borrowed by the person when he/she was a student of the District be returned.

## **STUDENT BREAKFAST/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 should be made 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 CHILD CARE**

School PLUS is an on-site childcare program and is available before and after school for students, as well as during weather related delayed start days. The adult-supervised program begins at 6:45 am. and is also available after school from 3:15 pm to 6:00 pm. 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 (208) 769-0700 or visit [cdaschools.org](http://cdaschools.org) under Programs.* 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.

School may occasionally be canceled or delayed due to severe weather or road conditions. In the event of a school day closure or delay, you will be notified by 5:30 am via email and text (if the school has your current contact information on file). Closure updates will be available on all school websites with a pop-up alert, on the District’s social media pages (Facebook, Twitter, Instagram) and via our closure hotline at 208-667-0784. Closures also are announced on TV stations (KREM-2, KXLY-4 or KHQ-6) and other local media. If school-sponsored events are scheduled on an emergency closure day, all events are canceled.

School PLUS childcare is available during closures for students who have enrolled in advance. Locations vary by year. For more information go to: [www.cdaschools.org/schoolplus](http://www.cdaschools.org/schoolplus)

More information about closures and weather alerts can be found online: [www.cdaschools.org/closures](http://www.cdaschools.org/closures).

## **ACADEMIC HONESTY/PLAGIARISM – Policy 3335**

The Coeur d’Alene School District places a “high priority on the development of responsible citizenship”. Plagiarism, in any form, is unethical and unacceptable.

Academic dishonesty includes, but is not limited to:

1. Cheating on a quiz or test;
2. Attempting to locate, obtain, improperly use and/or steal material/information belonging to the instructor including (but not limited to) assignments, quizzes, tests or answer keys;
3. Distributing information for the academic gain of self and/or others;
4. Using another person’s work (including material from the internet) and presenting it as his/her own;
5. Allowing another student to copy his/her work in order to deceive.

Repeat offenses may be subject to one or more serious consequences: suspension, course failure, removal from course, removal of or suspension from academic honors, and/or leadership roles.

## **SCHOOL EMERGENCY RESPONSE PLAN – Policy 8300/8300P**

The Board recognizes the importance of being prepared for various types of emergencies, both natural and human caused, that could occur while school is in session. This necessitates the development of appropriate plans and procedures to deal with such emergencies at school facilities or involving school transport. It is important that students, employees, and parents be knowledgeable about the various emergency plans and procedures and be prepared should such an emergency occur.

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 local news media. 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.

## SAFETY AND SECURITY OVERVIEW

School security and student safety are vitally important in our community. At Coeur d'Alene Public Schools, we are working continuously to evaluate and strengthen our safety program. We welcome families to engage with us on this important topic. All Coeur d'Alene Public Schools staff members, parents, students and community members are encouraged to report anything they see, hear or are made aware of that may disrupt or threaten a school or school program. If you see or hear something, *say something*: Call 911 or call the non-emergency line at (208) 446-1854.

Each school in our District has an Emergency Response Plan that has been carefully developed. If there is an emergency at your child's school, your assistance will help us respond more quickly and effectively. In the event of a school emergency or lockdown, we will communicate about what is happening just as soon as we are able to confirm the information from school officials, law enforcement or emergency responders. Our goal is to provide credible, accurate and useful information to the public, as soon as possible. Please be aware that information received from sources other than the school administrator or Coeur d'Alene Public Schools may be inaccurate or outdated. Please help us control the spread of rumors and unconfirmed details.

We want to make sure we know how to reach you during a school emergency. We have several ways we share information and updates, and we invite you to plug into our communication channels, whether it's by text message or email, or through social media and our website. Look for updates on the District [Facebook page \(@cdaschools\)](#) and [Twitter feed \(@cdaschools\)](#). We also may post an onscreen alert on our [websites](#).

We also communicate by sending messages directly to the parents and guardians of our students. This may include **emergency text messages** or email. Please make sure your emergency contact information is up to date in your child's [Skyward account](#); the number listed in the No. 3 phone contact needs to be your cell number.

You can help ensure the safety of students and school employees during an emergency:

- As tempting as it may be to rush to the scene of a school emergency, our partners in law enforcement advise that this can seriously complicate their efforts to secure the scene and confront any threats. Showing up to the school may slow the response of emergency vehicles, and could distract police from ensuring the school is secure. You could put yourself or others in danger. We will communicate with you about how and when to reunite with your child. The reunification site may not be at the school.
- Please refrain from calling the school while an emergency or lockdown is in progress. The school staff will be busy working with law enforcement to secure the school and make sure everyone is safe. Please do not tie up phone lines at this critical time.
- If you get a call or text from your student, help them remain calm. Remind your student that school staff knows what to do in an emergency situation and will work to keep everyone safe. Your children

are safest if their phones **remain silent** during a threat. Police advise all people in a lockdown to stay off their phones.

Please discuss these safety matters with your family. Planning ahead will help alleviate concern during emergencies. Thank you in advance for following these steps to ensure our students, staff and public remain safe and secure.

We have more information about school safety available on our website: [www.cdaschools.org/security](http://www.cdaschools.org/security).

## **SKYWARD STUDENT INFORMATION SYSTEM**

The **Skyward Family Access** system provides parents or guardians with access to real-time student information, including grades, attendance and student fees. Another feature is the Message Center, which allows teachers and administrators to send you notices concerning your child, the school or upcoming events. **Annual Online Verification:** In July and August, all primary guardians of currently enrolled students are encouraged to log into Skyward and update their Family Access information for the upcoming school year.

# POLICIES FOR CLASSROOM INSTRUCTION

*As per District Instruction Policies and Procedures: 2100 – 2800.*

## STUDENT AND FAMILY PRIVACY RIGHTS (PPRA) – Policy 2140/2140F

(Survey, instructional material and collection of personal information.)

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

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.*

## PARENT AND FAMILY ENGAGEMENT - 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. In order to achieve the level of parent and family engagement outlined in District Policy 2420, these procedures guide the development of each school’s annual parental involvement plan designed to foster a cooperative effort among 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 2530/2530F1/2530F2**

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.

*Forms 2530F1/2530F2 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.



# POLICIES FOR STUDENTS

*As per District Student Policies and Procedures: 3000 – 3620.*

## **ATTENDANCE – Policy 3040/522**

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 attendance procedures information applies to all students in grades K-12: (The complete policy/procedure can be found on the district website.)

### **Absences and Excuses Procedures for 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.

### **Absences and Excuses Procedures for Grade 9-12:**

1. A student who accrues ten or more periods of absences or trancies at a traditional schedule high school or five at a block schedule high school in any class shall lose credit for the semester. Certain absences may be waived at the discretion of administration. Credit will be reinstated when: a) the student passes an end-of-course assessment (EOCA) in which the student has lost credit, and b) the student has a passing grade for the course. The student may also be referred to the Board of Trustees for determination as a habitual truant.
2. If a student takes the EOCA and consequently loses credit, he/she may appeal to an academic committee if said student feels he/she has the minimum competency in the course work, but that was not reflected in the exam. The exam must be taken before any appeals will be granted.
3. Courses which are performance based, such as music, drama, technology, P.E., professional technical, aide positions or YVA, may choose to have evaluations in which the student performs or presents a portfolio of the semester work. This work will be judged by the teacher and/or the department.
4. Work missed due to excused absences will be made up at a time to be arranged by the teacher/department. If under unusual circumstances a student takes advantage of the opportunity to make up work and abuses the responsibility of being in attendance at school, make up work may be given less credit at administrative discretion.

5. Documented notification will be sent to parents from the school when a student has accrued 4, 7, 8, 9 and 10 absences in a traditional schedule high school's semester or 2, 4 and 5 absences for a block schedule high school's semester.

**Unexcused Absences Defined:**

1. Absent without the knowledge and consent of parent/legal guardian,
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;
3. Leaves school without signing out in the office;
4. Is absent from class without permission;
5. Obtains a pass to go to certain place and does not report there;
6. Becomes ill and goes home or stays in the restroom instead of reporting to the office;
7. Has permission to walk home for lunch, becomes ill and remains there without having a parent/legal guardian call;
8. Comes to school but does not attend class;
9. 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).

**STUDENT RIGHTS & RESPONSIBILITIES – Policy 3200/3200P**

*(PDA, Respectful Lang, Disciplinary Action)* 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 the school student handbook or otherwise communicated, so as to provide adequate notice to all students.*

## **DISTRICT PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES & NETWORKS – Policy 3270/3270P)**

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, student and parent/legal guardian signatures are required for technology related agreements.*

All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Procedures do not attempt to state all required or proscribed behaviors by users.

Technology users must demonstrate common courtesy, respect for others in the use of various technologies and...

- not send/display offensive mail or pictures;
- not participate in cyber-bullying, hate mail, harass, insult, or attack others;
- not use obscene or inappropriate language;
- not access inappropriate web sites or attempt to disable the District internet filters.

Technology users must demonstrate ethical behavior and honor the intellectual property of others and...

- engage in plagiarism (copying someone else’s work, then pretending it’s your own);
- cite sources appropriately and not violate copyright (copying someone else’s work without their permission) in regards to any use of electronic resources, Internet resources, or software licenses;
- not delete, examine, copy, or modify files and/or data belonging to other users without their prior consent;
- not attempt to access restricted/confidential information; reported knowledge of any unauthorized access to restricted/confidential information by others.

Technology users must demonstrate respect for District computers, the computer network, and...

- not allow or introduce computer viruses to infect the school computers;
- not use facilities and/or services for commercial, political, or religious purposes;
- not alter computer settings;
- not hack into the network by “breaking” passwords or gaining access to secure areas;
- not possess “hacking software” or visit “hacking websites”;
- not use anyone else’s log-in, user ID, or password or share a user ID with anyone;
- not intentionally cause damage to school technology;
- not execute any program received in an email or found on a web page without permission from a teacher or District technology personnel;
- not download or install any program without permission from a teacher or District personnel;

- not attempt to defeat or bypass the District’s Internet filters on personal laptop, tablet or District owned computer;
- not send email SPAM.

Technology users must demonstrate the importance of Internet safety and not divulge personal information, including home address and phone number, about themselves or others inappropriately on web sites, blogs, podcasts, videos, wikis, email, or as content on any other electronic medium.

Student blogs are intended to be a forum for expression, but they are provided as a tool for learning and will be subject to school and/or classroom guidelines. Users are expected to treat “blogspheres” as classroom spaces. Speech that is inappropriate for class is not appropriate in a blog. Users should demonstrate ethical behavior and honor the intellectual property of others by avoiding plagiarism, following copyright law, and citing sources or linking to online references. Users are reminded that inappropriate use may result in disciplinary action as determined by the school administration including suspension of technology privileges, conduct referral, or other disciplinary action.

## **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 3285/3285P**

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 3290/3290P/3290F**

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.

*Form 3290F is available for download on the District website: School Board/Board of Trustees/Policies and Procedures.*

## **HARASSMENT, INTIMIDATION, BULLYING, CYBER BULLYING AND MALICIOUS HARASSMENT – Policy 3295/3295P/3295F**

No student shall intentionally commit, or conspire to commit, an act of harassment, intimidation, bullying, cyber bullying, hate speech or malicious harassment against another student. This conduct 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, cyber bullying, hate speech and malicious harassment are disruptive to a safe school environment and will not be tolerated.

Any person who 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.

*Form 3295FF is available for download on the District website: School Board/Board of Trustees/Policies and Procedures.*

## **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. Tobacco use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including

electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices. 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.

## **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 and Initiations;
22. All gangs and gang activities, including, but not limited to , wearing, possessing, using, distributing displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gestures, codes, or other things which evidence membership or affiliation in any gang;
23. Group or organization that establish a fraternity, sorority or other secret society whose membership is comprised in whole or in part of students enrolled, or to solicit a student in any of the District's schools to become a member of such organizations; and no student enrolled in this school District will be or become a member, or pledge him/herself to become a member of any such organization.
24. 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;
25. Displays of affection beyond holding hands and hugs;
26. Vulgar, obscene, profane, or disrespectful gestures or language, written or spoken;
27. Gambling;
28. Extortion;
29. Operation of any motorized vehicle in a dangerous manner on or near school property;
30. Throwing snow, ice, or dangerous items;
31. Fighting; and
32. 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

**WEAPONS – PROCEDURE 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.
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.

***ASSAULT AND BATTERY – PROCEDURE 3330P*** - District policy prohibits students from committing acts of violence against other students, District personnel, or other persons. Any assault or battery by a student on an employee of this District, another student, or other person, occurring on or near the school grounds or at a school sponsored event will result in the student being disciplined.

Further, any person, including a student, who, while on school grounds, willfully threatens, by word or act to do violence to any other person on school grounds may be referred to law enforcement for prosecution. This expressly includes anyone who willfully threatens, by word or act, to use a firearm or other deadly or dangerous weapon.

## **CORRECTIVE ACTIONS – Policy 3340**

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school and any other conduct disruptive of good order or the instructional effectiveness of the school shall constitute sufficient cause for discipline, suspension, or expulsion.

A temporary suspension is the exclusion from school or individual classes. The Superintendent or the Principal of any school may temporarily suspend any pupil for disciplinary reasons, including student harassment, intimidation or bullying, or for other conduct disruptive of good order or of the instructional effectiveness of the school.

Expulsion is the exclusion from school. Only the Board of Trustees have the authority to expel or deny enrollment to any pupil who is an habitual truant, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils, or who has been expelled from another school district in the State of Idaho or any other state.

## **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/EXAM – 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.

## **STUDENT RECORDS – Policy 3570/3570P/3570F**

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.

*Form 3570F is available for download on the District website: School Board/Board of Trustees/Policies and Procedures.*

## **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.

# **POLICES FOR COMMUNITY RELATIONS**

*As per District Community Relations Policies and Procedures: 4000 – 4600.*

## **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 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.

## **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.

# POLICIES FOR NON-INSTRUCTIONAL OPERATIONS

*As per District Non-Instructional Operations Policies and Procedures: 8000 – 8700.*

## **CONDUCT ON BUSES – Policy 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.
5. Go directly to an available seat.
6. Buckle seat belt when available.
7. 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.
8. Respect the rights and property of others on the bus.
9. Students are responsible for the area in which they sit. Any damage inflicted to the bus will be paid for by the students responsible.
10. Throwing, spitting, kicking or shooting items inside the bus or out the windows is hazardous and prohibited.
11. Only items that can be held on lap are allowed on bus without prior arrangements being made with the Transportation Department.
12. Eating, drinking or chewing gum are not permitted on a school bus. (Danger of choking is present.)
13. 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.
14. Animals, hazardous materials, water devices, skate boards, skis, ski poles or any potentially hazardous items are not allowed on school buses.
15. Keep all body parts and objects inside the bus at all times.
16. 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.
17. 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.

18. 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.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

COEUR D' ALENE SCHOOL DISTRICT #271

NOTIFICATION OF RIGHTS & NOTICE OF COMPLIANCE FOR ELEMENTARY & SECONDARY SCHOOLS - SY 2019-2020

### **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 students 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 students 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.

# PERTINENT POLICIES AND PROCEDURES REFERENCES

To find the below policies, procedures and forms go to the District website: [www.cdaschools.org/policies](http://www.cdaschools.org/policies).

## STUDENT

3010	Open Enrollment
3010P/3010F	Procedures and Form
3440	Student Fees
3445	Student Supplies
3240/3040P	Student Publications
4135	Website Accessibility & Nondiscrimination
4135P/4135F	Procedures and Form

## SAFETY/DISCIPLINE

3305	Prohibition of Tobacco Possession and Use
3310	Gangs & Gang Activities
3360	Discipline of Students with Disabilities
4405	School Resource Officers

## MEDICAL

3525	Immunizations (Schedule, Exemptions, Reporting)
3520/3520P	Contagious or Infectious Diseases

## ACTIVITIES

3400	Curricular/Extra Curricular Student Activities
3400P	Activities Procedures
3400E	Activity Contract
3400F1-3400F5	Various Activity Forms

## INSTRUCTION

2325/2325P	Driver Education
2400	Special Education Programs
2430/2430P	Gifted and Talented Program
2430F1	Teacher Referral Form
2430F2	Parent Referral Form
2435	Advanced Opportunities
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)
2600/2600P	Promotion Retention

2620/2620P	Grading & Progress Reports
2700	Graduation Requirements
2700P1	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 Graduation Requirements