Coeur d'Alene School District No. 271 Policy Manual

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*Policies under construction.

3000 Series—Students

Enrollment and Attendance

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Guiding Principles
Every student has a basic right to attend school. His or her primary purpose and responsibility in attending school is to engage in learning; and his or her cooperation and dedication is fundamental to obtaining a quality education.

The Board of Trustees seeks to protect the rights of each student and promote the welfare of the student body. These student policies are intended to facilitate a quality experience for students in all activities related to the educational program. Each student should have the experiences that will enable him or her to become a useful and productive citizen.

With respect to any educational programs, activities or the delivery of services, (e.g., instructional materials and equipment, facilities, course offerings, guidance and counseling services, food service, transportation, athletics, and all other co/extra-curricular activities) the District assures that its educational resources and opportunities are made available on an equal basis to all students under its jurisdiction without regard to race, color, religion, sex, national origin, or disability. The District provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance with this non-discrimination policy may be directed to the Director of Special Services or Director of Human Resources at the District Administrative Center, 1400 N. Northwood Center Ct., Coeur d’Alene, Idaho 83814-2472, (208) 664-8241.

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

Filing Other Complaints
The complainant may also file a complaint with the following state and federal agencies:
1. Idaho Human Rights Commission, 1109 Main Street, P.O. Box 83720, Boise, Idaho 83720-0040.

No Retaliatory Action
No individual who has filed a complaint, complained about discrimination, or participated in a discrimination investigation or lawsuit will be intimidated, coerced or otherwise discriminated against as a result of that activity.

Policy History:
Adopted on: 7/7/14
Revised on:
Coeur d’Alene School District No. 271

STUDENTS 3001

Entrance, Placement, and Credit Acceptance

Entrance

All students seeking to enroll in a school or program of the Coeur d’Alene School District #271 must meet all residence, age, immunization, and other eligibility prerequisites for the school or program to which they seek admission as set forth in Idaho Code, rules of the State Board of Education, and District policies.

The District will not admit a student who has been expelled from another school district or private school for violation of a statute, regulation, or policy which prohibits weapons until the student is eligible to return to his or her home school district or private school. If a student wishes to challenge that decision, he or she is entitled to a due process hearing before the Board of Trustees.

Placement

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria, including, but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent and the Board.

Students are required to enroll in their designated school attendance zone, unless they have applied to a school of choice within the district. In this case, a request for transfer (Open Enrollment Policy 3010) will be initiated at their designated school attendance zone.

Transfer from Persistently Dangerous Schools

If any school within the District is found to be persistently dangerous in accordance with federal law, students attending the school shall be permitted to transfer to another traditional or charter school within the District which is not persistently dangerous and which is meeting annual yearly progress requirements. The transfer may be either permanent or temporary and lasting until the school of origin is no longer designated as persistently dangerous. Parents or guardians of students shall be notified that the school has been designated as persistently dangerous within ten days of being so designated. Within 20 days of receiving such notification, students may be transferred to another school within the District.

Any student who is the victim of a violent criminal offense on school grounds shall be permitted to transfer to another school within the District.

Credit Acceptance
New students entering the District from accredited public or private schools will be placed in grades/classes based on their previous placement/credits indicated on their transcript. Any student transferring into the District will be admitted on a space availability basis.

**Grades (7-8):** Credits are accepted from any accredited school on receipt of an official transcript. These will be used to determine state required credits for advancement or retention based on middle school credit retrieval policy. Should any doubt exist with the teacher or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

**Grades (9-12), Credit Transfer:** Credits are accepted from any accredited school on receipt of an official transcript. Core and elective credits may be accepted from non-accredited institutions and from homeschooling for freshman, sophomore, and junior level classes in accordance with procedure 3001P. Students will be required to attend Coeur d’Alene School District 271 for their entire 12th grade year and shall be a full time student for both semesters, in order to obtain a diploma.

Cross Reference: 2600 Promotion/Retention
2700 & 2700P High School Graduation Requirements
3060 Education of Homeless Children
3090 Foreign Exchange Students
3525 Immunization Requirements

Legal Reference: Art. IX, § 9, Idaho Constitution- Compulsory Attendance at School
I.C. § 33-201 School age
I.C. § 33-209 Transfer of Student Records – Duties
I.C. § 39-4801 Immunization Required
I.C. § 39-4802 Exemptions
20 U.S.C § 7912 Unsafe School Choice
20 USC § 6313 Eligible School Attendance Areas
42 USC § 11432 Education of Homeless Children and Youths

Policy History:
Adopted on: 9/8/14
Revised on: 9/11/17 (ISBA Update)
STUDENTS

Entrance

Enrollment qualifications are as follows:

1. No pupil may be enrolled in the kindergarten or first grade whose fifth (5th) or sixth (6th) birthday does not occur on or before the first (1st) day of September of the school year in which the child registers to enter school. Any child of the age of five (5) years who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the age and date requirements set above shall be allowed to enter the first grade.

2. The services of the Idaho public schools are extended to any acceptable student that is a resident of Idaho and is between the ages of five (5) and twenty-one (21).

3. A student participating in a foreign student exchange program approved by the Superintendent.

4. A student who has submitted an application through the open enrollment transfer procedures and has been approved by the Superintendent or designee.

5. For resident children with disabilities who qualify for special education and related services under the Individuals with Disabilities Education Act and subsequent amendments thereto, and applicable state and federal regulations, “school age” shall begin at the attainment of age three (3) and shall continue through the semester of school in which the student attains the age of twenty-one (21) years.

Residence

For purposes of enrollment, entrance, placement, and transfer, residence of a pupil is defined as the actual physical residence of his or her parent/guardian, or in the case of a student eighteen (18) years of age or older, his or her actual, physical place of residence. The place of residence includes the primary home or place of abode of a person, a place in which the person has fixed his or her habitation, and to which, whenever the person is away, he or she has the intention of returning. Residence and attendance of homeless students shall be determined in accordance with Policy 3060 Education of Homeless Children.

A guardian is any person so designated by court order, or any person with whom the pupil is residing and making his home on a full-time basis, provided such person has in his or her possession a signed and current power of attorney for the care and custody of the pupil for a period of time not less than the balance of the school year. The power of attorney must be submitted to the School and a copy will be kept in the students cum file.
Prior to the admission of a student, the adult student/student's parent/legal guardian will be required to establish residency by submitting current proof of residence, such as a utility bill, rental receipt, or lease/purchase agreement which has current date, parent/legal guardian name and address. If proof of residency is not available due to the family living with someone, parents/legal guardian will need to submit a notarized 3001F Affidavit of Residency form available at the District office. A copy of the current utility bill of the person that the family of the student is residing with will need to be submitted along with the Affidavit of Residency.

In certain programs, schools have been designated as program-specific. In these cases residence attendance zone restrictions do not apply.

Initial Enrollment

Students are required to register at the public school located in the attendance zone where the applicant resides. Minor students must be accompanied at registration by a parent/guardian. If a student is seeking enrollment in a school outside their attendance zone they will need to request an open enrollment application from their home school office or school district office. If a student is seeking enrollment in a magnet school, they must also complete an application.

The principal, or designee, in charge of registration for each school or program will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for verification that all admission requirements and other prerequisites have been properly met by the student and parent(s)/legal guardian.

Immunization records (or an appropriate waiver), a state certified birth certificate (subject to provisions of McKinney Homeless Assistance Act, see District Policy 3060), proof of residency (e.g. utility bill) and completed registration information student are required for admission to all District schools.

The parent or guardian will provide the following information for each registering student:

1. Full name of the student;
2. Full name, home address, and work address of each parent/guardian;
3. The home and work telephone numbers of each parent/guardian;
4. The name and telephone number of a person or persons who should be contacted in case of an emergency;
5. The name, address, and telephone number of the student's physician, clinic, or other person or agency where the student's medical records are located;
6. The date of registration; and
7. The manner or type of admission.

An adult student will not be required to provide information about the adult student's parent or guardian, but will provide the appropriate items of information about himself/herself.
If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, the District shall notify the person enrolling the student in writing that he or she must provide within thirty (30) days either a certified copy of the student’s birth certificate or other reliable proof of the student’s identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Per Idaho Code 18-4511(2), other reliable proof of the student’s identity and birth date may include a passport, visa, or other governmental documentation of the child’s identity. A hospital certificate is not acceptable. If the person enrolling a student fails to provide the information within the requested thirty (30) days, the District shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that he or she has an additional ten (10) days to comply. If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the District shall immediately report the same to the local law enforcement agency. Local law enforcement will investigate these reports. Failure of a parent, or person in custody of a child, or a person enrolling a student, to comply with the documentation requirements of this section after a lawful request shall constitute a misdemeanor.

Students will not be denied enrollment solely because the documentation provided appears inaccurate or suspicious, or because their parent/guardian fails to provide requested documentation, or because the student is homeless.

All students will be enrolled under the name given on their certified state birth certificate. Under no circumstances will an additional name, such as that of a step parent, be added to the name of an enrolled student.

A student transferring schools within the District need not provide proof of identity and birth date if the student’s record already contains such verified information.

Procedure History:
Promulgated on: 10/6/14
Revised on: 9/11/17
Credit Acceptance

Students transferring from accredited public schools outside this District will receive credit toward high school graduation for those classes taken at the previous accredited public school. Transfer credits will be evaluated for acceptance upon receipt of an official transcript.

Non-Accredited and Homeschooled Students

Students transferring from non-accredited home or private schools will receive credit toward high school graduation for courses taken at the non-accredited school as follows:

1. Students will be required to attend Coeur d’Alene School District 271 for the entire 12th grade year and shall be a full-time student both semesters;

2. For students wanting to transfer as sophomores and juniors, credits shall be accepted based upon an affidavit of content signed by the parent or guardian, and signed off by the counselor. Placement in classes will be based upon this affidavit. No grades will be accepted from non-accredited institutions including homeschool;

3. Students transferring prior to their senior year must take a math and a science course to validate learning; and

4. Students who enter as seniors must take:
   
   A. Two (2) credits of Senior English;
   B. Two (2) credits of Government;
   C. One (1) credit of Economics;
   D. Two (2) credits of a science in either Biology or a higher level science course; and
   E. Two (2) credits of a math in either Geometry a higher level math course.

Additionally, seniors must take enough elective credits to be considered a full time student. Sixteen (16) credits shall be required at Lake City High School, and twelve (12) credits shall be required at Coeur d’Alene High School and Venture High School. Seniors may take these classes through any approved venue for Coeur d’Alene School District #271 courses. In their senior year, students may use correspondence courses only for elective credits and must remain within the limit on the number of correspondence credits. Refer to Policy 2440 Online Course and Alternative Credit Options.
In-District High School Students

Students transferring from a traditional high school to a block schedule high school or vice-versa will need different numbers of credits toward high school graduation depending upon the number of years a student has spent in the traditional school and/or on the AB rollover block schedule as follows:

<table>
<thead>
<tr>
<th>Number of Years on Block Schedule</th>
<th>Number of Credits Needed for Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 years</td>
<td>46 credits</td>
</tr>
<tr>
<td>1 years</td>
<td>48 credits</td>
</tr>
<tr>
<td>2 years</td>
<td>50 credits</td>
</tr>
<tr>
<td>3 years</td>
<td>54 credits</td>
</tr>
<tr>
<td>4 years</td>
<td>58 credits</td>
</tr>
</tbody>
</table>

In-District Elementary and Middle School Students

If a student completes any required high school course with a grade of C or better before entering grade nine (9), and if that course meets the same standards that are required in high school, then the student has met the high school content area requirement. However, the student must still complete all credits of the high school graduation requirements while attending high school (grades 9-12) in addition to the courses completed in middle school.

For example, if a student successfully completes Algebra 1 while in the 8th grade, they would receive two (2) credits in math, but would still need to fill the required math credits in in high school, as required by the State of Idaho and the Coeur d'Alene School District.

Procedure History:
Promulgated on: 10/6/14
Revised on:
I, _____________________________________, being sworn on oath depose and state
(Name of Residence Owner/Lessee)
that I reside at the following address and have provided proof of residency.

________________________________________________________________________
Physical Address of Residence City Zip Code

I also swear ___________________________________________ and his/her children
(Name of Parent/Guardian)
currently reside with me at this address and may use this address for the purpose of
registration for this school year. If their place of residence should change during the
school year, I understand the school office must be notified.

Name(s) of minor children: ________________________________ Age: _______

______________________________________ Age: _______

Resident Owner/Lessee Signature: ________________________ Date: _______

Parent Signature: ________________________________ Date: _______

Subscribed and sworn to before me this _______ day of ________, 20____
Notary Public for Idaho Signature: ________________________________
Residing at: ________________________________________________
My commission expires: ________________________________________

Office Use Only:
Method of proving residency (Copy attached) ________________________________
Information taken by: ________________________________ Date: ____________

Revised 09/14
Open Enrollment

The School Board of Trustees recognizes that some of its patrons may want to enroll their children in a school that is located within a district other than where their primary residence is located, therefore, this policy is adopted to allow all in-District and out-of-District patrons to choose among this District’s schools under specified conditions. In making a decision on a student’s open enrollment application, the Board of Trustees shall consider the needs of the student requesting the transfer as well as the other students affected by the transfer. A student currently under suspension or expulsion in this District or another district is not eligible for Open Enrollment under this policy.

Students with disabilities are not treated differently from non-disabled students with respect to consideration for placement in the school of their choice, unless the District has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice, due to appropriate consideration of teacher and staff, resources, program availability and/or other factors.

Transportation

Parents or guardians of a student accepted under this open enrollment policy will be responsible for transporting the accepted student. If bus space is available, then students accepted under the open enrollment policy may be transported from an appropriate, established bus stop within District boundaries.

Varsity Sports

It is recommended that a student who is considering submitting an open enrollment application to this District, and who anticipates participating in a sport governed by the Idaho High School Activities Association (IHSAA) review IHSAA rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.

Application/Approval Process

An open enrollment application must be submitted for admission to a specific school.

The Superintendent or designee shall establish a procedure for:

1. The method of determining which students are chosen when classroom space is limited;
2. Notifying parents of the action taken on the open enrollment application;
3. The factors which may cause an open enrollment application to be denied; and
4. The process for removing a student from a transfer school, including the grounds for
removal, parent notification, and the appeal process.

In situations where class space is limited, the Superintendent may give priority to certain students. Priorities may include, but are not limited to situations where a student:

1. Has a unique situation or extraordinary circumstances;
2. Has parents/legal guardians employed by the District;
3. Has a brother or sister enrolled at the requested school; or
4. Was previously enrolled at the requested school.

The Superintendent may deny an open enrollment request when such enrollment would negatively impact the efficient use of the District resources. The Superintendent may set numerical limits defining hardship for schools, grade levels, or programs to provide for appropriate and efficient use of facilities and staff.

Revocation of a Transfer

Transfer students are required to comply with all District policies. Unacceptable behaviors, lack of attendance and false or misleading information on open enrollment applications are grounds for the District to revoke an approved application. If a student’s open enrollment transfer is revoked, the parent/guardian may request an administrative review by the Superintendent or designee of the District. The Board of Trustees may review the Superintendent’s decision.

An open enrollment out-of-district student who becomes eligible for special education during the school year will be allowed to complete the school year, as an open enrollment student, however, the student’s circumstances may be re-evaluated prior to enrollment for the following year, and depending upon circumstances, such enrollment may be denied in accordance with the District’s Open Enrollment Policy and/or other factors.

Student Rights and Responsibilities

All students’ rights and responsibilities remain the same regardless of what school they attend within the District.

Preventing or Recruiting Potential Open Enrollment Students

The District or its employees will not take any action to prohibit or prevent application by a student to attend school in another school district or to attend another school within the District. In no event is the District, or an employee of the District to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including dismissal.

Out of State Enrollment

Out of state students will be required to pay a tuition fee per Idaho Code.
Cross Reference: 2240  Class Size

Legal Reference:
- I.C. §33-205  Denial of School Attendance
- I.C. §33-512  Governance of Schools
- I.C. §33-1400  Transfer of Pupils
- I.C. §33-1401  Definitions
- I.C. §33-1402  Enrollment Options
- I.C. §33-1404  Districts to Receive Pupils
- I.C. §33-1405  Rates of Tuition
- I.C. §33-2001  Definitions

Policy History:
Adopted on: August 11, 2014
Revised on: August 6, 2018
Open Enrollment Procedures

1. Submitting the Form

   A. Open Enrollment applications are available online on the District Website.

   B. Notification by the school, district website and school newsletters will announce the opening date to submit an application for the following year.

   C. Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school.

   D. In some cases, additional information may be required and if so the applicant will be notified.

2. Review Approval Process

   A. Open enrollment applications will be evaluated on a case by case basis and is granted on a year to year basis.

   B. If overcrowding exists, the District may declare specific schools closed to transfers as early as late spring, prior opening of the ensuing school year.

   C. Factors which may cause an Open Enrollment Application to be denied or revoked include, but are not limited to:

      ▪ A school, grade or program(s) lacks available classroom space and/or staff;

      ▪ The current enrollment at the school, grade or program(s) is at or above 95% of the current recommended teacher class load;

      ▪ The student has been suspended or expelled or has committed a disciplinary violation or which he/she could be suspended or expelled;

      ▪ The student has a documented history of disciplinary infractions;

      ▪ It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete;

      ▪ It is determined that such enrollment would negatively impact the efficient use of District resources; or
- Attendance issues.

F. Parents will be notified by the school and receive a copy of the signed approved or denied application.

G. State law requires reapplication on an annual basis and the procedure is determined by the District.

H. Special education, English Language Learners (ELL), or alternative school students must meet the requirements and the procedures established for those programs.

Procedure History
Promulgated on: August 11, 2014
Revised on: 9/10/18, 12/3/18
Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

Attendance Accounting:

It will be the policy of this District to maintain a system of student attendance accounting which will show the number of days present and absent for each enrolled student for the purpose of informing parents of a student's attendance record. The record of attendance for each student will be entered upon his or her permanent student record.

Each building principal will establish a system of accounting to deal with absences and truancy under which all student absences will be classified. Such accounting system will be subject to the approval of the Superintendent.

Average Daily Attendance

A day of attendance is one in which a pupil is physically present for a full day (at least four (4) hours for grades 1 through 12 (1-12) and at least two and one-half (2 ½) hours for kindergarten) under the guidance and direction of a teacher or other authorized school personnel while school is in session or is a homebound student under the instruction of a teacher employed by the District.

Average Daily Attendance (ADA) is the aggregate number of days enrolled students are present divided by the number of days of school in the reporting period. Student attending school in another state bordering the student’s resident district shall be counted for purposes of ADA. Funding for districts is based on ADA and must be accurate.

Legal Reference:  I.C. § 33-1001 Definitions  
I.C. § 33-1002E Pupils Attending School in Another State  
IDAPA 08.02.01.250.05 Day of Attendance (ADA) – Grades One Through Twelve (1-12)  
IDAPA 08.02.01.250.03 Day in Session When Counting Pupils in Attendance  
IDAPA 08.02.01.250.04 Day of Attendance - Kindergarten

Policy History:  
Adopted on:  August 11, 2014  
Revised on:
Part-Time Attendance / Dual Enrollment

For purposes of this policy the term “non-public school student” is any student who is enrolled in a non-public school (including a home school or private school), enrolled in a public charter school, or enrolled in a post-secondary institution. The term “dually enrolled student” may also refer to a student who is enrolled in both a traditional public school and an alternative public school program in the district.

Any non-public school student will be allowed to enroll in the District and be entitled to participate in any curricular or extracurricular program, subject to the same requirements as other students who are enrolled full-time in the District and subject to the requirements set forth below in this policy.

Non-public school students admitted to the District shall only be on school property during the hours of enrollment or as otherwise indicated by the Superintendent or Principal. The District will not be responsible for the student during non-enrollment hours or times. Any transportation needs for such students not provided for otherwise under this policy during the school day shall be the sole responsibility of the student and his or her parents or guardian.

Cross Reference: 2700 & 2700P High School Graduation Requirements

Legal Reference: I.C. § 33-203 Dual Enrollment
I.C. § 33-1001, et. seq. Average Daily Attendance
IDAPA 08.02.03.111.13 Dual Enrollment

Policy History:
Adopted on: August 11, 2014
Revised on:
Coeur d’Alene School District No. 271

STUDENTS

Part-Time Attendance / Dual Enrollment

Admittance

The parent/legal guardian of any non-public school student wishing to admit their son or daughter in this District for any academic or nonacademic program must register the student and provide the same documentation and information required of all other students enrolling in the district according to the district’s entrance policy 3001P.

Extracurricular Activities

The following rules apply for a non-public school student to be eligible to participate in nonacademic school activities, such as extracurricular activities, for which public school students must demonstrate academic proficiency or eligibility:

1. Eligibility standards must be met the same as other regular full-time students;

2. The non-public school student must, on any State Board of Education recognized achievement test, portfolio, or other mechanism, demonstrate composite grade-level academic proficiency;

3. The non-public school student must achieve a minimum composite, core, or survey test score within the average or higher than average range as established by the test service utilized on any nationally-normed test. The minimum score on each assessment is the fifth (5th) stanine for the battery total score. The parents or guardian of a dual enrollment student are responsible for obtaining third party testing for their child at their expense in accordance with I.C. 33-203 and State Board of Education rules. Demonstrated proficiency shall be used to determine eligibility for the current and next school year, not to exceed a period of twelve (12) months from the date the test results are released;

4. Non-public school students must be provided the opportunity to take state tests or other standardized tests given to all regularly enrolled public school students when pre-arranged with the principal of the building where the student is registered. A fee may be assessed to cover extra administration costs.

5. A non-public school student will be subject to the same requirements as public school students regarding school attendance on the date of an activity. If the non-public school student is not scheduled to attend academic courses in the District on activity days, the non-public school student’s primary education provider shall provide assurance to the District that such student has met the attendance requirements in the non-public school academic setting.
Oversight of academic standards relating to participation in nonacademic public school activities is the responsibility of the Primary Education Provider of each dually or jointly enrolled student. “Primary education provider” refers to the person or entity providing the enrolled student’s educational instruction outside the traditional public school programs or activities, such as the private, parochial, or home school, charter school, or other alternative public school program.

Priority

Priority for enrollment, when school programs reach maximum capacities, will be given to students enrolled on a regular full-time basis. If a number of non-public school students request admission into the same class, they will be accepted on a first-come basis. In the event the class enrollment position of a non-public school student is needed for a regular full-time student during the course of the year, the full-time student will have priority for the position beginning with the semester after the need is identified.

Average Daily Attendance

Students who are dual enrolled (i.e., enrolled on a part-time basis) shall be included in calculating the District’s state fund, but only to the extent of the student’s participation in District programs.

Mixed Curriculum

If a public charter school student or nonpublic student wishes to attend activities or programs in a particular discipline, in a class or grade where the curriculum is merged or integrated, such request shall be made in writing particularizing the subject matter presentation which the student desires to attend (i.e., art instruction in a third grade class). The teacher and principal of that school shall, upon request, provide scheduling information to the dual enrollment student based on available space. It shall be the dual enrollment student’s responsibility to contact the District and ascertain when such subject matter will be presented. Where certain subject matter is integrated into a mixed curriculum, no change in the presentation of that curriculum needs to be made because of a nonpublic student’s request for attendance. It is also the intent of this policy to ensure that the teacher’s right to integrate disciplines and be flexible in planning and modifying the daily classroom presentations shall not be hindered or restricted in any way.

IDEA/ADA/Section 504 Students

Parents who wish dual enrollment students to be enrolled in special programs must comply with the requirements of the Individuals with Disability Act (IDEA) and the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 (Section 504). Requests by parents for an evaluation of the student by the multidisciplinary or child study team shall determine if special services are appropriate for the student. Providing special services are needed by the student then programs will be provided when possible. Until such determination is made, such special educational services or accommodations will not be provided.

Procedure History:
Idaho Digital Learning Academy Procedures

Students who are enrolled in the Coeur d’Alene School District who enroll in the Idaho Digital Learning Academy (IDLA) will be charged fees consistent with the categories outlined below.

If a student is determined by the District to be in Category #1, the student may enroll through his or her counselor and the District will incur all costs.

Category #1

The District shall pay a student’s IDLA fees when:

1. Due to illness, behavior, or compelling circumstances the District elects to enroll the student in IDLA classes, and such classes are a part of the student’s IEP, 504 plan, or other accommodation plan or,

2. A student enrolls at District Summer School in circumstances similar to those identified above.

Category #2

If a student is determined by the District to be in Category #2, the student shall enroll through his or her counselor. The student shall incur all costs and the following procedure must be followed:

1. The student elects to take a class(es) through IDLA rather than at the school;
2. The student elects to take additional courses, above full day enrollment; or
3. The student elects to take summer courses and is not enrolled in the District summer school.

When the student signs up for class(es), he or she will pay the course fees to the assistant treasurer at the school. The Assistant Treasurer will send the check with student information to the District Treasurer.

Processing IDLA Billing Statements

When the District receives the IDLA billing statement, copies will be sent to the relevant schools. School counselors will identify on the billing statement which students qualify under Category #1. The billing statement must be returned to the District Accounts Payable Department no later than 10 days after receipt. Without this identification, building budgets will be charged for all their unidentified students.
Upon receipt of identification, the District will pay IDLA for students and reconcile with the deposits received from the schools. All category #1 student tuitions are paid by the District.

IDLA’s add/drop deadline is the end of the first week of class. If, the student drops the class before the end of the first week of class, the course fee(s) will be reimbursed to the Category 2 student at the time of withdrawal and once verification with IDLA is received. If the student drops the course after the first week of class the Category 2 student forfeits the fee(s) paid.

Procedure History:
Promulgated on: August 11, 2014
Revised on:
Students

Attendance

"The parent or guardian of any child who has attained the age of seven (7) years, but not the age of sixteen (16) years shall cause that child to be instructed in subjects commonly and usually taught in the public schools. Unless the child is otherwise comparably instructed, the parent or guardian shall cause the child to attend a public, private, or parochial school for a period each year equal to that during which the public schools are in session." Idaho Code § 33-202

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.

Each school shall keep accurate attendance records and establish procedures for monitoring and holding students accountable for unexcused or excessive absences. The Board recognizes that frequent tardies can disrupt the educational process not only for that student but also the entire class; thus, the Board directs schools to develop tardy procedures to deal with students who have habitual tardies. These procedures shall be published in their student handbooks.

Activities or Preplanned Absences

Absences for school-sponsored activities or pre-planned absences are excused, but students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school during the afternoon of the date of the event or in the afternoon on the last school day prior to the activity, if the activity falls on a non-school day. Exceptions may be made by the administration.

Whenever it is determined by the Board, or the Board’s designee, under the provisions of due process of law that the parents or guardians of any child who is not enrolled in the public schools are failing to meet the requirements of Idaho Code § 33-202, an authorized representative of the Board shall notify in writing the prosecuting attorney in the county of the pupil’s residence and recommend that a petition shall be filed in the magistrates division of the District Court of the county of the pupil’s residence, in such form as the court may require under the provisions of Idaho Code § 20-510.

Habitual Truancy/Educational Neglect Designation

As defined by Idaho law, a habitual truant is any pupil who, in the judgment of the Board of Trustees, or the Board’s designee, repeatedly has violated the attendance regulations of the
School District, or any child whose parents/guardians, have failed or refused to cause the child to be instructed as provided by IC 33-202.

A habitually truant student who was between the ages of seven (7) and sixteen (16) years of age at the time of the violation(s) comes under the purview of the Juvenile Corrections Act.

Cross Reference: 3340 & 3340P Corrective Actions

Legal Reference: Art. IX, § 9, Idaho Constitution – Compulsory Attendance at School
- I.C. § 33-201 School Age
- I.C. § 33-202 School Attendance Compulsory
- I.C. § 33-205 Denial of School Attendance
- I.C. § 33-206 Habitual Truant Defined
- I.C. § 33-207 Proceedings Against Parents or Guardians

Policy History:
Adopted on: 10/6/14
Revised on:
IN THE DISTRICT COURT OF THE FIRST JUDICIAL DISTRICT OF THE
STATE OF IDAHO, IN AND FOR THE COUNTY OF KOOTENAI

IN THE INTEREST OF
Insert Student Name )
Parent: Insert Name )
Insert address )
City, State, Zip )

dob: Insert Student date of birth )
A Juvenile Under 16 Years of Age. )

AFFIDAVIT OF TRUANCY

Insert name, Principal, Affiant herein, hereby swears and affirms as follows:

1. That I am Principal/Vice-Principal, with Insert School Name, District 271, in Kootenai County, Idaho and I have personal knowledge regarding the above-named child and the information contained in this affidavit;

2. That I am authorized by the Board of Trustees of School District 271 to make this affidavit;

3. That the above named child has been enrolled at Insert School Name since Insert date and I am personally familiar with this educational situation;

4. That the above-named child is of compulsory school age pursuant to Idaho Code 33-202;

5. That I have reviewed the attendance records of the above-named child, which are marked and attached and incorporated into this affidavit;

6. That the Board of Trustees of School District 271 has determined that the above-named juvenile has repeatedly violated the attendance regulations of School District 271, and therefore is an Habitual Truant as defined in Idaho Code 33-206;

A habitual truant is any student who, in the judgment of the Board of Trustees, has repeatedly violated the attendance regulations established by the Board, or any child whose parent or guardian has failed or refused to cause such child to be instructed as required by I.C. Section 33-202. Such parent or guardian who has failed, neglected or refused to cause the child to be instructed as required pursuant to I.C. Section 33-202 may be directly proceeded against pursuant to I.C. Section 33-207 and corollary sections of the Idaho Code.
7. That the school’s administration has consulted or has attempted to consult with the parents of the child and the school has made reasonable attempts to use alternatives to the filing of a petition, however, these attempts have not been successful;

8. That the school’s administration is requesting that a Petition be filed in accordance with Idaho Code 20-510.

Dated this ___ day of __________, 20__.

________________________________________
Principal Signature

STATE OF IDAHO )
) SS.
County of Kootenai )

SUBSCRIBED AND SWORN before me this _______ day of _______________, ________.

________________________________________
Notary Public for the State of Idaho
Commission Expires: ______________

TRUANCY AFFIDAVIT
Educational Neglect Affidavit

In the Interest of: )
）
DOB: _______________ )
DOB: _______________ )
DOB: _______________ )
DOB: _______________ )
DOB: _______________ )
DOB: _______________ )
A Child/Children Under Sixteen )
Years of Age _______________

STATE OF IDAHO )
County of Kootenai )

I, ____________________________, being first duly sworn, affirm and say:

1. That I am a ______________ with __________________ school, District 271, in Kootenai County Idaho, and I have personal knowledge regarding the child/children and the information contained in this affidavit;

2. That the child/children have been enrolled in ______________ school since ______________, 20__, and I am personally familiar with his/her/their educational situation;

3. That the above-named child/children have/has been subjected to educational neglect by the parent(s) or guardian(s) as evidenced by:

   □ Failure to enroll the child/children, who is/are of compulsory school age, in school;
   □ Permitting or excusing chronic or habitual truancies;
   □ Not attending to the child/children’s special educational needs;
   □ Failing to have the child comparably instructed as the child would be in public or private school;
   □ Other: ____________________________________________________________________________;

4. The risk factors associated with educational neglect for the child are: reduced academic achievement, reduced social interaction with peers, greater exposure to inappropriate
supervision, greater exposure to drug and delinquent behavior, future reduction in possible career opportunities and wages/salaries, increased risk for unemployment and need for welfare; and greater risk for failing to reach age-appropriate milestones; and

5. That the above-named child(ren) is/are in need of the following intervention for his/her/their well-being: A court-ordered investigation to be conducted by the Idaho Department of Health and Welfare, Child Protection Services and/or criminal proceedings brought against the parent(s) or guardian(s)

Dated this _______ day of __________________, 20______.

Affiant:_______________________________________

SUBSCRIBED AND SWORN before me on this _____ day of ____________, 20__.

____________________________________
Notary Public for the State of Idaho

Commission Expires: _________________
ABSENCES AND EXCUSES PROCEDURES

ELEMENTARY AND MIDDLE SCHOOL (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.

HIGH SCHOOL (Grades 9 - 12)

1. A student who accrues ten or more periods of absences or truancies 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.
ALTERNATIVE SCHOOL
1. Students shall have 90% attendance or better. Students are allowed 5 absences per term. This includes unexcused and excused or a combination of the two.

2. Students exceeding the allotted days of absences in any class may become ineligible for earning credits in those classes. A committee made up of administrators, teachers and counselors will determine exceptions.

3. TRANSFER STUDENTS: When students transfer to an alternative school after the semester is in progress, the principal or designee will assess the student’s attendance record, in order to determine appropriate action. Total absences may be prorated or an attendance contract may be implemented.

4. NOTIFICATION/PROCESS: Parents must receive verbal or written documentation of student progress, i.e., progress report(s) at 4 weeks. Notifications will occur sooner if the student is about to exceed allotted absences. (Documented notification will be sent to parents from the alternative school when a child has accrued 3 and 5 absences in a term.) If a student accumulates more than 5 absences during a term, a parent must be informed by the alternative school staff.

5. TRUANCY: Will be filed according to state/district policy for those students under the age of 16.

6. APPEALS: Appeals will be limited to the discretion of the principal or designee to students who have documented and/or legitimate illnesses, injuries, pregnancy or other circumstances out of the control of the student.

DEFINITION OF ABSENCES
Excused Absences
An excused absence is one that results when a child misses school for the following:
  1. Illness or emergency medical treatment.
  2. Death in the immediate family.
  3. School-approved activities.
  5. Documented family crisis or emergency.
  6. All district-approved testing or counseling.
  7. Medical appointments that cannot be scheduled outside of the school day.
  8. Other unusual circumstances judged by the principal as “excused” on the individual merits of the case.
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).

RELEASE TIME PROGRAM
Refer to Policy 678-P


SECTION 500: STUDENTS School District 271 Board Policy. The Board acknowledges all or in part: ©2001 Elaine Eberharter-Maki
RELEASE TIME PROGRAM

SCHOOL DISTRICT 271

PETITION FOR WORK/RELIGIOUS/EXTRAORDINARY RELEASE

APPLICANT'S NAME: __________________________________________________

STUDENTS NAME: ________________________________ GRADE: _______

RELEASE TIME REQUESTED: __________________

FIRST SEMESTER: _____

SECOND SEMESTER: _____

FULL YEAR: _____

EXPLANATION OF REASON FOR REQUEST: ____________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

STUDENT'S SIGNATURE: __________________________ DATE: _______________

PARENT'S SIGNATURE: ___________________________ DATE: _______________

(Legal Guardian)

PRINCIPAL OR DESIGNEE

SECTION 500: STUDENTS School District 271 Board Policy. The Board acknowledges all or in part: ©2001 Elaine Eberharter-Maki
TO: All Schools and Principals

FM: Superintendent of Coeur d'Alene School District

RE: Habitual Truancy/Educational Neglect Designation

Below is requested information for the District Office regarding student habitual truancy or Educational Neglect designation. This information will be forwarded (by the board clerk) to the courts following Board authorization.

1. _____ Complete information regarding the juvenile (name, date of birth, age), parent/legal guardians, address, and phone number.

2. _____ Official School District policy regarding truancy or specific school policy sanctioned by the district.

3. _____ A specific list with the dates of the absences constituting the truancy request.

4. _____ An explanation of any codes or abbreviations used on any submitted attendance records.

5. _____ A report of measures undertaken by the school to avoid the necessity of court intervention.

6. _____ Include copy of all letters sent and other contact dates with parents and student.

7. _____ Affidavit of Truancy signed by a school official who is an authorized representative of the district OR Affidavit of Educational Neglect signed by a school official who is an authorized representative of the district.

Interventions may include but are not limited to:

- Counseling sessions
- Counselor tracking
- Parent/legal guardian contact
- Administrative counseling
- Summer school
- IDLA options
- Correspondence courses
- Bridge and alternative school
- GED
K - 8 letter #1 (to be sent home upon the 4th absence in a grading term)

Current Date

Parent Name
Mailing Address
City, State ZIP

Dear Mr. and Mrs. ________________,

Our attendance records indicate that (student’s name) has been absent for four (4) days of school in this grading period. Since learning builds day by day and class by class, when a student misses any school, whether excused or unexcused, critical elements of learning are missed. Board policy states that all students who reach 4 excused or unexcused absences in a grading term will receive this letter.

If you have any questions, please feel free to call, and we will work together to assure that (child’s name) is in attendance the rest of the year.

Sincerely,

Principal/Vice-Principal Name

Total number of absences to date for the _____________ school year is ___________.
Total number of tardies to date for the _____________ school year is ___________.

SECTION 500: STUDENTS School District 271 Board Policy. The Board acknowledges all or in part: ©2001 Elaine Eberharter-Maki
K - 8 letter #2 (to be sent home upon the 7th and/or 10th absence in a grading term)

Current Date

Parent Name
Mailing Address
City, State ZIP

Dear Mr. and Mrs. __________________,

Our attendance records indicate that (child’s name) has been absent for seven (7) days, in this grading term. Board policy states that all students who reach 7 total excused or unexcused absences in a grading term will receive this letter. It is very important for (child’s name) to be in school.

Contact school staff to schedule a meeting with your child’s teacher, counselor and/or principal to help strategize ways to increase attendance.

This communication is intended to help provide your child with a quality education. Attendance is important for your child’s success in school. If your child continues to be absent, depending on the circumstances, the district may forward this issue to a Truancy Court Hearing with the Prosecutor’s Office and Family Court Services.

Sincerely,

Principal/Vice-Principal Name

Total number of absences to date for the _____________ school year is ___________.

Total number of tardies to date for the _____________ school year is ___________.
K - 8 letter #3 (to be sent home upon the 10th absence in a grading term)

Current Date

Parent(s)/Guardian Name
Mailing Address
City, State ZIP

ATTENDANCE REGARDING: Student Name

According to our attendance records, your student has not been in regular attendance at __________ School during the 20__-20__ school year. Board policy states that all students who reach 10 total excused or unexcused absences in a grading term will receive this letter.

According to Idaho Code 33-202 "School Attendance Compulsory," students under 16 years of age must be enrolled in and attending a public or private school, or be in an alternative education program. Your student is not attending (school name) on a regular basis, and we have made numerous contacts and attempts to resolve the situation. We may now forward this information to the Board of Trustees for designation of habitual truancy or educational neglect according to Idaho Code 33-207, which states:

Whenever it is determined by the board of trustees of any school district that a child enrolled in public school is a habitual truant, as defined in section 33-206, Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the child’s residence. Proceedings may be brought directly against any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant, and such parent or guardian shall be guilty of a misdemeanor.

If you have any questions, please contact the school office personnel.

Sincerely,

Principal/Vice-Principal Name

Total number of absences to date for the _____________ school year is ____________.

Total number of tardies to date for the _____________ school year is ____________.

SECTION 500: STUDENTS School District 271 Board Policy. The Board acknowledges all or in part: ©2001 Elaine Eberharter-Maki
VENTURE HIGH SCHOOL letter #1 (to be sent home upon the 3rd absence in a grading term)

00/00/00

Parent
Address
COEUR D ALENE, ID 83814

ATTENDANCE INFORMATION ON STUDENT

RE: Three (3) absences

Dear Parent,

Our attendance records indicate your child has three (3) or more absences in one or more classes during this term. School District #271 requires regular attendance which is of the utmost importance to insure a quality education. A "loss of credit" will result when the student accrues six (6) or more absences during the term in one or more classes. School District #271 policy states a student shall not exceed 10% of total days in a term in order to receive credit for a class.

Legitimate documentation for the reason of absence must be presented to office staff on the day of the student’s return to school. The note must include who it is from, i.e., doctor, probation, parent, etc. The signed note needs to contain:

1) Student’s full name,
2) today’s date,
3) time/period missed,
4) and the reason for the absenteeism.

Students with unexcused absences will not be eligible for make up work. Failure to provide legitimate documentation may result in a failing grade or loss of credit. Notes will not be accepted from students with absences resulting from leaving campus without signing out.

If you have any questions regarding your student’s attendance, please contact Venture High School Office (667-7460) between the hours of 7:30 a.m. and 3:00 p.m., Monday through Friday.

Regards,

Principal, Venture High School

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Venture High School letter #2 (to be sent home upon the 5th absence in a grading term)

00/00/00

Parent or guardian of (Student Name)
Address

ATTENDANCE INFORMATION ON (Student Name)
RE: Five (5) absences

*Our attendance records indicate your student has five (5) or more absences in one or more classes during this term.* School District #271 requires regular attendance which is of the utmost importance to insure a quality education. (Student’s Name) has exceeded five (5) absences in one or more their classes. A "loss of credit" has resulted due to excessive absences in those classes. Exceptions will be reviewed by a committee.

School District #271 policy states a student shall not exceed 10% of total days in a semester in order to receive a credit for a class. I am regretful to say that your student has not met this requirement in the class that exceeds 5 days for this term.

Regards,

___________________
Principal, Venture High School

SECTION 500: STUDENTS School District 271 Board Policy. The Board acknowledges all or in part: ©2001 Elaine Eberharter-Maki
00/00/09

Dear Parent,

Our attendance records indicate your student has excessive absences in one or more classes this semester. Your student has missed 00 classes since your student has started school at Venture High School.

Idaho code 33-207 states: Whenever it is determined by the board of trustees of any school district that a child enrolled in public school is a habitual truant, as defined in section 33-206, and 33-207 Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the child’s residence.

An Affidavit of Truancy has been filed with the Kootenai County Prosecutors Office. According to the Compulsory School Attendance Laws of the State of Idaho, this affidavit must be filed on students under the age of 16 that fail to attend their classes regularly.

School District #271 requires regular attendance which is of the utmost importance to insure a quality education. If you have any questions please contact Venture High School at 667-7460.

Regards,

________________________
Principal, Venture High School
High School Letter #1 (to be sent home upon the 2nd/4th absence in a grading term)

School Name
School Address

Parent or guardian of «StudentName»
«Addr1»
«Addr2»

RE: ATTENDANCE INFORMATION for «StudentName»:

Our attendance records indicate that your child has _______ or more total excused and/or unexcused absences in one or more classes during this semester. Student activities are not regarded as absences by our school or the State of Idaho. School District 271 feels that regular and prompt attendance in classes is of utmost importance to ensure the quality education of the student. A “loss of credit” will result when a student accrues _______ or more absences during any semester. In order for credit to be reinstated, the student: 1) must be passing the class; and 2) must take and pass the end of course assessment(s). If a student chooses not to take the exam, or is unable to pass the exam the student will receive an “F” in the course.

When sending your student back to school from an excused absence, please send a signed note to the attendance office containing:
1) Student’s full name,
2) today’s date,
3) time/period missed,
4) and the reason for the absenteeism.

Notes are to be presented to the attendance office within two (2) school days of the student’s return to campus in order to receive make-up work. Notes will not be accepted from students with absences resulting from leaving campus without signing out.

If you have any questions or concerns regarding your child’s attendance, or would like to schedule a conference with administration, please contact the Attendance Office (phone number) between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday.

Sincerely,

Principal or Vice Principal’s Name

SECTION 500: STUDENTS School District 271 Board Policy. The Board acknowledges all or in part: ©2001 Elaine Eberharter-Maki
High School Letter # 2 (to be sent home upon the 4th/7th absence in a grading term)

School Name
School Address

Parent or guardian of «StudentName»
«Addr1»
«Addr2»

RE: ATTENDANCE INFORMATION for «StudentName»:

Our attendance records indicate that your child has _______ or more total excused and/or unexcused absences in one or more classes during this semester. Student activities are not regarded as absences by our school or the State of Idaho. Regular and prompt attendance in classes is of utmost importance to ensure the quality education of the student. A “loss of credit” will result when a student accrues _______ or more absences during any semester. In order for credit to be reinstated, the student: 1) must be passing the class; and 2) must take and pass the end of course assessment(s). If a student chooses not to take the exam, or is unable to pass the exam the student will receive an “F” in the course.

When sending your student back to school from an excused absence, please send a signed note to the attendance office containing:
1) Student’s full name,
2) today’s date,
3) time/period missed,
4) and the reason for the absenteeism.

Notes are to be presented to the attendance office within two (2) school days of the student’s return to campus in order to receive make-up work. Notes will not be accepted from students with absences resulting from leaving campus without signing out.

All these efforts are designed to avoid the need to involve a Truancy Court Hearing with the Prosecutor’s Office.

If you have any questions or concerns regarding your child’s attendance, or would like to schedule a conference with administration, please contact the Attendance Office (phone number) between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday.

Sincerely,

Principal or Vice Principal’s Name

SECTION 500: STUDENTS School District 271 Board Policy. The Board acknowledges all or in part: ©2001 Elaine Eberharter-Maki
High School Letter # 3 (to be sent home upon the 5th/10th absence in a grading term)

School Name
School Address

Parent or guardian of «StudentName»
«Addr1»
«Addr2»

RE: ATTENDANCE INFORMATION for «StudentName»:

Our attendance records indicate that your child has _________ or more total absences in one or more classes during this semester. Student activities are not regarded as absences by our school or the State of Idaho. Regular and prompt attendance in classes is of utmost importance to ensure the quality education of the student. Because of excessive absenteeism, your son/daughter has lost credit in one or more classes. In order to have credit reinstated, your student must:

1) be passing the course at the time of the End-of-Course-Assessment (EOCA) is administered;

2) and earn a passing grade (60%) on the End-of-Course-Assessment

If a student chooses not to take the exam, or in unable to pass the exam, the student will receive an “F” in the course.

According to Idaho Code 33-202 "School Attendance Compulsory," students under 16 years of age must be enrolled in and attending a public or private school, or be in an alternative education program such as Home School. Your student is not attending (school name) on a regular basis, and we have made numerous contacts and attempts to resolve the situation. We may now forward this information to the Board of Trustees for designation of habitual truancy or educational neglect according to Idaho Code 33-207, which states:

Whenever it is determined by the board of trustees of any school district that a child enrolled in public school is a habitual truant, as defined in section 33-206, Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the child’s residence. Proceedings may be brought directly against any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant, and such parent or guardian shall be guilty of a misdemeanor.

If you have any questions or concerns regarding your child’s attendance, or would like to schedule a conference with administration, please contact the Attendance Office (phone number) between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday.

Sincerely,

Principal or Vice Principal’s Name

SECTION 500: STUDENTS School District 271 Board Policy. The Board acknowledges all or in part: ©2001 Elaine Eberharter-Maki
IN THE DISTRICT COURT OF THE FIRST JUDICIAL DISTRICT OF THE STATE OF IDAHO, IN AND FOR THE COUNTY OF KOOTENAI

In the Interest of:   ) AFFIDAVIT
____________________________ ) IN SUPPORT OF FINDING
DOB:________________________ ) “HABITUAL TRUANCY”
) (Exhibit 1)
A Child Under Sixteen Years of Age )
______________________________)

STATE OF IDAHO )
County of Kootenai )

I, ____________________________, being first duly sworn, affirms and says:

1. That I am a ______________ with __________________ school, District ______, in Kootenai County Idaho and I have personal knowledge regarding the above-named child and the information contained in this affidavit;

2. That I am authorized by the Board of Trustees of School District ______ to make this affidavit;

3. That the above-named child has been enrolled in _____________ school since _____________, 20____, and I am personally familiar with his/her educational situation;

4. That the above-named child is of a compulsory school age pursuant to Idaho Code §33-202;

5. That I have reviewed the attendance records of the above-named child, which are marked as Exhibit A and attached and incorporated into this affidavit;

6. That the Board of Trustees of School District ______ has determined that the above-named juvenile has repeatedly violated the attendance regulations of School District ______, and therefore is an Habitual Truant as defined in Idaho Code §33-206;

SECTION 500: STUDENTS School District 271 Board Policy. The Board acknowledges all or in part: ©2001 Elaine Eberharter-Maki
7. That the school’s administration has consulted or has attempted to consult with the parents of the child and the school has made reasonable attempts to use alternatives to the filing of a petition, however, these attempts have not been successful;

8. That the school’s administration is requesting that a Petition be filed in accordance with Idaho Code §20-510.

Dated this _______ day of _________________, 20______.

_______________________________________

STATE OF IDAHO     )
) ss.
County of Kootenai  )

SUBSCRIBED AND SWORN before me on this _____ day of ____________, 20__.

_______________________________________

Notary Public for the State of Idaho
Commission Expires: ___________________
IN THE DISTRICT COURT OF THE FIRST JUDICIAL DISTRICT OF THE
STATE OF IDAHO, IN AND FOR THE COUNTY OF KOOTENAI

In the Interest of:   

____________________________  
DOB:_____________   )  AFFIDAVIT 

____________________________  
DOB: ____________   ) IN SUPPORT OF FINDING 

____________________________  
DOB: ____________   ) "EDUCATIONAL NEGLIGEC"

____________________________  
DOB: ____________   ) (Exhibit 2)

____________________________  
DOB: ____________   )  

A Child/Children Under Sixteen  
Years of Age  

STATE OF IDAHO  
County of Kootenai  

I, ___________________________, being first duly sworn, deposes and says:

1. That I am a ______________ with __________________ school, District ______, in Kootenai 
   County Idaho and I have personal knowledge regarding the child/children and the information 
   contained in this affidavit;

2. That the child/children have been enrolled in _____________ school since _____________, 
   20____, and I am personally familiar with his/her/their educational situation;

3. That the above-named child/children have/has been subjected to educational neglect by the 
   parent(s) or guardian(s) as evidenced by:

   □ Failure to enroll the child/children, who is of compulsory school age, in school;
   □ Permitting or excusing chronic or habitual truancies;
   □ Not attending to the child/children’s special educational needs;
   □ Failing to have the child comparably instructed as the child would be in public or private 
     school;
   □ Other:______________________________________________________________;

SECTION 500: STUDENTS School District 271 Board Policy. The Board acknowledges all or 
in part: ©2001 Elaine Eberharter-Maki
4. The risk factors associated with educational neglect for the child are: reduced academic achievement, reduced social interaction with peers, greater exposure to inappropriate supervision, greater exposure to drug and delinquent behavior, future reduction in possible career opportunities and wages/salaries, increased risk for unemployment and need for welfare; and greater risk for failing to reach age-appropriate milestones.

5. That the above-named child(ren) is/are in need of the following intervention for his/her/their well-being: A court-ordered investigation to be conducted by the Idaho Department of Health and Welfare, Child Protection Services and/or criminal proceedings brought against the parent(s) or guardian(s)

DATED this __________________ day of ________________, 20__.

____________________________________
Affiant

SUBSCRIBED AND SWORN to before me on the ____ day of ____________________, 20____.

____________________________________
Notary Public for Idaho
Commission expires: ________________
Education of Homeless Children

It is the policy of the District to ensure that:

1. Each child of a homeless individual and each homeless student has equal access to the same free, appropriate public education, including a public preschool education, as provided to other students;

2. Homelessness does not in any way separate homeless students from the mainstream school environment; and

3. Homeless children and youths have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging state academic standards to which all students are held.

The Board of Trustees directs all District schools to admit children who are homeless regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The Board shall not enter into an out-of-District attendance and tuition agreement with another district for a homeless child.

All schools and employees of the District shall work to ensure that children and youth who are homeless are free from discrimination, segregation, and harassment. The District will also strive to prevent stigma against students who are homeless.

Definitions

For the purposes of this Policy, the following definitions shall apply.

The terms “enroll” and “enrollment” includes attending classes and participating fully in all school activities.

The terms “homeless,” “homeless individual,” and “homeless person” include:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; or inadequate housing lacking utilities, etc.;

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

4. Migratory children who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses 1 through 3 above; and

5. An unaccompanied student and homeless families with children and youth are also defined as homeless if they:
   
   A. Have experienced a long term period without living independently in permanent housing;
   
   B. Have experienced persistent instability as measured by frequent moves over such period, and
   
   C. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

“Children and youth in transition” is defined as children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed regular and adequate nighttime residence.

“Unaccompanied youth” is defined as a youth not in the physical custody of a parent/guardian who is in transition as defined above.

The term “school of origin” is defined as the school that the student attended when permanently housed, or the school in which the student was last enrolled, including a preschool. When a student completes the final grade level served by the student’s “school of origin;” the “school of origin” may progress to the designated receiving school at the next grade level for all of its feeder schools the same as for all students attending one school and progressing to another school in the District.

Cross Reference: 4160

20 U.S.C. § 1400 Individuals with Disabilities Education Improvement Act of 2006

Parents Right-to-Know Notices
42 U.S.C. § 9801-642A
Improving Head Start for School Readiness
Act of 2007

I.C. § 33-1404
Districts to Receive Pupils

Policy History:
Adopted on: 8/11/14
Revised on: 12/4/17
Coeur d’Alene School District No. 271

STUDENTS 3060P

Education of Homeless Children

In General

The District shall ensure the following is provided according to the homeless student's best interest:

1. That the homeless student's education continues in the school of origin for the duration of homelessness:
   
   A. In any case in which a family becomes homeless between academic years or during an academic year; and
   
   B. For the remainder of the academic year, if the student becomes permanently housed during an academic year; or

2. That the homeless student is eligible to enroll in the same schools as non-homeless students who live in the same attendance area where the homeless student is actually living.

School Stability

In determining the best interest of the homeless student each school within the District shall:

1. Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or (in the case of an unaccompanied youth) the student;

2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent or guardian or (in the case of an unaccompanied youth) the student;

3. If, after conducting the best interest determination based on consideration of the above presumptions, the Superintendent determines that it is not in student's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied student) the student, provide the student's parent or guardian or the unaccompanied student with a written explanation of the reasons for his or her determination, which will be provided in a manner and form understandable to such parent, guardian, or unaccompanied student, including information regarding the right to appeal under “Enrollment Disputes”, below; and
4. In the case of an unaccompanied student, ensure that the District’s liaison designated under “District Liaison,” below, assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied student, and provides notice to such student of the right to appeal under “Enrollment Disputes,” below.

Immediate Enrollment:

1. **In General:** The school selected in accordance with this policy shall immediately enroll the homeless student, even if the student:

   A. As unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation; or

   B. Has missed application or enrollment deadlines during any period of homelessness; or

   C. Has outstanding fees or fines, including fees associated with extracurricular activities.

2. **Relevant Academic Records:** The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

3. **Relevant Health Records:** If the student needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent/guardian of the student, or (in the case of an unaccompanied student) the student, to the District’s liaison designated under “District Liaison,” below, who shall assist in obtaining all necessary immunizations and/or screenings, or other required health records, in accordance with “Records,” below.

**Records**

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless student shall be maintained:

1. So that the records involved are available, in a timely fashion, when the student enters a new school or school district; and

2. In a manner consistent with FERPA, applicable Idaho law, and District policy.

**Disputes**

If a dispute arises over eligibility, school selection or enrollment in a particular school, or any other issue addressed in this policy:

1. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals. The student shall
receive educational services for which the student is eligible, such as attending classes and full participation in all school activities;

2. The parent or guardian of the student or (in the case of an unaccompanied student) the student shall be provided with a written explanation (form 3060F) identifying the basis for any decisions related to school selection or enrollment made by the District, or other entity, including the rights of the parent, guardian, or unaccompanied student to appeal such decisions;

3. The parent, guardian, or unaccompanied student shall be referred to the local educational agency liaison designated under “District Liaison” below, and upon being informed of the dispute, the liaison shall, within 10 days, initiate an appeal with the District, and if unsuccessful, to the state coordinator of the dispute regarding the educational placement of the homeless student; and

4. In the case of an unaccompanied student, the liaison shall ensure that the student is immediately enrolled in the school in which the student seeks enrollment pending resolution of the student’s dispute.

5. If an agreement cannot be reached between the parties regarding the educational placement of enrollment status of the student, then the District shall seek further assistance from the State Coordinator of Homeless Education to review and determine within ten (10) business days how the student’s best interests will be served. The decision of the State Department of Education shall constitute final resolution.

Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

Privacy

Information about a homeless student’s living situation shall be treated as a student education record, and shall not be deemed to be disclosable “directory information” under the Family Education Records Privacy Act (“FERPA”).

Contact Information

Nothing in this policy shall prohibit the District and/or the enrolling school from requiring the parent or guardian of a homeless student to submit contact information.

Comparable Services

Each homeless student in the District shall be provided services comparable to those services provided to other students in the school attended by the homeless student, including the following:
1. Transportation services;

2. Educational services for which the student meets eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965, or similar State or District sponsored programs, educational programs for children with disabilities, and educational programs for English Learners;

3. Programs in career and technical education;

4. Programs for gifted and talented students; and

5. School nutrition programs. Upon enrollment, the student’s name shall immediately be submitted to the District’s Nutrition Services Department as eligible for free meals, which eligibility commences at the time of enrollment.

**District Liaison**

For purposes of this policy, the Superintendent shall designate a District employee to serve as its liaison to serve homeless students in accordance with the following provisions. The liaison for homeless students designated by the Superintendent shall ensure that:

1. All homeless students in and out of school are identified by school personnel through outreach and coordination activities with other entities and agencies;

2. The District tracks academic and enrollment data on homeless students;

3. All homeless students are enrolled in, and have a full and equal opportunity to succeed the same as non-homeless students of the District;

4. Homeless students have access to and receive educational services for which such families and students are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the District;

5. All homeless families and homeless students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;

6. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;

7. All unaccompanied students and youth who receive any credits for classes attended shall be informed by the Liaison of their status as an “independent student” for purposes of the
student’s Free Application for Federal Student Aid ("FAFSA"). The Liaison shall also provide the required “verification” of the student’s status in connection with his or her application for Federal Student Aid.

8. Public notice of the educational rights of homeless students is disseminated in locations frequented by parents or guardians of such students, and unaccompanied students, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless students, and unaccompanied students;

9. Eligibility, school selection or enrollment disputes are mediated in accordance with “Enrollment Dispute,” above;

10. The parent or guardian of a homeless student, and any unaccompanied student, is fully informed of all transportation services, including transportation to the student’s school of origin, and is assisted in accessing transportation to the student’s assigned school;

11. School personnel receive annual professional development and other support; and

12. Unaccompanied homeless students:
   
   A. Are enrolled in school;

   B. Have opportunities to meet the same challenging state academic standards as the State establishes for other students; and

   C. Are informed of their status as independent students under 20 USC § 1087vv(d), and that such students may obtain assistance from the District Liaison to obtain verification of such status for purposes of the Free Application for Federal Student Aid.

**Local and State Coordination**

The District’s liaison(s) for homeless students shall, as a part of their duties, coordinate and collaborate with the Idaho State Office of the Coordinator for Education of Homeless Children and Youths, as well as with community and school personnel who are responsible for the provision of education and related services to homeless students. These shall include public and private agencies, the transportation department, the State Coordinator for the Education of Homeless Children and Youth, and others. Such coordination shall include collecting and providing to the State Coordinator the reliable, valid, and comprehensive data needed to meet the requirements of 42 USC § 11432(f)(1) and (3).

**Homeless Status**

The District’s Liaison who receives training provided by the Idaho State Office of the Coordinator for Education of Homeless Children and Youths may authorize a homeless student
who is eligible for and participating in a program provided by the District, or the immediate family of such student, who otherwise meets the eligibility requirements Federal Housing Assistance (see 42 USC §§ 11360 et. seq.), to do so without approval or other agency action by or on behalf of the Department of Housing and Urban Development.

Title 1, Part A

Any student who is homeless and attends school within the District is eligible for Title 1, Part A services. The District shall set aside funding to provide homeless students who attend schools that do not participate in Title 1, Part A with services comparable to those provided by participating schools. Funding may also be set aside to provide targeted assistance to homeless students who attend participating schools.

Procedure History:
Promulgated on: 8/11/14
Revised on: 7/11/16, 12/4/17, 6/4/18
Coeur d’Alene School District No. 271

STUDENTS 3060F

Education of Homeless Children

Written Notification of Placement and Enrollment Decision
To be completed by the receiving school when eligibility is denied or an enrollment request is denied.

Date: ____________________________

Name of person completing form: ____________________________________________________________

Title of person completing form: _____________________________________________________________

Name of district/school: _________________________________________________________________

In compliance with section 722(g)(3)(E) of the McKinney -Vento Homeless Assistance act, the following written notification is provided to:

Name of Parent(s)/Guardian(s): ____________________________________________________________

Name of Student(s): ________________________________________________________________

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon:

You have the right to appeal this decision by completing the second page of this notice or by contacting the school district’s local homeless education liaison.

Name of local liaison: _________________________________________________________________

Title: __________________________________________________________

Phone number: _________________________________________________________________

In addition:
• The student listed above has the right to enroll immediately in the requested school pending the resolution of the dispute.

• You may provide written or verbal communication(s) to support your position regarding the student’s enrollment in the requested school. You may use the form attached to this notification.

• You may contact the State Coordinator for Homeless Education if further help is needed or desired. Contact information for the State Coordinator: Tina Naillon, 208.332.6904.

You may seek the assistance of advocates or an attorney.
A copy of our state’s dispute resolution process for students experiencing homelessness is attached.

3060F
Written Notification of Enrollment Decision Appeal

To be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises. This information may be shared verbally with the local liaison as an alternative to completing this form.

Date: _____________________________________________________________________________

Student(s): ________________________________________________________________________

Person completing form: ______________________________________________________________________

Relation to student(s): ______________________________________________________________________

I may be contacted at (phone or e-mail): ______________________________________________________________________

I wish to appeal the enrollment decision made by: ______________________________________________________________________

Name of district/school: ______________________________________________________________________

I have been provided with (please check all that apply):

______ A written explanation of the school’s decision.

______ The contact information of the school district’s local homeless education liaison.

______ A copy of the state’s dispute resolution process for students experiencing homelessness.

Optional: You may include a written explanation in the space below to support your appeal or you may provide your explanation verbally.

The school provided me with a copy of this form when I submitted it. __________(initial)
Students of Legal Age

Every student eighteen (18) years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and state law.

Admission to School: The residence of an adult student who is not residing with a parent or guardian will be considered the residence for school purposes.

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

Absence-Lateness-Truancy: Absence notes, normally signed by parents or guardians, may be signed by adult students. Excessive absences will result in consequences according to policy 3122P and will be reported on the report card.

Suspension/Expulsion: All suspension and/or expulsion proceedings will conform to the requirements of state statutes. Notification of all such proceedings will be sent to parents or guardians. Adult students, however, are permitted to represent themselves if they so choose.

Withdrawal from School: Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance. Parents will be notified of impending dropouts by the school.

Permission to Inspect Student Records: Adult students may request permission to inspect their school records if they are eligible students according to FERPA.

Report Cards: Unless directed otherwise, progress reports will be sent to the parent or legal guardian.

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

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

Policy History:
Coeur d’Alene School District No. 271

STUDENTS

Foreign Exchange Students

It is the policy of the Board to recognize the benefits from non-immigrant students in the District. The Board does not, however, sponsor student foreign exchange programs. The District does not provide any financial contribution to the student. The Board assumes no responsibility or control over items such as travel, living accommodations, funding, insurance, etc., which remain the responsibility of the sponsor and/or student.

J-1 visa holders (students sponsored by an approved foreign exchange organization) are eligible to attend either elementary or secondary school. Any sponsoring organization must have a local representative, be a nonprofit organization, and have Teenager Exchange Visitor Programs designation as listed by the United States International Agency or the Council on Standards for International Education Travel. The organization must follow foreign exchange procedures. F-1 visa holders (individual foreign students sponsored by relatives or friends) may not attend the District.

In compliance with the U.S. Immigration and Customs Enforcement, this District will cooperate with the Student and Exchange Visitor Information System (SEVIS) in tracking foreign students and foreign exchange visitors, and, when required, will collect fees. The foreign student will be required to follow all of the rules, regulations, and policies of the District and pay fees as required.

The number of foreign exchange students attending any District high school at one time shall not exceed five (5), subject to class loads. In order to provide an experience that is positive for all concerned, foreign students will be limited to one per country, per high school, in any one school year. The Board reserves the right to withdraw approval and regulate the number of students participating.

Title 8, Code of Federal Regulations, Section 214.2(f)
Title 8, Code of Federal Regulations, Section 214.2(f) 214.2 (m)
Title 8, Code of Federal Regulations, Section 214.2(f)214.3

Policy History:
Adopted on: August 11, 2014
Revised on:
A foreign exchange student is defined as a student from a foreign country studying in the United States under the sponsorship of an exchange organization.

Placement

Each organization wishing to place a student will submit a letter of intent to do so to the principal of the school by March 1 of the preceding school year. The student’s host family must reside in the school’s attendance zone. The student must attend the school in the host family’s attendance zone. If the host family has a student with an open enrollment transfer, the exchange student may attend with that host student. Qualifying organizations will receive a letter of approval by April 10 signed by the principal or the foreign student director. This letter must be shown to the Counseling Department chair at the time of the initial student registration. By May 1 of the preceding school year, the sponsoring organizations will be notified of any openings and may submit a request to enroll additional students. These additional students will be apportioned equally from each submitting organization. An organization wishing to place additional students must notify the school of intent to do so by May 31.

Organizations that have been approved for one of the five (5) openings per high school will submit an application by June 1 containing the names of potential students and their host families. The application must contain the name and address of the local representative of the foreign exchange organization, a translated transcript of previous course work, a student profile, and a GTELP test score or other comparable test verifying English proficiency. Applications will be reviewed for placement and organizations will be notified by June 15 which students will be accepted for enrollment. Organizations which do not meet these deadlines as stated above will not be allowed to place a foreign exchange student.

Foreign exchange students from charter schools will not be accepted for dual-enrollment if the foreign exchange student quota has been reached at the specific school site.

After a six week adjustment period, the Counseling Department chairperson will notify the local sponsor if a foreign exchange student is not achieving, has not reached acceptable proficiency in English, or has other problems of adjustment. Sponsors and organizations that do not consistently screen and monitor foreign exchange students and their host families may lose the privilege of placing students in this District.

Requirements

Students must have oral proficiency in the English language. It will be the responsibility of the sponsoring organization to provide tutors and any other necessary assistance required to help
foreign exchange students meet academic standards. If this cannot be accomplished, the foreign exchange student may be required to relocate.

Foreign exchange students are expected to participate in classes as regular high school students. They will not be enrolled on a non-credit or audit basis. They are required to take the examinations and do all work assigned by the teacher of the classes in which they are enrolled. This includes complying with the District's attendance and discipline policies. However, foreign students are not eligible for driver education.

Foreign exchange students will be responsible for their own school expenses, such as yearbooks, class rings, lunches, and activity passes. The District may charge foreign exchange students tuition as recommended by the Idaho State Department of Education.

Foreign exchange students who are taking senior courses will be allowed to participate in graduation ceremonies if they have passed all their assigned courses. They will receive a certificate of completion. A diploma may be granted only with school administration recommendation and approval by the Superintendent or designee.

Non-immigrant student status is a category of temporary visitors to the United States reserved for individuals attending academic institutions in the U.S., including high schools that are not sponsored by a visitor exchange program. “Foreign student” means an alien having a residence in a foreign country which he or she has no intention of abandoning, who is a bona fide student qualified to pursue a full course of study, and who seeks to enter the United States temporarily and solely for the purpose of pursuing such a course of study at an established academic high school particularly designated by him/her and approved by the Attorney General after consultation with the Secretary of Education.

- The numbers of non-foreign exchange students will be limited to (5) per high school, subject to class load.
- Once accepted, status remains in effect for the period of 12 months.

The Student and Exchange Visitor Information System (SEVIS) coordinator for the building will collect and forward all necessary and completed information as required by SEVIS to the district office.

Tuition for non-immigrant students is based upon recommendation by the Idaho State Department of Education.

Procedure History:
Promulgated on: August 11, 2014
Revised on: October 5, 2015
Student Rights and Responsibilities

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.

These rights and responsibilities may be described at greater length in student handbooks. All student handbooks shall comply with approved policy of the Board. The complete student handbook for each school is on file at the District administration office and at the respective schools. Any rules established by the principal must be published in the student handbook or otherwise communicated so as to provide adequate notice to all students.

Students who violate the provisions of the applicable student handbook will be disciplined in accordance with the District policies.

Cross Reference: 3370 Searches and Seizure
3330 Student Discipline

Legal Reference: I.C. § 33-205 Denial of School Attendance
I.C. § 33-512 Governance of Schools

Policy History:
Adopted on: August 11, 2014
Revised on: October 3, 2016
Coeur d’Alene School District No. 271

STUDENTS

Student Rights and Responsibilities

Staff shall maintain order and discipline among students. Rules and regulations have been developed for the establishment and maintenance of an orderly learning environment.

Students are expected to conduct themselves in an appropriate manner, showing proper respect for themselves and others.

Public Display of Affection
Displays of affection beyond holding hands and hugs are not permitted.

Respectful Language
Profanity – Vulgar, obscene or profane language, whether spoken, in writing, or gesture, is forbidden.

Disciplinary action
Grounds for disciplinary action apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during or after school hours, or at any other time when the school is being used by a school group
- Off school grounds at a school-sponsored activity, or any activity or event which bears a reasonable relationship to school
- Traveling to and from school or a school activity, function or event via school sponsored transportation
- Anywhere, including off-campus, if the conduct may reasonably be considered a threat or attempted intimidation of a staff member, or interference with school purposes of an education function

Disciplinary measures include, but are not limited to:

- Loss of student privileges
- Loss of bus privileges
- Clean-up duty
- Detention, including Saturdays
- Restitution for damages to school property
- Suspension
- Expulsion
- Notification to juvenile authorities and/or police

Policy History:
Promulgated on:  August 11, 2014
Revised on:
Non-curriculum related secondary school student organizations may conduct meetings on school premises without intervention on the basis of the religious, political, philosophical, or other content of the meeting.

The following criteria must be met:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time on regular school days;
4. Employees or agents of the school or government are present only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities.

Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the principal.

This policy pertains to student meetings. The school has the authority, through its agents or employees, to maintain order and discipline on school premises and to protect the well-being of students and faculty.

Legal Reference: 20 U.S.C. 4071 Equal Access Act  
Board of Education v. Mergens, 110 S.Ct. 2356 (1990)

Policy History:  
Adopted on: August 11, 2014  
Revised on:
Coeur d’Alene School District No. 271

STUDENTS

Student Government

The Board encourages the function of student councils in the District’s elementary and secondary schools. Student councils shall assist in improving the general welfare of all students and give students the opportunity to participate in the orderly workings of the democratic process.

Student councils shall not have authority to make policies or procedures for the District or the school. However, they may make recommendations to the administration on any topic of student concern.

Eligibility rules for candidates and rules for conducting campaigns and elections should be published, widely announced, and uniformly enforced.

Legal Reference:  I.C. § 33-506(1) Organization and Government of Board of Trustees

Policy History:
Adopted on:  August 11, 2014
Revised on:
Journalistic experience in a school setting should be calculated to develop the background of skills and understanding which will equip a student for the responsibilities of the free press in our society. Students must recognize, however, that a school-sponsored newspaper is unique and different from other newspapers in at least four (4) ways.

1. It is an instructive tool in addition to a means of student self-expression;
2. It is read not just by the intended audience of fellow students, but by parents and many citizens outside the school;
3. It is partially supported by tax funds; and
4. It is an influence on the public relations of the entire District since its content is read by many not simply as expressions of individual students, but as expressions representative of the entire student body and approved by the administration.

The concept of “freedom of the press” under the First Amendment has application with regard to school-sponsored publications. However, the United States Supreme Court has established that school districts may exercise editorial control over the style and content of school-sponsored newspapers without violating the First Amendment. All school-sponsored publications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. Such publications shall not sponsor irresponsible sex or promote the use of tobacco/nicotine, alcohol, or drugs, nor shall any school sponsored speech. School administrators and classroom teachers are entitled to regulate the contents of school publications in any reasonable manner. The principal or his or her designee may exercise control over student expression to ensure that participants learn whatever lessons the activity is designed to teach.

Nothing in these policy or related procedures is intended to allow the censoring of any article merely because it is controversial or because it is critical of the School District.

Legal Reference: Bethel School District No. 403 v. Fraser, 106 S. Ct. 3159 (1986)

Policy History:
Adopted on: 8/11/14
Revised on: 11/4/19
The District recognizes that there are valid and necessary reasons to exercise such prepublication editorial control and to impose reasonable restrictions on student speech in school-sponsored publications. Thus, the following guidelines apply to all school-sponsored student publications.

1. School-sponsored publications are those publications, including, but not limited to, school newspapers, yearbooks, and athletic programs, which may fairly be characterized as part of the District’s curriculum, whether or not they occur in a traditional classroom setting. Generally they include student publications which are supervised by a faculty member and are designed to impart particular knowledge or skills to student participants and audiences. However, they also may include publications which students, parents, and members of the public reasonably perceive to be sponsored or approved by the District. Such school-sponsored publications shall be considered an extension of classroom instruction, and not public forums. Such publications shall be supervised by assigned teachers. The author’s name will accompany personal opinions and editorial statements.

2. Material which endorses political candidates or ballot measures is prohibited. The publications are encouraged to print fact sheets on political candidates or ballot measures. Any provision of space for political candidates or ballot issues must be on an equal basis. On other matters of political controversy, the District encourage a balanced presentation. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

3. The District will not restrict student freedom of expression when such expression is within the rules of responsible journalism and is consistent with the four (4) factors outlined below. The principal of each school shall meet with the publication advisor, student editors, and student writers to establish guidelines for achieving a maximum of student freedom of expression subject to the limitations set forth in this policy.

4. All publications must be reviewed and approved by the building principal prior to distribution. The building principal shall have the authority to determine the appropriateness of any particular item for publication. In exercising such authority, material will not be considered suitable for publication that is ungrammatical; inadequately researched; obscene; defamatory; advocates racial, ethnic, sex, or religious prejudice; invades the rights of others (including privacy rights); advocates the breaking of any law; is unsuitable for the audiences for which the publication is intended; contributes to the disruption or interruption of the educational process or the operation of the school or would have the potential to do so, in the judgment of the publication supervisor or administration; or otherwise is contrary to District policy or applicable federal or state law. The school principal may also exclude material that may serve to
associate the District with any position other than neutrality on matters of political controversy.

5. The principal of each secondary school shall have the authority to determine whether advertising will be accepted for inclusion in school-sponsored student publications. The District has an important interest in avoiding the impression that it has endorsed a viewpoint at variance with its educational mission. Consequently, if advertising is accepted, each school principal shall have authority to exclude certain categories of advertising. For example, drug, drug paraphernalia, alcoholic beverage advertisements, or any other advertisements that may be viewed as encouraging action that might endanger the health and welfare of students may be excluded. Similarly, advertisements which are factually inaccurate, defamatory, obscene, advocate racial or religious prejudice, contain either explicit or implicit sexual content or overtones, or are of poor production quality may be excluded. The school principal may also exclude advertising that may serve to associate the District with any position other than neutrality on matters of political controversy.

6. In the event that the building principal determines that material is not suitable for publication, students may appeal such decision to the Superintendent or his or her designee. The decision of the Superintendent or his or her designee will be final.

7. Copies of each issue of the student publication shall be sent to the Superintendent and each member of the Board of Trustees.

Nothing in these guidelines is intended to allow the censoring of any article merely because it is controversial or because it is critical of the School District.

Procedure History:
Promulgated on: August 11, 2014
Revised on:
The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the District’s policy to limit the distribution of materials to parent and student organizations sponsored by the District or other governmental agencies. Materials that provide information valued or needed by the District may also be distributed.

Students should not be used to distribute partisan materials or information pertaining to a school or general election, budget or bond issue, or negotiations. Students should not be exploited for the benefit of any individual, group, or profit-making organization.

All organizations must have the approval of the Superintendent, or Superintendent’s designee before materials may be distributed. The Superintendent will use the guidelines listed above in the approval of the distribution of the materials. Materials allowed to be distributed under the terms of the Master Contract between Coeur d’Alene School District and the Coeur d’Alene Education Association do not require prior permission.

The District is a nonpublic forum for the purpose of speech and distribution of materials. Reasonable restrictions in the speech of students, teachers, and other members of the community may be imposed if related to legitimate educational concerns.

A student may be disciplined for distributing non-school sponsored or off-campus publications which are materially and substantially disruptive, pervasively vulgar, or harmful. This disciplinary action can be taken after the expression has occurred. Additionally, the materials may be confiscated. The administration may regulate student distribution of non-school sponsored or off-campus publications, and shall provide students with specific guidelines as to time, place, and manner of distribution.

Distribution of Fund Drive Literature through Students

Although many community drives are organized for raising funds for worthy nonprofit causes, it is the policy of the District to refrain from having the students, as student body members, used for such collection or dissemination purposes.

Exceptions to this policy will be considered when recognized student or school-affiliated organizations of the District request permission to participate in such activity.
4240 Distribution of Fund Drive Literature Through Students
4310 Contact with Students

Policy Reference:
Muller vs. Jefferson Lighthouse School, 98F.3dl530 (7th Cir. 1996)

Policy History:
Adopted on: August 11, 2014
Revised on:
Student Dress

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. 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. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. All students are required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive or distracting to the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school.

Students are reminded that their appearance, clothing, and grooming, significantly affect the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, since it is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning, minimizing disruptions or distractions, and to protect the health, safety, and morals of students all students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location.

In general, students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry—including body piercings) which depict or allude to, by picture, symbol, or word, drugs, including alcohol and tobacco/nicotine; controlled substances; drug paraphernalia; gangs; violence; sexually explicit, lewd, indecent, or offensive material; or illegal acts. The wearing, use, or display of any gang clothing or attire (based upon the principal/designee’s reasonable belief that gangs may be present in a school) jewelry, emblem, badge, symbol, sign, codes, or other things which evidence membership or affiliation in any gang is prohibited on any school premises or at any school sponsored activity, regardless of location.

Shirts and blouses should be constructed so that the tops of the shoulders are covered with no less than a 2 ½ inch strap. No halter tops, strapless tops, spaghetti straps, or bare shoulder tops of any type will be allowed. Shirts and blouses that expose any portion of the waist, hips, midriff, or breast when worn normally or with arms raised to shoulder level are not allowed. Other shirts or blouses that are not appropriate for school include, but are not limited to, low cut, see through, backless, and tube tops. Undergarments including bras, tank undershirts, etc. may not be visible.

All shorts and skirts must be no shorter than mid-thigh from the bottom of the knee. Nylon tights, biker pants, or boxer shorts may not be worn as outer garments. Slits in skirts above mid-thigh are not permitted. Waistlines of shorts, skirts, and pants must be on or above the hips with no underwear showing. All belts must be properly fastened around the waist. Belts may not be excessive in length and may not hang from either side of the body.
Certain types of headwear may not be worn in the school building. This includes, but is not limited to hoods, bandanas and bandana headbands, sunglasses, or any other head covering as determined by building administration. Exceptions may be granted by the principal.

Bedroom clothing, bedroom shoes, pajamas, and sleepwear are not allowed.

For safety reasons, any clothing that may be used as a weapon, such as jewelry including sharp objects, collars with spikes, and any other spiked clothing, is strictly prohibited. Wallet chains are not permitted.

Unless the principal or designee indicates otherwise, students will wear footwear at all times.

The Board of Trustees urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the school setting. For example, clothing exposing bare midriffs and short skirts or short shorts will not be allowed. The Superintendent or his or her designee is hereby authorized to promulgate regulations consistent with the provisions of this policy.

Interpretation and Implementation of Policy

The building principal/designee shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building principal or designee shall be final. Principals, administrators, and teachers shall use reasonable discretion in enforcing this policy.

Enforcement

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

Temporary Exceptions

In order to allow appropriate attire for a particular educational or school activity, the building principal/designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a specially scheduled school event required a group of students to dress unusually on a particular day. For formal/semi-formal events, dresses with spaghetti straps and/or strapless dresses shall be allowed while remaining policy provisions (see supra) will be enforced. The building principal or designee may determine appropriate attire options for special activity days.

Accommodations

The District will seek to accommodate cultural, religious, and ethnic differences in dress and
grooming, provide such dress or grooming does not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others.

Legal Reference:  
I.C. 33-506  Organization and Government of Board of Trustees  
I.C. 33-512(6)  Governance of Schools

Policy History:  
Adopted on:  8/11/14  
Revised on:  11/2/15, 12/4/17, 11/4/19
Personal Electronic Devices

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 may possess and utilize PEDs outside of the classroom as authorized by school administration and according to the grade level procedures. Students with disabilities who have a documented accommodation as stated on their 504 or IEP may be allowed to possess a PED for specific purposes, as listed in their plans.

For this policy, Educational Purposes for PEDs are defined as teacher directed, time bound, subject specific activities such as calculation, student response, formative assessment, word processing, research, accessing educational content such as digital textbooks, image capture/recording, sound recording, organization, note-taking, etc. PED use should only be authorized when a school provided device is unavailable or would be inefficient for the educational purpose.

Personal Electronic Devices (PEDs) are defined as communication devices that are personally owned wireless and/or portable electronic wearable or hand-held equipment that include but are not limited to existing and emerging mobile communication systems and smart technologies with digital audio, photo or video capability, Internet access (cell phones, smartphones, etc.), and hand-held entertainment systems or portable information technology systems. This policy will also apply to new technologies that may be developed for similar purposes.

Cross Reference: 3330 Student Discipline
3270 Acceptable Use of Electronic Networks
3295 Prohibition Against Student Harassment, Intimidation, Bullying and Cyber Bullying
3370 Search and Seizure

Policy History:
Adopted on: 3/3/14
Revised on: 2/5/18
The Coeur d’Alene School District recognizes the need for student communication with parents and families, but creating the best learning environment possible is our first priority. With parental permission, students in the Coeur d’Alene School District have the option to bring their own Personal Electronic Device (PED) to school and to access a secure, filtered network before and after school, and at other select times at the discretion of school staff. Each student’s use of his/her own wireless PED on school grounds shall be subject to applicable rules and regulations including, but not limited to, the restrictions described herein. Both student and parent must sign the Student Technology Use Agreement in order to participate in this program, bring his/her own device to school and/or access the school’s Internet gateway.

Definition of “Device”
Personal Electronic Devices (PEDs) are defined as communication devices that are personally owned wireless and/or portable electronic wearable or hand-held equipment that include but are not limited to existing and emerging mobile communication systems and smart technologies with digital audio, photo or video capability, Internet access (cell phones, smart phones, etc.), and hand-held entertainment systems or portable information technology systems. This policy will also apply to new technologies that may be developed for similar purposes.

Wearable “smart” devices such as watches should have their communication capabilities disabled (in airplane mode or similar) in a classroom setting to minimize distractions. Student laptops or tablets used as a substitute for school issued devices should be addressed separate from these procedures.

<table>
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<tr>
<th>Summary of Allowed PED Use</th>
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<td><strong>Before/After School</strong></td>
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<td>K-5</td>
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Students in Grades K-5
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
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
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.

Exception for Documented Accommodation
Under these procedures, students with disabilities who have a documented accommodation as stated on their 504 or IEP may be allowed to possess a PED for specific purposes, as listed in their plans.

Filtered Internet
During regular school days, a filtered Internet gateway will be available to students, via wireless connectivity. While at school, students shall only use the District-provided filtered Internet gateway to access the Internet and are strictly prohibited from accessing the Internet through their own data plan or any other means. In particular, students shall not use their personal unfiltered Internet connective devices such as but not limited to cell phones/cell network adapters (tethering) to access outside unfiltered Internet sources while on the campus for school purposes. In no circumstances shall the device be allowed to physically connect to the District's network. (The preceding prohibitions do not apply to District laptops, tablets, iPads or authorized assistive technology devices.)
Word or Image Capture

On school grounds students are prohibited from using PEDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a PED to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal or other member of the District’s professional staff.

Harassment, Intimidation or Bullying

A student who intentionally commits, or conspires to commit, or aids or abets, an act of harassment, intimidation or bullying against another student or staff member through the use of a landline, cell phone, or electronic transmission (e.g. text messaging, e-mail, IM, blog, webpage, social networking) regardless of where it is initiated, whether at a residence, a public place or on school property, during school hours or outside the school day may be referred to law enforcement. (Policy 3295; Idaho Code 18-917A).

Cheating and Other Prohibited Uses

Use of a PED to exchange information (i.e. text messaging), access wireless resources or the Internet during assessments will be considered cheating. The use of a PED for the purpose of cheating and/or plagiarism will result in confiscation of the device and other consequences as described in Board Policy 3335. Repeated violations may result in removal from class, loss of credit, suspension and/or expulsion.

No use of a PED will be permitted in the restrooms or locker room areas at any time.

No expectation of confidentiality will exist in the use of PEDs on school premises/property.

Possession of a PED by a student on school grounds is a privilege that may be restricted and/or forfeited if a student fails to abide by the terms of these procedures and the Student Technology Use Agreement, or otherwise engages in misuse of this privilege.

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 a PED. Students will be responsible for locating such lost/stolen items. Students will not be able to charge PEDs at school, or print from their devices.

CONSEQUENCES FOR MISUSE OF PERSONAL ELECTRONIC DEVICES (PED)s

On the first offense, a warning may be given, depending on the severity of the infraction.

On the second offense, any PED will be confiscated and a parent/guardian will be required to pick up the device at the end of the school day.
On the third offense, the PED will be confiscated, a parent/guardian will be required to pick up the device at the end of the school day, and the student will attend a detention.

On the fourth offense, the PED will be confiscated until at least the end of the school day, a parent/guardian will be required to attend a conference with an administrator and the student before picking it up, and the student will attend a detention.

On the fifth offense, the PED will be confiscated until at least the end of the school day, a parent/guardian will be required to attend a conference with an administrator and the student before picking it up, and the student will lose their privilege to participate in the BYOD program for the remainder of the school year.

Student refusal to surrender the PED will immediately advance the consequence minimally to the third offense above and will also be subject to any consequences of insubordination.

Additional consequences for utilizing a PED to cheat, plagiarize, harass, intimidate, bully, etc. are addressed in other policies referred at the end of these procedures.

**All Levels – Staff**

To effectively manage PED use and allow students and staff to focus on learning, staff members will:

1. Model appropriate PED use in the classroom and on campus.
2. Consistently enforce these procedures, and allow PED use in the classroom only for specific educational purposes when a school issued device is unavailable or inefficient.
3. Provide students with clear expectations regarding when and how PEDs may be used in the classroom and school building.
4. Post signage which addresses appropriate use of PEDs.
5. Consistently circulate the classroom and/or school building and monitor student use of PEDs.

**Educational Purposes**

For these procedures, *Educational Purposes* for PEDs are defined as teacher directed, time bound, subject specific activities such as calculation, student response, formative assessment, word processing, research, accessing educational content such as digital textbooks, image capture/recording, sound recording, organization, note-taking, etc. PED use should only be authorized when a school provided device is unavailable or would be inefficient for the educational purpose. Listening to music is allowed as an educational purpose only in classroom settings where independent activity makes up a majority of class time (i.e. Weights, PE, etc.) and is not a distraction to the learning environment.

**Classroom Management**

Staff are encouraged to develop and share methods for enforcing this policy. Nothing in these procedures should be construed as prohibiting teachers from developing their own classroom routines, and having students place phones in pocket charts, face down on desks, in device
holders, etc. Individual classrooms may have stricter rules for PED use, but these procedures should be the minimum standards for all classrooms.

Cross Reference:  
3330  Student Discipline  
3270  Acceptable Use of Electronic Networks  
3295  Prohibition Against Student Harassment, Intimidation, Bullying, and Cyber Bullying  
3370  Search and Seizure  
3335  Academic Honesty/Plagiarism

Policy History:  
Adopted on:  August 4, 2008  
Revised on:  November 7, 2011, December 23, 2013, March 17, 2014, October 5, 2015, February 5, 2018, March 5, 2018
Coeur d’Alene School District Student Technology Use Agreement

Coeur d’Alene School District Policies and Procedures 3265 and 3270 guide employees and students in responsible use of information and technology. The International Society for Technology in Education (ISTE) Standards define digital citizenship as an understanding of human, cultural, and societal issues related to technology and the practice of legal and ethical behavior. The following statements explain the expectations for responsible use of technology, access, and digital communication for any school related purpose.

As a digital citizen I will:

● Keep private information private. My password(s) and identity are mine and not to be shared.
● Treat others with respect both online and offline.
● Have appropriate conversations in all my interactions with others.
● Report anyone who tries to use technology tools to hurt or harass me to an appropriate authority (teacher, principal, parent, etc.).
● Strive to be a responsible digital citizen and encourage others to do so as well.
● Credit my sources when I am using other people’s information, images or other material.
● Follow Coeur d’Alene School District policies, rules and regulations.
● Exercise care and personal responsibility when using school/district equipment.
● Use my own electronic device(s) at school only with the permission of my parent or guardian and my teacher. I understand my school will have posted guidelines about using my device during lunch and in common areas.
● Use only the BYOD network while using my personal device at school; not my data plan.
● Capture, record or transmit the words and/or images of any staff member or student only with their express permission.

As a digital citizen I understand:

● Internet access is available to further learning goals and objectives.
● Any computer work may be lost and I should be careful to back up important work in more than one location.
● Some things from the Internet I read may not be true.
● Information I post online leaves a “digital footprint” that can have lasting effects.
● Cyber-bullying is a violation of Coeur d’Alene School District policies and I can be subject to disciplinary action if I am bullying others online, even if it’s outside of school.
● I may not create, transmit, or communicate any material accessible via the Internet that contains items that are illegal, obscene, harassing, insulting, ostracizing, or intimidating to others.
● The Coeur d’Alene School District does not condone or permit the viewing or use of inappropriate material and uses content filtering software to protect students and staff to the extent possible.
● Content filtering tools are not completely fail-safe. School and district personnel have the authority and responsibility to monitor appropriate use of technology tools. Parents are also encouraged to monitor their child’s Internet activity.
● Using a school computer or network is not private; even when generated on a personal device. Teachers and district staff may review my work and activities when I am using a
school log on. Any and all Coeur d'Alene School District log on histories can be inspected.

- My school will have posted guidelines about using my personal device during lunch and in common areas; not following those guidelines may result in my device being confiscated temporarily.
- Accounts may be created for me for school related use on services such as (but not limited to):
  - Google G Suite for Education
    - Includes Gmail, Google Drive, etc. with limitations below:
      - Grades K-2: No Email
      - Grades 3-5: In District Email Only
      - Grades 6-12: Filtered School Email Account
  - Buzz/Brain Honey
  - CK-12
  - Clever
  - i-Ready
  - Plato
  - Think Through Math
  - Typing Quest
  - Vocabulary.com

A complete list of services used, along with links to privacy policies and terms can be found on the district website. All services comply with the district student data privacy and security policy 3575. For questions about student accounts, please contact the school office or district technology department.

- Technology use at school is not a right but a privilege. I understand that violating any of these policies may result in this privilege being removed.

I acknowledge that I have read and understand the Coeur d'Alene School District’s Student Technology Use Agreement. I agree to abide by all of the applicable rules and regulations. I understand that the District reserves the right to access, review, monitor, audit, log and/or intercept computer/technology use at all times and without prior or subsequent notice. I give permission for accounts to be created for me for educational purposes. I pledge that I will use technology responsibly and for educational purposes under the direction of school staff. I understand that the use of devices and all technology in the Coeur d'Alene School District is a privilege that can be revoked.

School: __________________________________________

Student Printed Name: ____________________________________________________________

Student Signature: ____________________________ Date: ________________

Parent or Legal Guardian Printed Name: _____________________________________________

Parent or Legal Guardian Signature: ____________________________ Date: ________________

For more information about safe and responsible use of technology and information, please check out Common Sense Media resources for families and students: https://www.commonsensemedia.org/educators/connecting-families/share
Student-Tracking Safety Devices

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.

A parent/guardian shall obtain approval from the building principal before operating a student-tracking safety device or other electronic device with automatic recording or listen-in capability that does not first notify the user, such as AngelSense, at school or at a school-sponsored event. Any parent/guardian receiving permission to use an electronic device with automatic listen-in capability may be requested to enter into a user agreement with the school to define the scope and limits of such use.


Policy History:
Adopted on: 8/5/19
Revised on:
District Provided Access to Electronic Information, Services, and Networks

General

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.

In order for the District to be able to continue to make its computer network and internet access available, all users, including students, must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided internet access are responsible for good behavior online. The same general rules for behavior apply to students’ use of District-provided computer systems. Students must understand that one student’s misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the District’s teachers and other staff will make reasonable efforts to supervise use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access and students must be held responsible and accountable for their own conduct.

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.”

Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the computer network service provided by this District are those of the individual and do not represent the position of the District.

Curriculum

In accordance with this policy and the Board’s philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for internet safety which shall be integrated into the District’s regular instructional program. In compliance with the Children’s Internet Protection Act this instruction will include information on the safe use of social networking sites and instant messaging, the characteristics of cyber-bullying, and recommended responses.

The use of the District’s electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and
library-media center materials. Staff may, consistent with the District’s educational goals, use the internet throughout the curriculum.

The District’s electronic network is part of the curriculum and is not a public forum for general use.

**Student Technology Use Agreement**

Each student and his or her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Student Technology Use Agreement.

**Internet Safety Coordinator**

The Superintendent shall appoint the Director of Technology to serve, as “Internet Safety Coordinator” with responsibility and authority for ensuring compliance with the requirements of federal law, state law, and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate District personnel regarding the internet safety component of the District’s curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy or refer them to other appropriate personnel depending on the nature of the complaint.

The Internet Safety Coordinator shall maintain documentation evidencing that instruction by school personnel on internet safety is occurring District wide.

**Public Notification**

The Internet Safety Coordinator shall inform the public via the main District webpage of the District’s procedures regarding enforcement of this policy and make them available for review at the District office.

This District will hold public meetings to receive input from parents and other patrons whenever changes are made to the District’s Internet safety plan, including the use of an Internet filtering service.

**Submission to State Department of Education**

This policy shall be filed with the State Superintendent of Public Instruction every five (5) years after initial submission and subsequent to any edit to this policy thereafter.

Cross Reference: 2150 Copyright Compliance  
2326 Digital Citizenship and Safety Education  
3275 District Provided Mobile Computing Devices  
3295 & 3295P Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing
3330 Student Discipline
3340 & 3340P Corrective Actions
3370 Searches and Seizure

Legal Reference:
I.C. § 6-210 Recovery of Damages for Economic Loss Willfully Caused by a Minor
I.C. § 18-1513 Obscene Materials – Dissemination to Minors
I.C. § 18-1514 Definitions
I.C. § 18-1515 Disseminating Material Harmful to Minors
I.C. § 18-2202 Computer Crime
I.C. § 33-132 Local School Boards Internet Use Policy Required
20 U.S.C. § 9134(f) Children’s Internet Protection Act
20 U.S.C. § 7131 Internet Safety

Policy History:
Adopted on: August 11, 2014, September 14, 2015
Revised on: January 9, 2017
Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. **Acceptable Use:** The District provides students with an electronic network to support education and research and for the conduct of school business. Student personal use of computers that is consistent with the district’s educational mission may be permitted during class when authorized by a student’s teacher or appropriate administrator. Personal use of district computers and networks outside of class is permissible, but must comply with district policy.

2. **Use is a privilege, not a right.** Students’ freedom of speech and access to information will be honored. However, students have no expectation of privacy in any materials that are stored, transmitted, or received via the District’s electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and instant messages.

   The system administrators will not intentionally inspect the contents of e-mail sent by one user to an identified addressee, or disclose such contents to other than the sender, or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or by policies of this District, or to investigate complaints regarding e-mail which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

3. **Privileges:** The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Internet Safety Coordinator, in conjunction with the System Administrator and the building principal will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. An appeal of such decisions may be made to the Superintendent within seven (7) days. His or her decision is final.

4. **Unacceptable Uses:** The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are the following. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:
A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale, use, or purchase any substance the possession or use of which is prohibited by the District’s student discipline policy, local, state, or federal law; sending, receiving, viewing, or downloading obscene materials, materials harmful to minors, or materials that depict the sexual exploitation of minors, or materials that encourage others to violate local, state, or federal law; information pertaining to the manufacture of weapons; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials;

B. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying defined as using a computer, computer system, or computer network to convey a message in any format (audio or video, text, graphics photographic, or any combination thereof) that is intended to harm another individual;

C. Uses that cause harm to others or damage their property, person or reputation, including but not limited to engaging in defamation (harming another’s reputation by lies); employing another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating; reading another person’s communications; sharing another person’s pictures, private information, or messages without their permission; or otherwise using his or her access to the network or the internet;

D. Uploading a worm, virus, other harmful form of programming or vandalism; participating in “hacking” activities or any form of unauthorized access to other computers, networks, or other information; or being in possession of hacking software. Users will immediately notify the school’s system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.

E. Downloading, installing, or copying software or other files without authorization of the Superintendent or the Superintendent’s designee, regardless of whether it is copyrighted or de-virused;

F. Uses that are commercial transactions, including commercial or private advertising. Students and other users may not sell or buy anything over the internet. Students and others should not give information to others, including credit card numbers and social security numbers;

G. Uses that jeopardize the security of student access and of the computer network or other networks on the internet; uses that waste District resources including downloading very large files without permission from a teacher, unnecessary printing, and consuming excess file space on shared drives; Users are responsible for making back-up copies as needed;
H. Hacking or gaining unauthorized access to files, resources, or entities; uploading a worm, virus, or other harmful form of programming; failing to take reasonable precautions to protect District equipment from viruses;

I. Attempting to bypass internal or external security systems or controls using District equipment. Students and staff may only access the internet using the District network. The deployment of private wireless access points in classrooms, labs, and offices is prohibited. The District may provide wireless connectivity on a limited basis, depending on need and location;

J. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;

K. Using another user’s account or password or some other user identifier that misleads message recipients into believing that someone other than you is communicating;

L. Posting material authored or created by another, without his or her consent; Plagiarism of material accessed online. Teachers will instruct students in appropriate research and citation practices;

M. Posting or sending messages anonymously or using a name other than one’s own;

N. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, bullying, or illegal material; and

O. Using the network while access privileges are suspended or revoked;

P. The promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations, ballot issues, or proselytizing in a way that presents such opinions as the view of the District;

Q. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications; sharing one’s password with others or allowing them to use one’s account;

R. Any other unacceptable uses as outlined in District Policy 3270.

5. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

A. Be polite. Do not become abusive in messages to others.
B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
C. Do not reveal personal information (including the addresses or telephone numbers) of students or staff.
D. Recognize that e-mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
E. Do not use the network in any way that would disrupt its use by other users.
F. Consider all communications and information accessible via the network to be private property.

6. No Warranties: The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

7. Indemnification: The user agrees to indemnify the District for any losses, costs, or damages (including reasonable attorney fees) incurred by the District, relating to or arising out of any violation of these procedures.

8. Security: Network security is a high priority. If the user can identify a security problem on the internet, the user must notify the system administrator, Internet Safety Coordinator, or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential, do not let others use your account and password, or leave your account open or unattended. Do not use another individual’s account. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. Students may not attempt to defeat or bypass the District’s filtering software on any personal or District-owned computer.

9. Vandalism: Vandalism will result in the cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

10. Telephone Charges: The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, or equipment or line costs.

11. Copyright Web Publishing Rules: Copyright law and District policy prohibit the republishing of text or graphics found on the internet or on District websites or file servers, without explicit written permission.

A. For each republication on a website or file server of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the
original producer and noting how and when permission was granted. If possible, the notice should also include the website address of the original source.

B. Students engaged in producing website pages must provide library media specialists with e-mail or hard copy permissions before the website pages are published. Printed evidence of the status of “public domain” documents must be provided.

C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

D. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

E. Student work may only be published if there is written permission from both the parent/guardian and the student.

F. Violation of the copyright web publishing rules may result in denial of access to the network.

12. Use of Electronic Mail: Electronic mail (e-mail) is an electronic message sent by or to a user in correspondence with another person having Internet mail access. Students in grades K-5 may be provided e-mail access under direct teacher supervision with a classroom account. Students under the age of 13 may be provided an email account with parent permission. Secondary students may be provided safe, web-based email.

A. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students in fulfilling their duties and responsibilities and as an education tool.

B. Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email.

C. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an electronic mail account is strictly prohibited.

D. All District email correspondence is backed up and may be utilized for public disclosure requests or disaster recovery. Messages received by the computer network service may be retained on the system until deleted by the recipient. Users are expected to remove old messages in a timely fashion. The system administrators may remove such messages if not attended to regularly by the users
E. Each person should use the same degree of care in drafting an electronic mail message that would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

F. Electronic messages transmitted via the District’s internet gateway carry with them an identification of the user’s internet “domain.” This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

G. Any message received from an unknown sender via the internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited, unless the user is certain of that message’s authenticity and the nature of the file so transmitted.

H. Use of the District’s electronic mail system constitutes consent to these regulations.

Violations

Violation of this policy may result in the following disciplinary actions:

1. A student may lose computer privileges/network access. The length of loss will depend on age and severity of the infraction as determined by the system administrator.

2. A student, who has exhibited a pattern of abuse or flagrant violations, continues to engage in serious or persistent misbehavior by violating this policy may lose all computer privileges/network service access for the remainder of the school year or for the duration of school attendance.

3. A student may be removed from the class, suspended, or expelled from school if he or she engages in conduct on the computer network service that constitutes flagrant or persistent violations of this policy or could be considered illegal, as defined by federal and/or state law. Students committing illegal acts may be referred to local law enforcement. Expulsion may be considered for flagrant violations of this policy.

4. Each student is responsible for any damage he or she may cause to this District’s computers or to the computer network service. The student must pay all costs incurred in restoring the computer or the network service to its previous working order.
5. If a class requires the use of a computer and/or the computer network service, a student who has lost computer privileges under this policy may be allowed to participate under constant direct teacher supervision unless he or she has been removed from the class.

The Internet Safety Coordinator, in conjunction with the System Administrator and the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his or her decision being final.

If the actions of the individual are also in violation of other District discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on this District’s computer network service.

Internet Safety

Because the information and sources of information on the Internet is continually changing, it is impossible for the District to monitor all the content. Users may encounter information that is controversial or potentially harmful.

Each District computer with internet access shall have a filtering device that blocks access to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; or

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate and/or harmful to minors. This District shall also strive to provide students with the understanding and skills needed to use computer network services in an appropriate manner. The Superintendent or designee shall enforce the use of such filtering devices. Students must use the District’s filtered network for all online activities on school grounds or using District equipment.
The term “harmful to minors” is also defined in Section 18-1514(6), Idaho Code as:

1. The quality of any material or of any performance of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:

   A. Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and

   B. Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:

   I. Intimate sexual acts, normal or perverted, actual or simulated; or

   II. Masturbation, excretory functions, or lewd exhibits of the genitals or genital area. Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political, or scientific value for minors, according to prevailing standards in the adult community, with respect to what is suitable for minors.

2. The quality of any material or of any performance, or of any description or representation, in whatever form, which, as a whole, has the dominant effect of substantially arousing sexual desires in persons under the age of eighteen (18) years.

“Minor” shall refer to an individual who has not attained the age of eighteen (18).

Filtering is only one of a number of techniques used to manage student’s access to the internet and encourage acceptable usage. It is not viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Anything that falls under at least one of the categories below shall be blocked and filtered. This list will be updated/modified as required.

1. Nudity/ pornography: Prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites;
2. Sexuality: Sites which contain material of a mature level, images or descriptions of sexual aids, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads;
3. Violence: Sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime-scene images;
4. Crime: Information on performing criminal acts (e.g., drug or bomb making, computer hacking), illegal file archives (e.g., software piracy);
5. Drug Use: Sites which promote the use of illegal drugs, material advocating the use of
illegal drugs (e.g. marijuana, LSD) or abuse of any drug. Exception: material with valid-
educational use;
6. Tastelessness: Images or descriptions of excretory acts (e.g., vomiting, urinating),
   graphic medical images outside of a medical context;
7. Language/Profanity: Passages/words too coarse to be softened by the word filter,
   profanity within images/sounds-multimedia files, adult humor;
8. Discrimination/Intolerance: Material advocating discrimination (e.g., racial or religious
   intolerance); sites which promote intolerance, hate, or discrimination;
9. Interactive Mail/Chat: Sites which contain or allow inappropriate email correspondence,
   sites which contain or allow inappropriate chat areas;
10. Inappropriate Banners: Advertisements containing inappropriate images or words;
11. Gambling: Sites which allow or promote online gambling;
12. Weapons: Sites which promote illegal weapons, sites which promote the use of illegal
   weapons;
13. Self-Harm: Sites containing content on self harm including cutting, and sites that
   encourage anorexia, bulimia, etc.; and
14. Judgment Calls: Whether a page is likely to have more questionable material in the
   future (e.g., sites under construction whose names indicate questionable material)

Filtering should also be used in conjunction with:

1. Educating students to be “Net-smart”, including the dangers of inappropriate content on
   the Internet; safety and security in the use of electronic mail, chat rooms, and social
   networking sites; cyberbullying awareness and response; hacking and other unlawful
   online activities; and the importance of protecting personal information online;
2. Using recognized internet gateways as a searching tool and/or homepage for students, in
   order to facilitate access to appropriate material;
3. Using “Acceptable Use Agreements”;
4. Using behavior management practices for which internet access privileges can be earned
   or lost; and
5. Appropriate supervision, either in person and/or electronically.

The Internet Safety Coordinator, in conjunction with the System Administrator and the building
principal shall monitor student internet access.

Internet filtering software or other technology-based protection systems may be disabled by a
supervising teacher or school administrator, as necessary, for purposes of bona fide research or
other educational projects being conducted by students age eighteen (18) and older. Disabling of
the Internet block or filter system by any other student will result in disciplinary action.

Any staff member, student, parent, or patron may request that the District either block, or disable
a block of, a particular website by filing a written request with the Superintendent or his or her
designee. The Superintendent will appoint a five (5) member committee, including three (3)
staff members and (2) patrons. The committee will meet with the individual who filed the
request in a timely manner, allow the individual to make oral or written arguments to support the
request, and make a written recommendation to the Superintendent regarding whether the
District should block, or disable a block of, a particular website. Upon reviewing the request and the committee’s recommendation, the superintendent will render a written decision and notify the individual who made the request. The Superintendent’s decision in the matter will be final.

Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the Internet Safety Coordinator. It shall be the responsibility of the Internet Safety Coordinator to bring to the Superintendent or designee any suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18-1514 and any other applicable provisions of Chapter 15, Title 18, Idaho Code.

Additionally, Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in District policy and procedures, and will otherwise follow District policy and procedures.

Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian and the student or, if the student is eighteen (18) or over, the permission of the student. Students should be aware that conduct on the District’s computer or using the District’s server may be subject to public disclosure depending upon the nature of the communication. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and social security numbers. Staff members may approve exceptions in the case of applications for college or employment. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Student Use of Social Media

Students will be held accountable for the content of the communications that they post on social media websites and are responsible for complying with District policy. Students may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others.

All requirements of this policy apply to use of social media through the District network or equipment or as part of a class assignment.

File Storage

The system administrators reserve the right to set quotas for disk use on the computer system. Users exceeding their quota will be required to delete files to return to compliance. Users may request that their disk quota be increased by submitting a request stating the need for the quota increase. In determining whether to grant the request, the designated administrator will review the space available, and the reason for the request. The decision of the administrator regarding
disk use is final, and not appealable. A user who remains in non-compliance of disk space quotas after seven (7) days of notification will have their files removed by a system administrator.

**Student Use of Social Media**

Students will be held accountable for the content of the communications that they post on social media locations and are responsible for complying with District policy and procedures for content posted using a District computer, network, or software or when posted during school hours when the student is in attendance at school. Student posts on social media locations outside of school hours and school grounds using a personal computer, network, and software shall be private as long as they do not enter into the educational setting and interfere with the orderly operation of the school. Posts to social network sites using a District computer, network, or software may be subject to public records requests. Students may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others.

All of the requirements and prohibitions in District policy and procedure apply to the use of social media on school grounds, through the District network or using District equipment, or as part of a class assignment.

**Blogging Guidelines**

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 “blogspaces” 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 as described in the student handbook.

**Current User Accounts**

The computer network service may occasionally require new registration and information from users to continue the service. Users must notify the designated administrator of any changes/deletions in user information.

A user’s access to, and use of, the computer network may be terminated at any time by notifying a system administrator. Accounts which are inactive for more than thirty (30) days may be removed along with that user’s files without notice given to the users.

An administrator reserves the right, at their sole discretion, to suspend or terminate users’ access to and use of the computer network service upon any violation of this policy. This District’s administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user access.
Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user’s access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school’s initiating an investigation of a user’s use of his or her access to its computer network and the internet.

Wireless Internet Access

As access to wireless network access equipment becomes more ubiquitous, it is imperative that all implementations of wireless service in the District facilities be provided by the Department of Technology or approved by the Director of Technology. Unauthorized wireless access points not only conflict with the District’s physical/wireless network, but may circumvent security measures in place by providing unauthenticated, unsecured network access. Therefore, the deployment of private wireless access points in classrooms, labs, and offices is prohibited.

The District will provide reliable and secure wireless network access based on 802.11 standards. Users of District equipment will be provided wireless connectivity on a limited basis, depending on need and location.

The District provides guest wireless access for visitors to the District.

Procedure History:
Promulgated on: August 11, 2014
Revised: January 9, 2017
Coeur d’Alene School District No. 271

STUDENTS

District Provided Mobile Computing Devices

Coeur d’Alene School District is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready. Accessing and using technological resources is one of the cornerstones of a 21st Century education. This document describes the rules for acceptable use of District-issued mobile computing devices on and off District premises. District-owned devices are provided for instructional purposes and shall be used in a responsible and ethical manner to support the educational programs of the District. Using these resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

Access to the devices is a privilege and not a right. Before they are issued a mobile computing device, each student must submit an executed Student Agreement for Mobile Computing Device Use and a copy of the Student Technology Use Agreement. Each employee, student, and parent will also be required to follow the Technology Use Agreement and the Acceptable Use of Electronic Networks Policy. Violation of these policies, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges, and/or contacting law enforcement authorities.

The general care of District-owned devices shall be the responsibility of the user, who may be held responsible for any damage caused by negligent acts.

Cross Reference: 3265/3270F Student Technology Use Agreement
3270P Acceptable Use of Electronic Networks

Legal Reference: I.C. § 33-1627 Online Courses – Mobile Computing Devices and Teacher Training
Technology Task Force Final Task Force Recommendations
47 U.S.C. § 254(h) and (l)

Policy History:
Adopted on: August 11, 2014
Revised on: January 9, 2017
District Provided Mobile Computing Devices

Each student must submit an executed Student Agreement for Mobile Computing Device Use and a copy of the Student Technology Use Agreement signed by the student and by their parent/guardian if they are less than eighteen (18) years of age before they are issued a mobile computing device.

The District may provide parent/student orientations on the mobile computing device program. The student may also be required to pay an insurance fee of $25 before they may take the device home.

Parents or guardians of students may use the school-issued device, and their involvement in student learning through technology is strongly encouraged. However, use of school-issued technology outside of this purpose, such as for personal gain or activities unrelated to student learning, is prohibited. Both parent and student use of the District’s device, network, and software may be subject to a public records request depending upon the content of the document or communication, including email.

Students may take the devices out of Idaho at the discretion of the building principal or designee. The District directs the Superintendent or designee to establish procedures for students to request permission to take the device with them. Students will also be granted permission to take the mobile device home overnight and over the weekend, and to check out the mobile device for use during holiday breaks.

At the end of the school year or checkout period, the school will collect all devices from students. At the school's discretion, students may be issued devices to support summer school programs.

The Superintendent or designee shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which student.

Care and Safety

Students are responsible for the general care of the device they have been issued by the District and are expected to observe the following precautions:

1. No food or drink is allowed next to a device while it is in use;
2. Insert and remove cords, cables, and removable storage devices carefully;
3. Shut down the device when not in use to conserve battery life;
4. Stickers, drawings, or permanent markers may not be used on the device;
5. Do not vandalize the devices or any other school property;
6. Devices must never be left in any unsupervised area;
7. Students are responsible for keeping their device’s battery charged for school each day;
8. Do not place anything near the device that could put pressure on the screen;
9. Clean the screen with a soft, dry cloth or anti-static cloth;
10. Devices should not be stored in a student’s vehicle, or any other place else subject to extreme temperatures or where theft may occur.

Users should return devices to the Media Center after the check-out period, or if device is damaged or fails to work properly.

Use at School

Devices are intended for use at home for educational activities or for use at school each day. Students are responsible for bringing their device to school each day, unless specifically advised not to do so by their teacher. Devices must be brought to school each day in a fully charged condition. Power cords must stay with the device at all times. Repeat failures to comply with these requirements may result in disciplinary action, or in the privilege of checking out a district mobile device being revoked.

If students leave their device at home, they may phone a parent/guardian to bring it to school. Students without a device may use a computer in the classroom or a device from the lending pool depending upon availability and at the teacher’s discretion. This includes students whose devices are undergoing repair.

Sound must be muted or headsets must be used at all times unless the teacher directs otherwise.

Students may use printers in the Media Center and/or computer labs with teachers’ permission during class or breaks. All printing should be limited to educational purposes.

Personalizing Mobile Computing Devices

While at no time does the device become the personal property of students or staff; students may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality.

Students may be permitted to select their own screen savers and backgrounds provided they are appropriate. Screensavers, backgrounds, or other pictures containing guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures, the student’s password or other items deemed inappropriate by the administration will result in disciplinary actions.

Students may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should students or parents/guardians place personalized items on the device, such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected
device reviews. No content placed on District provided devices is privileged or confidential. Any content placed on the device will be removed after the checkout period has expired.

Managing Files

Students should save their work often to their school provided accounts such as Google Drive. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Software

The software or applications originally installed by the District must remain on the device in usable condition and be easily accessible at all times.

From time to time the school may add or update applications. The licenses for these applications may require that the software be deleted from devices at the completion of a course. Periodic reviews of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

All devices will be equipped with anti-virus protection software, if applicable, which will be upgraded regularly.

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their device which are required for classes or school activities. If an application is needed for class, please return the device to the Media Center to have it added by the technology department.

Students wishing to add additional applications onto a device must first obtain the permission of the school’s technology department. Any additional software must be appropriate for the school environment and comply with the Student Technology Use Agreement. Violent games and device images containing obscene or pornographic material are banned. The technology department shall determine whether a game is violent, and the student may appeal this decision to the principal. Each student is responsible for ensuring that only licensed software is loaded onto his or her device.

Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Students may be selected at random or for cause to provide their device for inspection. If technical difficulties occur or unauthorized software or any other violation of District policy is
discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. The District does not accept responsibility for the loss of any software or other materials deleted due to a reformat and reimage.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or other for any other appropriate District purpose. A student does not need to be asked for permission prior to remote software maintenance.

Protecting and Storing Devices

Students are expected to password protect their devices and shall keep their password confidential.

When students are not using their devices, the devices should be stored in their lockers. Students are encouraged to take their devices home every day after school.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, Media Center, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the building principal’s office. Disciplinary action may be taken for leaving a device in an unsupervised location.

Repair of Devices

Students are to report all device problems to the librarian at their school for repair in conjunction with the technology department.

Users are responsible for the general care of District-owned devices and may be held responsible for any damage caused by negligent acts. If a District device is lost, damaged or stolen while under the control of a user, the user is expected to file a claim under his or her insurance coverage and reimburse the District for the full cost of the loss or the amount covered by the individual’s carrier.

Procedure History:
Promulgated on: January 9, 2017
Revised on:
MOBILE COMPUTING DEVICE AGREEMENT

This Agreement is valid for the _________________ school year only.

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Coeur d’Alene School District’s policies and procedures regarding District-provided mobile computing devices (Policy No. 3275 and 3275P). Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or administrator.

User’s Name (Print)_________________________  Home Phone:_______________
User’s Signature:___________________________  Date:_____________________
Address:____________________________________________________________________
Status: ____ I am 18 or older _____ I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian: If the applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.

As the parent/guardian of the above student, I understand my child’s responsibility in the use and care of the device and my financial responsibility in the event my student losses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if he or she is found to be responsible for deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair/replacement cost. If a District device is lost, damaged or stolen while under the control of my child, we are expected to file a claim under our insurance coverage if applicable and reimburse the District for the full cost of the loss or the amount covered by the insurance carrier.
I have read the District Policy No. 3275 and 3275P and explained them to my child. I understand that if any violation or misuse of the device occurs while it is in my child's custody, his or her access privileges to the internet or use of a mobile computing device can be suspended or terminated, that he or she will forfeit any fees paid for use of the device, and that he or she may face other disciplinary measures, regardless of whether the misuse was committed by him or her or by another person.

Parent/Legal Guardian (Print): ____________________________________________

Signature: ____________________________________________________________

Home Phone: ________________

Address: ____________________________________________________________

Date: _______________________

3275F-2
Coeur d’Alene School District No. 271

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Equal Education, Nondiscrimination, and Sex Equity

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.

Complaints

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.

No Retaliatory Action

No individual who has filed a complaint, complained about discrimination, or participated in a discrimination investigation or lawsuit will be intimidated, coerced or otherwise discriminated against as a result of that activity.


Policy History:
Adopted on: 7/7/14
Revised on:
CIVIL RIGHTS GRIEVANCE PROCEDURE

Grievances by employees, students or other persons alleging illegal discrimination by this district or any of its employees in any of the district’s public facilities, programs or activities based on race, color, religion, sex, national origin, age (40 or older), genetic information, veteran status or disability may be filed as follows:

FILING A CIVIL RIGHTS GRIEVANCE COMPLAINT

A complaint should be filed in writing by the complainant, by the complainant’s representative, parent or guardian or both. Any complaints received by this district by telephone or verbally will be recorded in written form by the district. The complaint must be filed with the office of the superintendent within one hundred eighty (180) days of the alleged discriminatory action. The complaint should set forth the date, place, and nature of the discriminatory action and specify the remedy sought by the complainant.

INVESTIGATION AND REPORT

The school district will contact the complainant in writing within ten (10) working days of receipt of the complaint to let him or her know the complaint was received and what action the district has taken or will take in an attempt to resolve the complaint.

Within ninety (90) calendar days after receiving the complaint, the superintendent or designee must investigate the incident and issue a finding of whether or not discrimination was found. The investigation may include, among other things, interviews with the complainant and appropriate school district personnel.

If the complainant does not agree with the findings of the superintendent or designee, he or she will have thirty (30) days to provide additional information to the designee of the superintendent to facilitate further review of the complaint.

The complainant will be notified of his or her right to appeal the findings of the district to the proper state or federal compliance agency.

REMEDY IF DISCRIMINATION IS FOUND
If the superintendent or designee finds that the alleged discrimination occurred, the superintendent will take steps to remedy such discrimination. The superintendent will provide the complainant with a written report of the findings and proposed remedy, if any. The superintendent will report, as appropriate, the investigation findings and proposed remedy, if any, to the Board at the next special or regular meeting.

**FILING OTHER COMPLAINTS**

The complainant may also file a complaint with the following state and federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, P.O. Box 83720, Boise, Idaho 83720-0040.


4. Employment complaints may be filed with the Equal Employment Opportunity Commission, 2815 2nd Avenue, Suite 500, Seattle, Washington 98121.

**RETENTION OF RECORDS**

All records of complaints and investigations filed under this procedure will be retained with the district for a period of three (3) years.

**LEGAL REFERENCE:**

Americans with Disabilities Act, 42 USC 12101
Section 504 of the Rehabilitation Act, 29 USC 794
Title IX of the Education Amendments of 1972, 20 USC Section 1681(a)

**Policy History:**
Adopted on: 7/7/14
Revised on:
STUDENTS

Relationship Abuse and Sexual Assault Prevention and Response

The Board endeavors to take steps to prevent and respond to known instances of relationship abuse and sexual assault. Such conduct by students, or third parties, is strictly prohibited and shall not be tolerated on District premises, or at any District sponsored activity, regardless of location including, but not be limited to buildings, facilities, and grounds on the District campus, school buses, District parking areas, and the location of any District sponsored activity. This includes instances in which the conduct occurs off the District premises, but impacts a District related activity.

Relationship abuse includes the intentional use of physical, sexual, verbal, or emotional abuse or violence by a person to harm, threaten, intimidate, or control another person in a current or past dating relationship. Sexual assault includes sexual violence, sexual abuse, sexual stalking, and rape.

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Students or third parties may also be referred to law enforcement officials. Should the District or any of its employees have reason to believe that a child under the age of eighteen (18) year of age has been abused, abandoned, or neglected or has been subjected to conditions which would reasonably result in abuse, abandonment, or neglect, the school shall follow appropriate reporting requirements pursuant to the Child Protective Act.

The Superintendent is hereby directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, the definition of abuse pursuant to the Child Protective Act, reporting and investigative procedures, prevention and response procedures, and provisions to ensure notice of this policy is provided to students.

The Board shall review this policy annually.

Other References: Questions and Answers on Title IX and Sexual Violence, U.S. Department of Education Office for Civil Rights

Legal References: I.C. § 16-1601 et seq. Child Protective Act
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline

Policy History:
Adopted on: 12/1/14
Revised on:
Addressing Sexual Assault

When the District becomes aware of a report of sexual violence against a student the District shall direct the Title IX coordinator to investigate the incident in accordance with Policy 3280P Grievance Procedure and with Title IX of the Education Amendments of 1972. This shall apply to sexual assaults that occur on school grounds, in the context of a District education program or activity of the school whether on school property or not, or which have continuing effects on campus on or in an off-grounds education program or activity. This shall occur regardless of whether the assault is brought to the District’s attention by a student or other person making a report to a District employee, by the witnessing of an incident by a District employee, media reporting, or any other channel. The nondiscrimination coordinator shall assess whether a sexual assault has occurred based on a standard of whether it is more likely than not that the sexual assault occurred based on the preponderance of the evidence.

The District shall maintain the confidentiality of the student, as far as possible, and may notify the student of what information may need to be disclosed in the course of the investigation, to whom, and why. The District shall take steps to prevent retaliation a student who files a complaint regarding sexual assault. The District shall immediately act to remediate the situation, without waiting for the completion of the investigation, and shall notify the student of any services available to assist him or her.

Such remediation during or following an investigation may include:

1. Providing an effective escort to ensure the complainant can move safely between classes and activities;
2. Ensuring that the complainant and the perpetrator or alleged perpetrator do not share classes, extracurricular activities, or a school;
3. Provision of victim services such as medical, counseling, and academic support services;
4. Arranging for the complainant to have extra time to complete or retake a class without academic penalty;
5. Disciplinary action against the perpetrator;
6. Counseling for the perpetrator;
7. Conducting training with a group of students if, for example, the sexual violence created a hostile environment within a particular grade level or on a sports team;
8. Ensuring the school has access to a counselor trained to assist victims of sexual violence;
9. Training employees on how to handle reports of sexual violence;
10. Informing students about the problem of sexual violence and how to seek assistance;
11. Conducting bystander intervention and sexual assault prevention programs with students;
12. Issuing official statements that the District will not tolerate and will respond to any incidents of sexual violence; and
13. Assessing the school climate to determine whether the campus is free of sexual violence and determining what steps should be taken to address any problems.

Following the investigation, to the extent possible and not in violation of any applicable law, the complainant shall be notified of the outcome of the complaint, including whether the investigation determined that the alleged conduct occurred, remedies being offered to the complainant, any sanctions imposed on the perpetrator that directly relate to the complainant, and any other steps taken to eliminate the hostile environment or prevent recurrence.

Other References: Questions and Answers on Title IX and Sexual Violence, U.S. Department of Education Office for Civil Rights

Legal References:  
I.C. § 16-1601 et seq.  Child Protective Act  
I.D.A.P.A. 08.02.03.160  Safe Environment and Discipline

Policy History:  
Promulgated on: 12/1/14  
Revised on:
Coeur d’Alene School District No. 271

STUDENTS

Sexual Harassment/Intimidation of Students

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, that:

I. denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student’s academic status; or

II. has the purpose or effect of:

1. substantially interfering with the student’s educational environment;
2. creating an intimidating, hostile, or offensive educational environment;
3. depriving a student of educational aid, benefits, services, opportunities or treatment; or
4. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile” and “offensive” include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

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.

District personnel who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline. All other persons, including students, parents/guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.
The District will make every effort to insure that employees or students accused of sexual harassment or intimidation are given the appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Any individual seeking further information should contact the Title IX Coordinator for the District (see corresponding procedure for identification of the same).

**COMPLAINTS**
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.

**NO RETALIATORY ACTION**
No individual who has filed a complaint, testified, assisted or participated in any matter in the investigation of a complaint will be intimidated, coerced or otherwise discriminated against.

Cross Reference: 3295 - Harassment, Intimidation, Bullying & Cyber Bullying, Hate Speech and Malicious Harassment
3290F - Sexual Harassment Form
4110 - Patron Grievances

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106
I.C. § 67-5909 Acts Prohibited

Policy History:
Adopted on: 7/7/14
Revised on:
Coeur d’Alene School District No. 271

STUDENTS

Sexual Harassment Reporting Form for Students

School ____________________________________________ Date ____________________

Student’s Name ____________________________________
(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we’ll use our best efforts to keep your report confidential.)

Who was responsible for the harassment or incident(s)? ____________________________
_____________________________________________________________________________

Describe the incident(s): _________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Date(s), time(s), and place(s) the incident(s) occurred: _______________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Were other individuals involved in the incident(s)? □ yes □ no
If so, name the individual(s) and explain their roles: ________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Did anyone witness the incident(s)?  □ yes  □ no
If so, name the witnesses: ____________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Is there any evidence of the harassment (i.e. letters, photos)  □ yes  □ no
If so, please describe: ________________________________________________________________
__________________________________________________________________________________

Did you take any action in response to the incident?  □ yes  □ no
If yes, what action did you take? __________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Were there any prior incidents?  □ yes  □ no
If so, describe any prior incidents: __________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Signature of complainant____________________________________________________________

Signatures of parents/legal guardian____________________________________________________
STUDENTS

Sexual Harassment/Intimidation of Students

REPORTING
District personnel are required to report, in a timely and responsive manner, any incident of sexual harassment/intimidation they witness or are aware of to the school principal or designee. All other persons, including students, parents/guardians, volunteers, and visitors are encouraged to report any act that they believe may be a violation of this policy.

Reports by non-district personnel may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report.

The district prohibits reprisal or retaliation against any person who reports an act of sexual harassment/intimidation, or cooperates in an investigation. The consequences for a person who engages in reprisal or retaliation shall be determined by the Superintendent or designee.

INVESTIGATION
The school principal or designee will promptly investigate any allegations of misconduct that are reasonably characterized as sexual harassment/intimidation. At the discretion of the school principal or designee, disciplinary action may take place.

If the school principal or a designee determines that sexual harassment/intimidation or retaliation has occurred, the school principal or designee shall (1) take appropriate disciplinary action; (2) notify the parent/guardian of the perpetrator; (3) notify the parent/guardian of the victim to the extent allowed under state and federal law, (4) notify the parent/guardian of the action taken to prevent any further acts of bullying or retaliation.

DISCIPLINARY ACTION
Students who engage in sexual harassment/intimidation may be subject to disciplinary action as appropriate, up to and including suspension and/or expulsion.

DOCUMENTATION
Any incident of sexual harassment/intimidation will be documented into the student information system.

TITLE IX COORDINATOR
For questions regarding this policy and procedure, or to file a report, please contact the District’s Title IX Coordinator: Director of Human Resources at the District Administrative Center, 1400 N. Northwood Center Ct., Coeur d’Alene, Idaho 83814-2472, (208) 664-8241
FILING OTHER COMPLAINTS
The complainant may also file a complaint with the following state and federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, P.O. Box 83720, Boise, Idaho 83720-0040.


Procedure History:
Promulgated on: 7/7/14
Revised on:
STUDENTS

**Harassment, Intimidation, Bullying, Cyber Bullying, Hate Speech and Malicious Harassment**

**GUIDING PRINCIPLES**

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.

The district encourages the implementation of school and community wide anti-bullying education and prevention programs.

Violations of this policy may result in discipline according to the procedures in 3330P, including, as applicable, student suspension or expulsion. Violators may also be subject to prosecution under applicable laws.

**DEFINITIONS**

**Harassment** – Includes any intentional verbal, written, graphic, or physical conduct that is sufficiently severe, persistent, or pervasive such that the conduct creates an intimidating, threatening or abusive educational environment for a student. Hazing, as defined by Idaho Code § 18-917 will also be considered a form of harassment. The prohibition against hazing is hereby incorporated by reference into every Activity Contract. (Ref: 3400E Activity Contract)

**Intimidation** – To intentionally make someone fearful or to compel or deter them from acting by words or action sufficient to create a reasonable fear of harm to a person or their property.

**Bullying** – Characterized by the aggressor(s) repeatedly engaging in negative actions against another student in an attempt to exercise control, intimidate, harass or otherwise intended to harm another individual.
Cyber Bullying – Includes but is not limited to, using any electronic communication device to convey a message in any format (audio or video, text, graphics, photographs, or any combination thereof) that intimidates, harasses, or is otherwise intended to harm another individual.

Hate Speech – A verbal, written, graphic or electronic communication that carries no meaning other than the expression of hatred for some group defined in terms of race, ethnicity, national origin, gender, religion, sexual orientation, and the like, especially in circumstances in which the communication is likely to provoke violence or incite others to hatred.

Malicious Harassment (Hate Crime) – Malicious harassment is a crime that occurs when a person, maliciously and with specific intent to intimidate or harass another person, uses or threatens to use violence against a person, or to damage their property, because of that person’s race, color, religion, ancestry, or national origin.

PROHIBITED BEHAVIOR

The district expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of others.

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

1. Harassment, intimidation, bullying, cyber bullying, hate speech, and malicious harassment as defined above.

2. Conspiring with another individual to commit any act of harassment, intimidation, bullying, cyber bullying, hate speech or malicious harassment against another student; or perpetuating such conduct by spreading hurtful or demeaning material created by another person (e.g., forwarding offensive e-mails or text messages).

3. Retaliatory actions against another student for reporting an act of harassment, intimidation, bullying, cyber bullying, hate speech or malicious harassment.

COMPLAINTS

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.

The school principal or designee shall be responsible for receiving complaints alleging student harassment, intimidation, bullying, cyber bullying, hate speech, and/or malicious harassment. Complaints will be documented and will be maintained as a confidential file in the District office.

NO RETALIATORY ACTION
No individual who has filed a complaint, testified, assisted or participated in any matter in the investigation of a complaint will be intimidated, coerced or otherwise discriminated against.

ANNUAL REVIEW/REPORTING

The Board shall review this policy annually as required by IDAPA 08.02.03.160. The District shall annually report bullying incidents to, and in the manner and on the form provided by, the State Department of Education.

Cross Reference:

3290 Sexual Harassment/Intimidation of Students
3330 Student Discipline
3340 Corrective Actions
5265 Employee Responsibilities Regarding Student Harassment, Intimidation and bullying

Legal References: Idaho Code Sections 18-917A, 33-512(6)
I.C. § 18-917 Hazing
I.C. § 18-917A Student Harassment – Intimidation – Bullying
I.C. § 18-7902 Malicious Harassment
I.C. § 33-205 Denial of School Attendance
I.C. § 33-512 Governance of Schools
I.C. § 33-1631 Requirements for Harassment, Intimidation and Bullying Information and Professional Development
I.C. § 67-5909 Acts Prohibited
20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
34 CFR Part 106
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline

Policy History:
Adopted on: 11/7/14
Revised on: 11/2/15, 12/3/18
REPORTING
District personnel are required to report, in a timely and responsive manner, any incident of harassment, intimidation, bullying, cyber bullying, hate speech, or malicious harassment they witness or are aware of to the school principal or designee. All other persons, including students, parents/guardians, volunteers, and visitors are encouraged to report to district personnel any act that may be a violation of this policy.

Reports by non-district personnel may be made anonymously.

The district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, bullying, cyber bullying, hate speech, or malicious harassment; or who cooperates in an investigation. The initial consequences for a person who engages in reprisal or retaliation shall be determined by the school principal or designee, but may be subject to further disciplinary action, as outlined below.

INVESTIGATION
The school principal or designee will promptly investigate any allegations of misconduct that are reasonably characterized as harassment, intimidation, bullying, cyber bullying, hate speech, or malicious harassment.

If the school principal or designee determines that harassment, intimidation, bullying, cyber bullying, hate speech, malicious harassment or retaliation has occurred, the school principal or designee shall, subject to applicable state and federal privacy laws: (1) take appropriate disciplinary action; (2) notify the parent/guardian of the perpetrator; (3) notify the parent/guardian of the victim; (4) notify the parent/guardian of the victim of the action taken to prevent any further acts of harassment bullying or retaliation.

DISCIPLINARY ACTION
Students who engage in harassment, intimidation, bullying, cyber bullying, hate speech, or malicious harassment may be disciplined as determined appropriate and in accordance with district policies 3330 and 3340, up to and including suspension and/or expulsion.

In the situation that cyber bullying originates from a non-school electronic device, but has been brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be disruptive to the victim’s educational environment or to the educational process and in violation of district policy or state law.

REFERRAL TO LAW ENFORCEMENT
If the school principal or designee reasonably believes that the student has engaged in conduct in violation of Idaho Code 18-917, 18-917A or 18-7902, he or she shall report the conduct to law enforcement.

**DOCUMENTATION**
Any incident of harassment, intimidation, bullying, cyber bullying, hate speech, or malicious harassment will be documented into the student information system and reported as required by the State Department of Education.

**NOTICE**
The district will provide each student and parent/guardian of the District with written annual notice of this policy in a manner consistent with the students’ age, grade and level of academic achievement through publication in the student handbook.

**FILING OTHER COMPLAINTS**
A complainant may also file a complaint with the following state and federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, P.O. Box 83720, Boise, Idaho 83720-0040.


**NO RETALIATORY ACTION**
No individual who has filed a complaint, testified, assisted or participated in any matter in the investigation of a complaint will be intimidated, coerced or otherwise discriminated against.

**Procedure History:**
Promulgated on: 11/7/14
Revised on: 11/2/15, 12/3/18
The electronic form below will be filled out and provided to the Student Resource Officer (SRO) upon notification of a bullying incident.

**LAW ENFORCEMENT REPORTING FORM**

**Student Name:** Click here to enter text.

**Victim Name:** Click here to enter text.

**Student Building:** Choose an item.

**Incident Type:** Bullying

**Repeated Law Enforcement Report?** Yes

**Brief Description of the Incident:**
Click here to enter text.

**Alert Level for Law Enforcement Intervention:** Level 3

1 – Reporting Only  
2 – Higher Concern for Possible Follow-Up  
3 – High Concern, Follow-Up Recommended

**Procedure History:**
Promulgated on: 6/3/13 by Board of Trustees  
Revised on:
Drug Free School Zone

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. Drug, alcohol, and tobacco/nicotine use is detrimental to the well-being of students and undermines the aim of education, which is to enable individuals to develop to their full potential. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

For purposes of this policy, “Drugs” shall mean:

1. All dangerous controlled substances as so designated and prohibited by Idaho law;
2. All chemicals which release toxic vapors;
3. All alcoholic beverages;
4. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
5. “Look-alikes”;
6. Anabolic steroids; and
7. Any other illegal substances so designated and prohibited by law.

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.

Any student is in violation of this policy when he or she:

1. Is on school premises or at a school sponsored activity evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs, including alcohol, tobacco/nicotine, or controlled substances;
2. Admits to using, possessing, selling, buying, or distributing drugs, including alcohol, tobacco/nicotine, or controlled substance on school premises or at school sponsored activities;
3. Is found to use, possess, sell, buy, or distribute drugs, including alcohol, tobacco/nicotine, controlled substances, or related paraphernalia, on school premises or school sponsored activities;
4. Is found to possess drugs, including alcohol, tobacco/nicotine, controlled substances, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises or at school sponsored activities;
5. Is found to knowingly attempt, conspire, or participate to use, sell, buy, or distribute drugs or related paraphernalia on school premises.
6. Is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises.

The Superintendent shall prepare guidelines for the identification and regulation of drug use in the schools. Such guidelines shall emphasize the prevention of drug use and include a statement to students that use of illicit drugs and the unlawful possession of alcohol is harmful. The student handbook shall provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity.

Sanctions for violation of this or any other policy which addresses illegal drug and alcohol possession, use, or distribution may include, together with punitive action including suspension and/or expulsion, voluntary referral to appropriate persons or agencies for screening and assessment.

District employees and independent contractors of the district who implement this policy in good faith and with appropriate foundation are immune from civil liability.

Upon adoption of this policy, the Board will provide notice of the policy to each student and parent/guardian by publishing such notice in a newspaper of general circulation in the District. Subsequently, a copy of the policy will be provided to each new student, as well as to the parent/guardian, at the time of original registration in a District school.

Cross Reference: 3330 Student Discipline.


Policy History:
Adopted on: 8/11/14
Revised on: 11/4/19
Prohibition of Tobacco/Nicotine Possession and Use

The Board recognizes that tobacco/nicotine use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the school environment.

The Board prohibits any use of tobacco/nicotine, and possession of tobacco/nicotine 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/nicotine 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 and/or prosecution of a student who possesses or uses tobacco/nicotine in violation of this policy.

Additionally, each school shall provide education designed to foster an understanding of the hazards of smoking and use of tobacco/nicotine products. Such programs will be in place grades K-12, with special emphasis on students in grades 4-8.

Definition

For the purposes of this policy, tobacco/nicotine use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco/nicotine in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

Cross Reference: 3300 Drug Free School Zone 3330 Student Discipline

Legal Reference: I.C. § 39-5703 Possession, Distribution, or Use by a Minor

Policy History:
Adopted on: 8/11/14
Revised on: 11/4/19
Coeur d’Alene School District No. 271

STUDENTS 3310

Gangs and Gang Activity

The Board is committed to ensuring a safe and orderly environment where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, defined below, shall be restricted from school grounds and school activities.

Definitions

“Gang” shall refer to any group of three (3) or more persons, whether formal or informal, that has a common name or common identifying sign or symbol, and associate together to advocate, conspire, or commit:

1. One or more criminal acts; or
2. Acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation.

It also includes gangs as defined in Idaho Code.

Students on school property or at any school-sponsored activity are prohibited from engaging in gang activity including, but not limited to:

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
2. Displaying tattoos which may be affiliated with any gang and/or representative of any gang;
3. Engaging in any act, whether verbal or nonverbal, including gestures, handshakes, or use of codes showing membership in or affiliation with any gang and/or that is representative of any gang; or
4. Engaging in any act furthering the interest of any gang or gang activity, including, but not limited to:
   A. Soliciting membership in or affiliation with any gang;
   B. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
   C. Painting writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property; or
D. Engaging in violence, extortion, or any other illegal act or other violation on school property.

It is unlawful for any person, group, or organization to establish a fraternity, sorority, or other secret society whose membership is comprised in whole or in part of students enrolled in District schools, or to solicit a student in any of this District’s schools to become a member of such organization. No student enrolled in this District will be or become a member, or pledge him or herself to become a member of any such organization.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

Cross Reference: 3260 Student Dress

Legal Reference:  
I.C. 33-506 Organization and Government of Board of Trustees  
I.C. 33-512 Governance of Schools  
I.C. 18-8500 Idaho Criminal Gang Enforcement Act  
I.C. 18-8502 Definitions  
I.C. 33-1901 Fraternities, Sororities, and Secret Societies Prohibited in Elementary and Secondary Schools  
I.C. 33-1902 Fraternity, Sorority or Secret Society Defined—Exceptions  
Stephenson v. Davenport Community Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)

Policy History:  
Adopted on: August 11, 2014  
Revised on:
STUDENTS 3320

Substance and Alcohol Abuse

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.

It is the Idaho Legislature’s intent that parental involvement in all aspects of a child’s education in Idaho public schools be part of each District’s policy. Drug prevention programs and counseling for students, including those over the age of eighteen (18) who continue to be enrolled, under the custody and care of the schools are included in this intent.

The District’s desire is to create an environment where students feel safe from the many harmful influences that are prevalent in our society. For those students that come forward and voluntarily disclose using or being under the influence of alcohol or drugs while on school property or at a school function, or who are referred for non-disciplinary procedures by parents, peers, staff, or others prior to the District having reasonable suspicion, the District will provide counseling to any such student and make recommendations for referral to appropriate agencies for screening and assessment. It is not the intention of this policy on confidentiality to protect students who are deliberately breaking the law by using, selling drugs on school premises, but to protect the student who is actively involved or seeking to be involved in some kind of counseling relationship and working toward becoming free of chemical dependency.

The District shall provide support through counselors and/or intervention prevention specialists for the purposes of helping students choose not to use substances while a minor, intervening in cases where the use of controlled substances is interfering with the lives of the students, and supporting the efforts of students in treatment and recovery.

Cross Reference: 3370 Searches and Seizures
3330 Student Discipline
3340 Corrective Actions
3360 Discipline of Students with Disabilities

Legal Reference: I.C. § 18-1502A Beer, Wine, or Other Alcohol and Tobacco Age Violations
I.C. § 18-1502B Possession of Inhalants by Minors
I.C. § 33-205 Denial of School Attendance
I.C. § 33-210 Students Using or Under the Influence of Controlled Substances
I.C. § 33-1605 Health and Physical Fitness
I.C. § 37-2732C Using or Being Under the Influence – Penalties
I.C. § 37-2739D Drug Free School Zone
Drug Free Schools and Community Act of 1988 – PL 100-690 and all subsequent amendments
Idaho v. Voss, Idaho Court of Appeals, Nov. 23, 2011

Policy History:
Adopted on: August 11, 2014
Revised on:
Coeur d’Alene School District No. 271

STUDENTS

Substance and Alcohol Abuse

Self-Referral

Upon disclosure by a student of using or being under the influence of alcohol or drugs while on school property or at a school function, the parent or legal guardian of the student will be immediately notified and the District will cooperate with and work with the parent in the establishment of a plan to assist the student in whatever means are deemed necessary and appropriate. Only persons on a “need to know” basis may receive information regarding such a disclosure, except when deemed reasonably necessary to protect the health and safety of others. Any school-level counseling available will be offered to the student.

If a student voluntarily requests assistance from school officials with regard to an alcohol or substance abuse problem, there shall be no discipline of the student provided that, in the opinion of an administrator or other professional staff member, the student is not under the influence of or in possession of alcohol or controlled or dangerous substances at the time the request was made. The student shall meet with a counselor and/or intervention prevention specialist to plan a meeting with their parents/guardians. The student, counselor and/or intervention prevention specialist will meet with the parents/guardian to discuss the substance abuse problems that have been identified. A substance abuse assessment may be recommended. The student and parents/guardians will meet with the school counselor and/or intervention prevention specialist other appropriate professional persons and develop an appropriate program for student involvement that may include:

1. In-school intervention such as peer support groups, contractual agreements, counseling, or support teachers;
2. Out-of-school intervention or treatment such as assessment by a community agency, private counseling, outpatient treatment, or inpatient treatment. Any costs will be the responsibility of the parent/guardian;
3. Community-based information and support such as Alcoholics Anonymous, Narcotics Anonymous, or education programs through community agencies; and
4. Family-based information and support: Al-Anon, Ala-Teen, community agency programs, or contractual agreements.

The mere fact that a student previously disclosed use of alcohol or a controlled substances, in and of itself, shall not establish reasonable suspicion at a later date.

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.
The school may decline to contact a student’s parent/guardian if the student is at least eighteen (18) years of age and totally self-supporting. Students under the age of eighteen (18) will be required to have written permission from their parent/guardian to attend school based support groups. A student under eighteen (18) years of age may not be referred to a treatment center for assessment or treatment without parent/guardian permission.

**Staff, Peer, and Parent Referrals**

If a staff member witnesses a student exhibiting signs of possible substance abuse, the staff member shall advise the counselor and/or intervention prevention specialist of their concerns by filling out a Student Referral form and documenting the observed behaviors. Any parent, peer, or other individual may also refer a student in this fashion. The teachers of the student in question may be given a teacher response form for the purpose of recording possible substance abuse behavior. Such procedures will not be an accusation of student drug use. The school counselor and/or intervention prevention specialist will discuss all staff reports and decide whether a formal intervention should take place. If so, the counselor and/or intervention prevention specialist shall appoint an intervention team, which will meet with the student's parents/guardian. Options will be discussed, with an assessment recommended to eliminate drugs and alcohol as a source of the problem. A release of information form allowing the Counsel and/or intervention prevention specialist to communicate with Treatment Personnel and vice versa will be presented to the parent(s)/guardian(s) for signature.

If, through professional assessment, a substance abuse problem is identified, the counselor and/or intervention prevention specialist and treatment center professional will develop an appropriate program for student involvement such as the student involvement options listed above. The student and parent/guardian will meet with the counselor and/or intervention prevention specialist and a student contract detailing the aspects of the above program will be signed by all parties involved. Copies made available to the parent/guardian and counselor and/or intervention prevention specialist.

If the student and/or parents or legal guardians refuse counseling and/or assessment, they will be reminded that use, possession, distribution or 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.

**Reasonable Suspicion**

If the District has reasonable suspicion (based upon reliable information received or the personal observations of staff) to believe that a student is using or is under the influence of alcohol or a controlled substance and the student has not voluntarily disclosed such use or influence, the District may take whatever action is deemed appropriate, including but not limited to, notifying the parent or legal guardian, notifying local law enforcement, suspension, or expulsion. The building principal may seek a law enforcement evaluation of the student. The evaluation include the transfer of school custodial responsibility to the State Department of Juvenile Corrections. Every effort shall be made to maintain cooperation between the District, resource agencies of the community, law enforcement, and parents. The following shall be used as a guide in
determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

1. Upon reasonable suspicion, the student will be immediately escorted by a District employee to an administrative office for interview and observation by an intervention-trained specialist. If a student is suspected of such involvement at a school sponsored activity, the student will be taken to the supervising school administrator or official of that function. Except in the case of an emergency, the student will not be left unattended and will not be allowed to leave the school premises. The student will be asked if he or she has used or is under the influence of alcohol or drugs;

2. If the student admits to the use, the student’s parent/legal guardian will be immediately called;

3. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;

4. A student’s person and personal effects, such as purses, book bags, and wallets, may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of drug paraphernalia or drugs, including alcohol, tobacco/nicotine or controlled substances. Any evidence of a violation of the law and this policy and any contraband may be seized by the principal or designee.

5. Law enforcement will be called when deemed appropriate. If the incident involves alcohol or controlled substances, the student will be referred to a law enforcement agency. In all other situations, referral to law enforcement will be at the discretion of the school principal or designee. When law enforcement becomes involved in an investigation, law enforcement authorities shall decide if and when parents are to be contacted. A citation may be issued by a law enforcement official. It will be the judgment of the law enforcement representative whether to simply release the student to the parent/guardian after recording the report or to take the student into custody;

6. The student will be immediately suspended from school. Suspension for the first offense of this policy will be for three to five (3-5) days unless extraordinary circumstances exist. The time period for suspension for the second or third offense will be determined at the discretion of the principal and/or Superintendent. The principal and/or superintendent will determine whether or not the suspension will be served in school or out of school. The Superintendent may request that the Board expel a student who has violated this policy. Any student violating this policy must sign a conduct contract before returning to school. Copies of the student’s conduct contract will be made available to the parent/guardian, counselor and/or intervention prevention specialist. Violation of the conduct contract may result in additional disciplinary measures. If the student refuses to sign the student conduct contract, the student may be suspended from school or assigned to other alternative procedures that are available within the school or community;
7. The terms of the suspension and/or conduct contract may be modified, at the discretion of the principal or Superintendent, if a student who has violated this policy voluntarily completes a drug, alcohol, and tobacco/nicotine education course or undergoes assessment and treatment for drug, alcohol, and tobacco/nicotine abuse. The District will provide counseling services and any other services available to the student and/or the student’s parents;

8. The school administration may refer the student's name, together with administrative recommendations, to the Counselor and/or intervention prevention specialist which will be responsible for implementing the intervention process.

9. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the influence of alcohol and/or drugs, an investigation will be conducted, which may include a search of the student’s person, personal effects, locker, car, desk or any other school property used by the student may be subject to search. In addition, law enforcement will be called immediately as will be the parent/guardian. District employees will cooperate fully with any law enforcement investigation of a violation of this policy, including but not limited to providing access to lockers, desks, and other school property, and providing oral and/or written statements regarding the relevant events. The intervention-trained individual, the principal, and any other employee who observed the student’s behavior will document his or her observations of the student. The documentation will be provided to the law enforcement agent, and a copy will be placed in the student’s discipline record. The student will be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion will be made to the Board of Trustees. The student will be entitled to full due process prior to being expelled from school. As a condition of readmission, the Board may require that the student undergo assessment and counseling for alcohol and/or drug use.

Upon adoption of this policy, the Board will provide notice of the policy to each student, parent/guardian, by publishing such notice in a general circulation in the District. Subsequently, a copy of the policy will be provided to each new student, as well as to the parent/guardian, at the time of original registration in a District school. This policy as well as counseling availability and any other pertinent information may be provided in the student handbook or other reasonable means.

Confidentiality

All student and/or intervention prevention specialist records shall be kept in accordance with the regulations listed below:

1. The Family Educational Rights and Privacy Act (FERPA);
2. Student Rights in Research, Experimental Activities and Testing, per the Hatch Amendment to the General Education Provisions Act; and

District employees and independent contractors of the district who implement this policy in good faith and with appropriate foundation are immune from civil liability.

Definitions

“Alcohol” shall mean any beverage that contains alcohol, including but not limited to beer, wine, wine coolers, and liquor.

“Controlled Substances” shall include, but are not limited to, opiates; opium derivatives; hallucinogenic substances, including cocaine, cannabis, and synthetic equivalents of the substances contained in the plant; any material, compound, mixture, or preparation with substances having a depressant effect on the central nervous system; and stimulants.

“Distribution” shall mean to share or sell drugs, alcohol, or any controlled or dangerous substance to other students or persons on school property or within a drug free school zone during school hours or at a school sponsored activity.

“Drug” shall include any alcohol or malt beverage, any tobacco/nicotine product, any controlled substance, any illegal substance or mood altering substance, any abused substance, any medication not approved and registered by the school authorities, and any substance which is intended to alter mood.

“Drugs or Controlled Substances” shall mean any controlled substance as defined by Idaho Code, Title 37, Chapter 27, as now in effect or hereafter amended. For the purpose of this policy and the administrative regulations, the definition shall also include simulated controlled substances as defined in the aforementioned code.

“Intervention” shall mean the process by which designated members of the school staff share information and concerns about a student with the student's parent/guardian and may make a recommendation to them for dealing with the concern. A drug/alcohol assessment may be recommended to rule out drug/alcohol involvement.

“Paraphernalia” shall mean all equipment, products, and materials of any kind which are used, intended for use, or designed for use in storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. It includes but is not limited to those items listed in Idaho Code 37-2701 (n), as now in effect or hereafter amended.

“Possession” shall mean to have on one’s person or within an area of his or her control including but not limited to car, locker, books, and clothes on school property or within a drug free school zone anytime during school hours or at a school sponsored activity.
“School premises” includes all buildings, facilities and property owned or leased by the district, school buses and other school vehicles, and the location of any school-sponsored activity or function.

**Procedure History:**
Promulgated on: 8/11/14
Revised on: 11/4/19
STUDENTS

Student Discipline

The District recognizes that the growth of a student, both academically and personally, reflects not only the educational programs and goals of the District, but also the atmosphere in which the student attends school. This District is committed to providing an educational and professional work environment where the students feel safe, are challenged to grow academically and personally, are treated with respect by the District personnel and other students, and are disciplined fairly by District personnel.

In areas of student discipline, this policy supersedes all previously adopted policies or procedures in conflict with this policy, and this policy otherwise controls where ambiguities arise between this policy and any other policies of the District.

These rules and any others established by building principals to maintain orderly conduct in the schools shall be published in the student handbook or otherwise distributed so as to provide adequate notice to all students. The student handbook will include policy statements to inform parents/guardians of District policy and school rules and regulations. All student handbooks shall comply with approved policy of the Board. The complete student handbook for each school shall be kept on file at the District administration office and at the respective schools. District policy adopted by the Board shall supersede any other published materials except state and federal law.

The District recognizes the importance of parent/guardian involvement in the discipline of students. In this regard, contact with parents/guardians will occur as necessary.

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and District personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

Delegation of Authority

Staff shall maintain order and discipline among students. Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

The Board of Trustees will review this policy and any related procedures on an annual basis to determine whether they are meeting the needs of the students, District, and community.
Cross Reference: 3295 Hazing, Harassment, Intimidation, Bullying
3340 Corrective Actions
4320 Disruption of School Operations
5265 Employee Responsibilities Regarding Student Harassment, Intimidation and Bullying

Legal Reference: I.C. § 6-210 Recovery of Damages for Economic Loss Willfully Caused by a Minor
I.C. § 33-205 Denial of School Attendance
I.C. § 33-512 Governance of Schools
I.C. § 917 Hazing
I.C. § 18-3302D Possession Weapons or Firearms on School Property
I.C. § 18-3302I Threatening Violence on School Grounds
I.C. § 18-901 et seq. Assault and Battery
I.C. § 33-1224 Powers and Duties of Teachers
I.C. § 33-1612 Thorough System of Public Schools
I.C. § 33-1630 Requirements for Harassment, Intimidation and Bullying
I.D.A.P.A. 08.02.03.160 Safe Environment and Professional Development
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline
18 U.S.C. § 921 Firearms
20 U.S.C. § 7151 Gun-Free Requirements
20 U.S.C. § 8921, et seq. Gun Free Schools Act
Black’s Law Dictionary 105 (5th ed. 1979)

Policy History:
Adopted on: 11/3/14
Revised on: 11/2/15, 10/3/16
Coeur d’Alene School District No. 271

STUDENTS

Student Discipline

The District is committed to protecting the morals, health, safety, and academic learning environment for the students of the District. A statement of the following procedures and the guiding policy established by the Board will be included in student handbooks and made available to parents and guardians to inform them of the District’s rules on discipline. Only those procedures adopted by the Board will be considered the official disciplinary procedures 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. Incorrigibility;
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/nicotine 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;
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.

These grounds for disciplinary action apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to and from school or a school activity, function, or event; or
4. Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

**Disciplinary Measures**

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
Specific Infractions

**Insubordination, Willful Disobedience, and Disruptive Behavior:** In all cases where students are insubordinate to teachers, administrators, or non-certified staff, the student may be suspended. Disrespectful language, lewd conduct, or public displays of affection are included in this category. The student may be considered for removal from the class. Continued violations may result in the student being recommended for expulsion. Any written or verbal threats directed to staff or students will be considered for suspension and/or expulsion.

**Violence and Fighting:** In cases of violence and fighting, the student may be suspended from school and a parent conference may be conducted. Based on the circumstances, the student may be recommended for expulsion from school.

**Vandalism and Arson:** In cases of vandalism or arson the student will be suspended from school and a parent conference will be conducted. Based on the circumstances, the student may be recommended for expulsion from school.

**Use of Tobacco/Nicotine:** Offenders may be subject to suspension. Repeat offenders will be suspended or the student may be recommended for expulsion from school.

**Alcohol:** Students who are under the influence or in possession of alcoholic beverages will be suspended for the first offense with the concurrence of an individual qualified to make a reasonable suspicion determination. A repeat infraction shall result in suspension and may result in a recommendation for expulsion. The administration shall cooperate with local state and federal agencies in the detection, prevention, and prosecution of any and all violations.

**Other Drugs:** Students who are under the influence or in possession of illegal drugs will be suspended from school for the first offense with the concurrence of an individual qualified to make a reasonable suspicion determination. The repeat infraction shall result in a recommendation to the Board for expulsion from school. Any student selling or attempting to sell or distribute illegal drugs will be reported to law enforcement agencies, and be recommended for expulsion from school.

**Gun-Free Schools**

This District is committed to providing a safe environment for all students and staff. As a result, this District has a policy of “zero tolerance” for students who bring weapons or other objects or 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.

A student who using, possessing, controlling, or transferring a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year with loss of credit. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.
If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student’s conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with Idaho Code and Policy 3340.

**Possession of a Weapon On School Property**

Per Idaho Code 18-3302, it is unlawful and is a misdemeanor for any person to possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium, or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this state or while riding school-provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program, or event regardless of location.

In addition to District disciplinary actions, a student may also be subject to criminal sanctions for the possession of a weapon. The District will cooperate with local law enforcement, as appropriate, in the prosecution of these charges.

As used in this section of this Policy only:

1. "Deadly or dangerous weapon" means any weapon as defined in 18 U.S.C. section 930;
2. "Firearm" means any firearm as defined in 18 U.S.C. section 921;
3. "Weapon" means any device, instrument, material, or substance designed to cause serious physical injury, or any item which, under the circumstances it is used, attempted to be used, or threatened to be used, is readily capable of causing serious physical injury. This may include, but is not limited to firearms, knives of all kinds; straight razors; metal knuckles; any explosive, incendiary, or poisonous gas; any combustible or flammable liquid; or any other item which is used to threaten, strike terror, or cause bodily harm or death even though it is normally considered to not present a danger to others; and
4. “Possession” includes both actual possession and constructive possession. “Active possession” means the individual knowingly exercises direct physical control over an object”, while “constructive possession” means the individual is not in actual possession but knowingly has the power and intent at a given time to exercise dominion or control over an object, either directly or through another person.

A student is deemed to possess a weapon when the item is found to be in any of the following locations:

a. On a student’s person;

b. In the student’s personal property, including but not limited to the student’s clothing, backpack, purse, or any other item the student transports or carries or causes to be transported or carried to school;
c. A vehicle the student drives or is transported in and is parked on school property;

d. The student’s locker; or

e. Any other school-related location.

The Superintendent or designee will immediately confiscate any item identified as a weapon. Students reasonably believed to be in possession of a weapon, or to have used or have intended to use these items may be suspended from school until an investigation is completed. Any person who possesses, carries, or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District. The District shall cooperate with any investigation by the agency, including, but not limited to delivering to law enforcement the item which was confiscated.

The student shall be expelled for any violation of the portion of this policy concerning weapons violations unless the Board votes otherwise after considering the totality of the circumstances. The expulsion shall be for a period of not less than twelve (12) calendar months. The Board may modify the expulsion order on a case-by-case basis.

In the event that a student discovers a pocketknife in their possession or on school property, the student must disclose and immediately turn it over to a staff member at the school. A pocketknife is not necessarily a weapon unless it is used under circumstances where serious physical injury is caused, attempted, or threatened. Any student who possesses and brandishes a pocketknife (whether intentional to cause harm or not) will be subject to suspension and an expulsion hearing.

In instances where a student is found to have brought a pocketknife onto school grounds, and investigation may proceed in the following manner:

1. The school administrator will investigate and determine the reason for possession of a pocketknife on school grounds;
2. The school administrator will consult with the Superintendent or designee to determine the appropriate disciplinary action, which may include suspension or expulsion;
3. The student’s parent/guardian will be contacted immediately; and
4. A meeting will take place with the parent/guardian, student, and school administrator with input from a Superintendent. Documentation of the incident and meeting shall be added to the Student Information System.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board’s discretion whether to allow a person to possess, carry, or store a weapon in a school building.

This section of this policy does not apply to:

1. Law enforcement personnel;
2. Any adult over eighteen (18) years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in his or her vehicle in an unobtrusive, nonthreatening manner;

3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students, or school employees to and from school or a school activity; or

4. An employee of the school or District or other person who is authorized to carry a firearm with the permission of the Board of Trustees of the District or the governing board.

**Assault and Battery**

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.

“Assault” shall mean any willful attempt or threat to inflict injury upon another person, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the individual reason to fear or expect immediate bodily harm. An assault may be committed without actually touching, or striking, or doing bodily harm to another person.

“Battery” is defined as the willful and unlawful use of force or violence, or the actual, intentional, and unlawful touching or striking against the will of another, or unlawfully and intentionally causing bodily harm.

**Procedure History:**

Promulgated on: 12/1/14
Revised on: 11/2/15, 2/4/19, 11/4/19
Coeur d’Alene School District No. 271

STUDENTS 3335

Academic Honesty/Plagiarism

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. Plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will be responsible for monitoring the above actions.

2. Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Elementary teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s). Secondary consequences are outlined in procedure 3335P.

3. All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty, the ethics of responsibly documenting the ideas of others, and what is acceptable and unacceptable behavior in our schools. To do so, teachers may teach the ethics and mechanics of documentation and also hold students accountable for the ethical use of the ideas and words of others.

Definitions:

Plagiarism is presenting other’s ideas or words as your own. As defined by Merriam-Webster’s Collegiate Dictionary plagiarism is “to steal and pass off the ideas or words of another as one’s own; use another’s production without crediting the source; present as new and original an idea or product derived from an existing source”. The Coeur d’Alene School District distinguishes between two different degrees of plagiarism: Intentional Plagiarism and Technical Plagiarism.
Technical Plagiarism is defined as and limited to the following:

- Improper paraphrasing - when the individual copies much of the information rather than writing it in his/her own words.
- Improper citation or documentation that misrepresents a source
- Insufficient citation of factual information not held to be common knowledge (common knowledge is defined as facts readily available from a variety of sources)
- Improper use of direct quotations (e.g. quotation marks, parenthetical citations)

Intentional Plagiarism is defined as but not limited to the following:

- Substantial, verbatim reproduction of information
- Fabrication of sources, falsification of page numbers, or other deliberate misdocumentation
- Submission of others’ work as the students’ own; this applies to uncited paraphrasing of another’s ideas as well as verbatim use of others’ words. (Others may refer to either scholarly sources, online “cribbed” essays, or the work of other students.)

Cheating includes, but is not limited to, the following:

- Copying or attempting to copy another student's homework, quiz, test, essay, or lab report;
- Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students;
- Obtaining test questions and/or copies of tests outside the classroom test setting;
- Lending and/or copying from another student's work (homework, tests, projects, assignments);
- Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading);
- Allowing another student to copy answers during a test situation;
- Collaborating with other students on an assignment in direct violation of a teacher's instructions;
- Using books and electronic information in generating an assignment in direct violation of teacher's instructions;
- Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher; and
- Submitting work previously presented in this course or in another course.

Policy History:
Adopted on: 10/6/14
Revised on:
Academic Honesty/Plagiarism

Procedures for Implementation 6\textsuperscript{th} - 12\textsuperscript{th} grades
All secondary teachers (6\textsuperscript{th} - 12\textsuperscript{th} grade) will provide the instruction necessary for students to use research technically as based on the rubrics developed per grade level. All students are expected to exercise good faith in the submission of research-based work and to document accurately regardless of how the information is used (summary, paraphrase, and quotation) or regardless of the format used (written, oral, visual). Plagiarism, in any form, is unethical and unacceptable.

When a teacher has reason to believe that plagiarism has occurred, the following steps will be taken:
1. Copy the document.
2. The teacher will investigate possible sources or identified technical errors.
3. If there are indications of possible plagiarism, administration, parents and/or counselors will be included.
4. The principal has the discretion to apply an additional consequence for repeat offenses.
5. Consequences for offenses around plagiarism shall be documented in the student information system.

If a parent/student wishes to appeal the assigned consequences, an Academic Honesty Committee, consisting of an administrator, teachers, parent representative, and student representative, may be convened to review the matter.

OR

The teacher, in consultation with the principal, exercising his/her professional judgment, may refer the incident to an Academic Honesty Committee for the following reasons:
- The student denies the charge of plagiarism
- Several students are involved in the infraction, and the teacher does not have the capacity to perform a comprehensive investigation
- Other criteria warrant a broader investigation of the charge

Consequences for Plagiarism and Opportunities for Learning

6\textsuperscript{th} – 8\textsuperscript{th} Grades:
1. Teacher will re-teach skill of citation versus plagiarism to student
2. Student will redo assignment
3. Assignment is graded on:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Technical Plagiarism</th>
<th>Intentional Plagiarism</th>
</tr>
</thead>
<tbody>
<tr>
<td>6\textsuperscript{th} Grade</td>
<td>15% penalty</td>
<td>25% penalty</td>
</tr>
<tr>
<td>7\textsuperscript{th} Grade</td>
<td>20% penalty</td>
<td>35% penalty</td>
</tr>
<tr>
<td>8\textsuperscript{th} Grade</td>
<td>25% penalty</td>
<td>50% penalty</td>
</tr>
</tbody>
</table>

- Parents contacted
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.

9th – 10th Grades:
1. Teacher will re-teach skill of citation versus plagiarism to student
2. Student receives a zero (intentional plagiarism) or redoes assignment (technical plagiarism). Penalty indicated below:

<table>
<thead>
<tr>
<th></th>
<th>Technical Plagiarism</th>
<th>Intentional Plagiarism</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th Grade</td>
<td>40% penalty</td>
<td>Student receives a zero</td>
</tr>
<tr>
<td>10th Grade</td>
<td>50% penalty</td>
<td>Student receives a zero</td>
</tr>
</tbody>
</table>

- Parents contacted

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.

11th – 12th Grades:
- Students have the opportunity to redo if the issue is technical plagiarism. Penalty indicated below:

<table>
<thead>
<tr>
<th></th>
<th>Technical Plagiarism</th>
<th>Intentional Plagiarism</th>
</tr>
</thead>
<tbody>
<tr>
<td>11th &amp; 12th Grade</td>
<td>65% penalty</td>
<td>Student receives a zero</td>
</tr>
</tbody>
</table>

- Parents contacted

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.

Procedure History:
Promulgated on: 10/6/14
Revised on:
Corrective Actions

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.

For the purposes of the District's policies relating to corrective action:

1. “Temporary Suspension” is the exclusion from school or individual classes for a specific period of up to five (5) school days. The Superintendent, principal, or designee may temporarily suspend.

   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. Prior to suspending any student, the Superintendent or Principal shall grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Any pupil who has been suspended may be readmitted to the school by the Superintendent or Principal who suspended him or her on reasonable conditions prescribed by the Superintendent or Principal. The Board of Trustees shall be notified of any temporary suspensions, the reasons for them, and the response to them.

2. “Extended Temporary Suspension” is the exclusion from school or individual classes for an additional ten (10) school days. The Superintendent can extend an initial temporary suspension.

3. “Prolonged Temporary Suspension” is the exclusion from school or individual classes for an additional five (5) school days. The Board of Trustees can extend a temporary suspension for an additional five (5) days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils’ health, welfare, or safety.

4. District Discipline Review Committee (DDRC) is a committee composed of school and District personnel established for the purpose of conducting due process hearings of student misconduct cases referred by the school principal or designee and make referrals to the administrative staff. A DDRC will be organized by the superintendent or designee who will serve as chair/facilitator. The DDRC is available if and when the building administrator determines it is an essential step prior to expulsion. (See DDRC Procedures 3340P.)
5. “Expulsion” is the exclusion from school. Only the Board of Trustees has 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. The District will provide written notice of any student who is expelled or denied enrollment to the prosecuting attorney within five (5) days of the Board’s actions. No pupil shall be expelled nor denied enrollment without the Board of Trustees having first given written notice to the parent or guardian of the pupil stating the grounds for the proposed expulsion or denial of enrollment and the time and place where such parent or guardian may appear to contest the action of the Board. The notice shall also state the rights of the pupil to be represented by counsel, to produce witnesses and submit evidence on his own behalf, and to cross-examine any adult witnesses who may appear against him. Within a reasonable period of time following such notification, the Board of Trustees shall grant the pupil and his or her parents or guardian a full and fair hearing on the proposed expulsion or denial of enrollment. However, the Board of Trustees shall allow a reasonable period of time between notification and the hearing to allow the pupil and his or her parents or guardian to prepare their response to the charge.

6. “Discipline” constitutes all other forms of corrective action, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed.

Suspensions or expulsions shall be used only for instances of serious student misconduct.

Students with disabilities may also be suspended under these same rules if the suspension will not constitute a change in placement. Refer to Policy 3360 Discipline of Students with Disabilities.

Once a student is expelled in compliance with District policy, the expulsion shall be brought to the attention of appropriate local or state authorities, in order that such authorities may address the student’s needs.

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

Cross Reference: 3360 Discipline of Students with Disabilities

Legal Reference: 20 U.S.C. 1400, et seq. Individuals with Disabilities Education Act
I.C. § 20-527 School Trustees to Report Truants
I.C. § 33-205 Denial of School Attendance
I.C. § 33-512 Governance of Schools
I.C. § 33-1630 Requirements for Harassment, Intimidation, and Bullying Information and Professional Development

3340-2

Policy History:
Adopted on: 10/6/14
Revised on: 3/7/16, 4/4/16, 9/10/18, 5/6/19
Corrective Actions
It is the intent of the Board to provide each student with those due process rights that are provided by law.

Suspension
In the event the proposed corrective action of a student is to include denial of the right of school attendance from any single class or full schedule of classes for at least one (1) day, the following procedure shall be used:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given the opportunity to respond to the charges.

2. A pre-suspension conference is not required and the student can be immediately suspended when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. Any suspension shall be reported immediately to the student’s parent or legal guardian. A written notice of suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent or guardian of the right to a review of the suspension. A copy of the notice shall be sent to the Superintendent.

4. Upon request of the parent or legal guardian, a review of the suspension shall be conducted by the Superintendent. At the review, the student and parent or legal guardian may appear and discuss the suspension with the Superintendent. After the meeting, the Superintendent shall take such action as appropriate. That action is final.

5. A suspended student will be allowed to make up all work missed for full credit in a timeline to be determined by the teacher and suspending administrator.

6. The suspension of a student may be extended by the Superintendent or the Board in accordance with State law. Written notice of the extension of a suspended student will be provided to the student’s parent/legal guardian.

Any student who has been suspended may be readmitted to the school by the Superintendent or the principal who suspended him or her upon such reasonable conditions as the Superintendent or principal may prescribe. The Superintendent or designee will be notified of any temporary suspensions, the reasons therefore, and the response, if any, thereto.

The Superintendent will provide the Board with an annual suspension report.
District Discipline Review Committee (DDRC)

1. The purpose of the DDRC:
The DDRC is a Level III discipline intervention that is convened after an individual school has exhausted all building level remedies. Students may be referred to the DDRC because of the severity of an offense or series of offenses. The DDRC conducts hearings of student misconduct referred by the school principal and makes “next step(s)” recommendation(s).

2. Decision to request DDRC:
The Director of Secondary Education or designee must confer with the principal regarding the reason behind the request and the actions taken by the school thus far.

3. Student and Parent Notification of a DDRC Hearing:
The administrator requesting the DDRC is responsible for notifying the student and his/her parents both by telephone and by letter. This including providing them a copy of their rights to Due Process. Parents of students on an IEP should also be given a copy of the Procedural Safeguards Notice. Parents of students on a 504 Plan should be given a copy of the 504 Parent/Student Rights Statement.

4. The Rights of the Student and his/her parents in a DDRC Hearing:
Board Policy 3340 defines the student’s right to Due Process. At the DDRC meeting, the student has a right to have present his/her parents and/or other such advocate as he/she chooses. These rights should be given to the student in writing at the same time he or she is notified of the DDRC meeting (see #4). A copy of the Due Process rights statement is attached. Similarly, students on an Individual Education Plan (IEP) or a 504 Plan should also be given a copy of their rights – Procedural Safeguards Notice and 504 Parent/Student Rights Statement, respectively. Copies of these statements are attached.

5. Membership of the DDRC:
The DDRC is a District committee that is composed of the following members:
- Director of Secondary Education or designee who acts as chair
- Principal or designee of the school requesting the DDRC action who assembles the committee
- One administrator from another building of the same level
- Director of Special Education or designee
- And other professionals, as necessary.

6. School Level Responsibilities Prior to Requesting DDRC Intervention:
The school must exhaust all school level remedies. School level remedies may include but are not limited to:
- Behavior intervention team plan
- A specific behavior contract
- 504 Plan
- Collaboration with service providers
• Release of information
• Change of classroom assignment
• Child Assistance Team
• Referral to support agencies
• Counseling for student and parents
• Parent attends school with student
• Suspension (in-school) or (out-of-school)

7. DDRC Hearings for Repeat Offenders:
   As a general rule, students should not be referred to the DDRC more than once. The initial DDRC’s recommendations will include sequential consequences, up to and including a recommendation to the Board of Trustees for their action. The exception to this rule is, if extended time has passed since the initial DDRC.

8. Location and Time of DDRC Hearing:
   DDRC’s must be held within the statutory time limit for suspensions (5 school days) imposed by the building administration, plus up to 10 days imposed by the Superintendent or designee. DDRC’s will be held at the District Office at a time convenient to parents.

9. DDRC Recommendations:
   The list of actions which may be taken at any level of discipline is intended to be suggestive and not conclusive nor sequential since all disciplinary action or combination of actions should fit the needs and circumstances of the individual student. The following list is provided in the context:
   • Referred back to current school with specific recommendations.
   • Transfer to another school or alternative program as may be available with a specific plan.
   • Recommendation to Board of Trustees for expulsion.

10. Authority of Individual DDRC Members:
    Decisions will be made by consensus. When consensus is not achieved, an appeal may be made to the Superintendent. An appeal must include both majority and minority reports. The Superintendent’s decision may be appealed to the Board of Trustees who have final authority.

Expulsion
When a building administrator or DDRC judges that a student should be expelled, he or she shall prepare a rewritten request for expulsion outlining the reason for the expulsion hearing, the name of student, the age and grade of student, the name of student’s parent/guardian, home address, and telephone number. The written request must also indicate whether the student has an active Individualized Education Plan and the need for a manifest determination prior to a hearing. The building administrator shall send the request to the Superintendent and Clerk of the Board. The Clerk shall confirm the Request for Expulsion and set the date of the expulsion hearing if not waived by the parent/guardian.
The Clerk of the Board shall promptly assign the case an expulsion number, schedule the hearing date and time, and prepare a letter of notice for the students’ parents.

A student may be expelled from school only by the Board, and only after the following due process procedures have been followed:

1. On behalf of the Board, the Superintendent shall provide the student and parent/legal guardian with written notice of the Board hearing to consider the recommendation for expulsion, by registered or certified mail within a reasonable period of time before the date scheduled for the hearing. The notice shall include the grounds for the proposed expulsion, the time and place of the hearing, information describing the process to be used to conduct the hearing, including the rights of the student to be represented by counsel, to produce witnesses and submit documentary evidence, the right to cross-examine adult witnesses who testify against the student, and instructions regarding confirmation of attendance by parent/guardian.

2. Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the Superintendent at least two (2) business days prior to the date of the hearing as originally scheduled. The Superintendent shall determine if the request shows good cause.

3. Prior to the hearing date, the building administrator or designee shall provide student profile documentation to the parent/guardian including, but not limited to, copies of the following:

   A. Name, age, grade, parent name, complete address, and phone number;
   B. Letter requesting expulsion;
   C. Report card, grades to date, and current test scores;
   D. Attendance record;
   E. Discipline record including steps toward remediation;
   F. Memorandums from teachers, counselors, and administrators regarding specific behaviors, classroom performance, and discipline measures;
   G. Other pertinent data from the student’s file such as previous school’s records, assessments, and any psychological testing data;
   H. Police report, if applicable; and
   I. Photocopy of the weapon, the actual weapon (if accessible), or a description of the weapon, if applicable.

4. The Board Chair or his or her designee shall act as hearing officer. At the hearing, the student may be represented by counsel, present witnesses and other evidence, and cross-examine adult witnesses. Formal rules of evidence are not binding on the Board.
5. During the open session of the Board meeting, action shall be taken by motion regarding the expulsion, non-expulsion, or other recommendation of the administration, with the student identified as “Student A”, "Student B”, etc.

6. Notice of the Board’s action shall be mailed to the parent/guardian following the hearing, noting any special terms or conditions of the action taken by the Board. If the student falls under the compulsory attendance law of the State of Idaho and is expelled, this shall be stated. This notice shall include Finding of Fact, Conclusions, and Order of Expulsion Copy of Parental Notice of Expulsion to be sent to school building administrator.

7. Any student who was within the age of compulsory attendance at the time of violation(s), who is expelled or denied enrollment as herein provided, will come under the purview of the Juvenile Corrections Act. An authorized representative of the Board will file a petition with the magistrate division of the district court of the county of the student’s residence in such form as the court may require under the provisions of the Juvenile Corrections Act.

An expulsion file shall be kept with the records of the Clerk of the Board. All files shall be kept in sequential order and include the following:

1. Request for Expulsion;
2. Parental Notice of Hearing and acknowledgement;
3. Student Profile provided by Building Administrator; and
4. Parental Notice of Board Action.

Students wishing to enroll in the Coeur d’Alene School District who have been previously expelled from another school district must provide a written request for enrollment. A Board hearing will be scheduled to consider the request.

Any student having been expelled may be readmitted to school by the Board upon such reasonable conditions as may be prescribed by the Board; but such readmission will not prevent the Board from subsequently expelling such student for cause.

Procedure History:
Promulgated on: 10/6/14
Revised on: 4/4/16, 5/6/19
Use of Restraint, Seclusion and Aversive Techniques for Students

Restraint or seclusion can only be used in the following situations:

1. There is an emergency situation and restraint or seclusion is necessary to protect the student and others from imminent, serious, physical harm after less intrusive interventions have been attempted or deemed inappropriate;
2. The student’s IEP or behavior plan describes the specific behaviors and circumstances in which restraint or seclusion can be used; or
3. A parent of a student without disabilities has provided written consent while a behavior plan is being developed.

Regardless of employee training status, no District personnel shall use any form of aversive technique against any school student.

Definitions:

For the purposes of this policy, the following definitions shall apply:

**Restraint:** Mechanical restraint refers to the use of any device or equipment to restrict a student’s freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related service professional and are used for the specific and approved purposes for which such devices were designed, such as:

1. Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
2. Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
3. Restraints for medical immobilization; or
4. Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Physical restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.

**Seclusion:** Seclusion refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the
monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

**Aversive Technique:** Physical, emotional, or mental distress as a method of redirecting or controlling behavior.

Cross Reference: 3360 Discipline of Students with Disabilities

**Policy History:**
Adopted on: 9-11-17
Revised on:
Use of Restraint, Seclusion and Aversive Techniques for Students

Staff Protocol:

The employee or any employee who is a witness to this event shall immediately seek out the assistance of the school’s administration or, if such administrator is not available, a certificated or classified employee with special training in de-escalation, seclusion and restraint if available. Upon the arrival of such individual, the trained individual will take control over the situation.

Seclusion or restraint of a student shall immediately be terminated when it is decided that the student is no longer an immediate danger to him or herself or to any other third person or if it is determined that the student is exhibiting extreme distress or at such time that appropriate administrative personnel have taken possession of the child or upon such time that the parent/legal guardian of the child has retaken possession of the child.

Documentation:
If a situation occurs where a properly trained District employee must use acts of restraint or seclusion against a school student, the following shall occur:

1. The employee shall immediately complete the incident report form and submit it to a building administrator.

2. A building administrator shall notify Elementary/Secondary Directors and Superintendent and provide a copy of the report of events.

3. A building administrator shall ascertain if any of the school’s video equipment captured the event on a recording. If such event was captured on recording, the principal shall take all best efforts to maintain a copy of the recording.

4. A building administrator shall ascertain the special needs status of the student involved in the seclusion or restraint and shall ascertain and maintain documentation as to whether or not such events were consistent with or contraindicated due to the student’s psychiatric, medical or physical condition(s). If the student is included in a special program, the building administrator shall provide a copy of the incident report to the student’s appropriate case manager. If the student is not in a special program, the instance of an emergency restraint or seclusion may trigger child find consideration.

5. A building administrator shall notify the parent or legal guardian of the restraint or seclusion incident.
6. The Superintendent’s office shall maintain documentation as to events of restraint and seclusion and shall prepare any and all necessary reports to legal entities upon whom such reports are or may become due pursuant to state and federal regulations.

Training of School Personnel:

As part of the training and preparation for the designated building team will include a building administrator certificated teacher, and classified employee of, the following shall occur:

1. Training to personnel as to proper situations and events leading to student seclusion and intervention, including possible preventative alternatives to seclusion and restraint such as recognizing the early signs that an individual may be headed for a crisis and intervening early, safe physical escort, verbal de-escalation of student crisis situations, and positive behavioral intervention techniques and supports;

2. Training of personnel in crisis development/ behavior levels and the appropriate response to take to each. Training includes emergency situations which may occur in the school setting, including examples and demonstrations of proper activities and techniques and trainers observing employee use of proper activities and techniques in the training setting;

3. Training includes safety techniques to limit the possibility of injury to the student, the employee and any other third party in the area;

4. Ongoing training for each building team includes site-specific training on seclusion areas and restraint techniques.

5. Each trained employee will receive a copy of this policy. Documentation of training will be placed in the employees personnel file.

It is the expectation that each school building will have a team of at least 5 trained individuals, including a building administrator.

Designated Locations:

Each school building for which students are present must have a building designated location for student seclusion.

It is the responsibility of a building administrator, to assure that the building’s designated seclusion location is a safe and clean location and that such location has appropriate supervision when any student has been placed into seclusion pursuant to this policy.

Appropriate supervision shall include an adult in the seclusion location who has continuous visual observation of the secluded student.
Procedure History:
Promulgated on: 9/11/17
Revised on:
Coeur d’Alene School District
Incident Report of Physical Restraint

Note: Any use of physical restraint is to be documented in the child’s educational record, and, if appropriate, in the child’s school health record. Use of the Incident Report of Physical Restraint is required and should be completed as soon after the incident as possible or within 24 hours of the incident. Physical restraint should only be used to mitigate the immediate or imminent risk of injury to the acting out student or those in the nearby vicinity.

Physical Restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort.

Physical Escort refers to a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.

District Information

School Building Site: __________________________  Date of Restraint: ____/____/____

Time restraint initiated: ____:____  Time restraint ended: ____:____  Total time of restraint: _________

*If the total length of the restraint exceeds 15 minutes, attach the documentation of the required Administrator (or designee) determination of the need for the continuation of the restraint to prevent immediate or imminent injury to the student or to others.

Student Information

Student Name: ____________________________     Gender (M/F): _____  Grade: _____

The student is: (Please check one)

_____ In general education  _____ On a 504 Plan  _____ Receives special education services

_____ Being evaluated or considered for eligibility for special education

Staff Information

Name of staff administering restraint: ____________________________ Title: ____________

Trained ___ Yes ___ No  Date of training: ___/___/___

Name of staff monitoring/witnessing restraint: ________________________ Title: ____________

Trained ___ Yes ___ No  Date of training: ___/___/___

Student activity/behavior precipitating use of restraint

Describe the location and activity in which the student was engaged just prior to the restraint:

Describe the risk of immediate or imminent injury to the student restrained or to others that required the use of restraint:
Staff activity/response

Describe other steps, including de-escalation strategies implemented to prevent the emergency which necessitated the use of restraint:

_____________________________________________________________________________________________
___________________________________________________________________________________________

Describe the nature of the physical restraint and how the student responded to: (include the type of hold/restraint and the number of persons required)

_____________________________________________________________________________________________
___________________________________________________________________________________________

Was it used as a behavior intervention as indicated in the IEP? YES/NO (If no, please explain)

_____________________________________________________________________________________________
___________________________________________________________________________________________

If in the IEP, did the situation/emergency meet the criteria as outlined? YES/NO (If no, please explain)

_____________________________________________________________________________________________
___________________________________________________________________________________________

Describe the therapeutic rapport procedures used post restraint:

_____________________________________________________________________________________________
___________________________________________________________________________________________

Was the student injured during the use of restraint? _____Yes _____No

Was anyone else injured during the use of restraint? _____Yes_____No

If “yes,” complete and attach a Report of Injury.

Notification

Parent/guardian was notified the restraint occurred via _______________ at ____:____

Case manager was notified the restraint occurred via _______________ at ____:____

Is a meeting required to review/revise the IEP or discuss additional evaluations or the development/revision of a FBA and/or BIP? ____Yes ____No If “yes,” indicate date ____________

Has a meeting been scheduled for this general education student? _____Yes _____No

If “yes,” indicate date ______/____/____

If “no,” indicate reason__________________________

Name of completing incident form: ____________________________ Signature:_______________________

Name of administrator who was given a copy of this form:____________________________

Administrator was given a copy of the Physical Restraint Incident Report ______/____/____ ____:____

Coeur d’Alene School District
Incident Report of Seclusion
Note: Any use of seclusion is to be documented in the child’s educational record and, if appropriate, in the child’s school health record. An Incident Report of Seclusion is required and should be completed as soon after the incident as possible or within 24 hours of the incident. Seclusion should only be used to mitigate the immediate or imminent risk of injury to the acting out student or those in the nearby vicinity.

**Seclusion** refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is a part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

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**District Information**

School Building Site: __________________________  Date of Restraint: ____/____/____

Time seclusion initiated: ____:_ Time seclusion ended: ____:_  Total time of seclusion: _________

*If the total length of the seclusion exceeds 15 minutes, attach the documentation of the required Administrator (or designee) determination of the need for the continuation of the seclusion to prevent immediate or imminent injury to the student or to others.*

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**Student Information**

Student Name: ____________________________     Gender (M/F): _____  Grade: _____

The student is: (Please check one)

_____ In general education  _____ On a 504 Plan  _____ Receives special education services

_____ Being evaluated or considered for eligibility for special education

_____ A FBA has been conducted and a BIP has been developed as part of the IEP which includes the use of seclusion as a planned intervention.

_____ Seclusion was initiated in response to mitigate the immediate or imminent risk of injury to the acting out student or those in the nearby vicinity.

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**Staff Information**

Name of staff supervising seclusion: __________________________  Title: ____________

Name of staff witnessing seclusion: __________________________  Title: ____________

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**Student activity/behavior precipitating use of seclusion**

Describe the location and activity in which the student was engaged just prior to the seclusion:

_____________________________________________________________________________________________

___________________________________________________________________________________________

---

**Describe the risk of immediate or imminent injury to the student secluded or to others that required the use of seclusion:**

_____________________________________________________________________________________________

___________________________________________________________________________________________

---

**Staff activity/response**

Describe other steps, including de-escalation strategies implemented to prevent the emergency, which necessitated the use of seclusion:
Describe the nature of the seclusion and how the student responded: (include whether the student required an escort and the number of persons required)

Was it used as a behavior intervention as indicated in the IEP? YES/NO (If no, please explain)

If in the IEP, did the situation/emergency meet the criteria as outlined? YES/NO (If no, please explain)

Describe the therapeutic rapport procedures used post seclusion:

Was the student injured during the use of seclusion? _____Yes _____No
Was anyone else injured during the use of seclusion? _____Yes _____No
If “yes,” complete and attach a Report of Injury.

Notification
Parent/guardian was notified the restraint occurred via _______________ at ____:____
Case manager was notified the restraint occurred via _______________ at ____:____
Is a meeting required to review/revise the IEP or discuss additional evaluations or the development/revision of a FBA and/or BIP? _____Yes _____No If “yes,” indicate date _______________
Has a meeting been scheduled for this general education student? _____Yes _____No
If “yes,” indicate date _____/_____/_____
If “no,” indicate reason _______________

Name of completing seclusion form: ____________________________ Signature:_______________________
Name of administrator who was given a copy of this form:________________________
Administrator was given a copy of the Seclusion Incident Report _____/_____/_____

To be completed in the event that a student is restrained or secluded for a period exceeding 15 minutes. Form will be updated by a qualified administrator, designee, school health or mental health professional. *Qualified is defined as having received training in the use of physical restraint and seclusion

Time restraint or seclusion was initiated: ____:____ a.m./p.m.
Time restraint or seclusion was terminated: ____:____ a.m./p.m.
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<th>Time Duration</th>
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Discipline of Students with Disabilities

This policy addresses the disciplining of students with disabilities, as defined by Section 504 of the 1973 Rehabilitation Act. For those students with disabilities under the Individuals with Disabilities Education Act (IDEA), the disciplinary procedures required by the IDEA will be followed.

Suspension

A student with a disability, as defined by Section 504 of the 1973 Rehabilitation Act, may be suspended for ten (10) school days.

Whenever a school considers suspending a student with a disability for more than ten (10) school days under this section, a 504 team will be convened to determine if the cumulative suspension constitutes a significant change in placement by reviewing the following factors:

1. Whether the misconduct for which the student was suspended on the last occasion was substantially similar to the previous occasions;
2. The length of each suspension;
3. The proximity of the suspensions to one another; and
4. The total amount of time the student is excluded from school.

The 504 team will consist of individuals who are knowledgeable about the student, the evaluation data, and the placement options.

If the 504 team determines that the exclusion constitutes a significant change in placement, the school will conduct a manifestation determination as set forth below.

Expulsion

Prior to submitting an expulsion recommendation to the Board for any student with a disability as defined by Section 504 of the 1973 Rehabilitation Act, a 504 Team will make a manifestation determination. A manifestation determination involves a review of the student’s misconduct, the student’s disability, and the services provided to determine:

1. Whether the conduct in question was caused by or had a direct and substantial relationship to the student’s disability; and
2. Whether the conduct in question was the direct result of the District’s failure to implement the 504 plan.

In reviewing the questions set forth above, the 504 team will review information regarding the student’s disability that is recent enough to afford an understanding of the student’s current behavior. In the absence of reasonably current information about the student’s disability, the
District will conduct or cause to be conducted additional evaluation(s) regarding the student’s disability before making the manifestation determination. If either manifestation determination question answer is “yes,” the student will not be expelled. However, the 504 team may determine that a placement change is necessary for that student.

If the answers to both the questions set forth above are “no,” the school may proceed with the recommendation of expulsion to the Board in the same manner as for similarly-situated students who do not have disabilities.

The student’s parent/legal guardian may ask for a hearing under the District’s Section 504 hearing procedure. However, although the parent/legal guardian may disagree with the manifestation determination findings, the student may nevertheless be expelled after following the proper procedures. Educational services may cease after expulsion, to the same extent education services cease for non-disabled peers.


Policy History: Adopted on: 10-6-14 Revised on:
Discipline of Students with Disabilities

Procedures for Suspension and Expulsion of Students with Disabilities

The District shall comply with the provisions of the IDEA and Section 504 of the Rehabilitation Act when disciplining students. No student with a disability shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of the student’s disability. Any student with a disability whose gross disobedience or misconduct is not a manifestation of the student’s disability may be expelled pursuant to expulsion procedures, except that the disabled student with an IEP shall continue to receive education services as provided in the IDEA during such period of expulsion.

A student with a disability may be suspended for ten (10) days of school per school year, regardless of whether the student’s gross disobedience or misconduct is a manifestation of the student’s disabling condition. Any student with a disability who has or will exceed ten (10) days of suspension may be temporarily excluded from school by court order or by order of a hearing officer if the District demonstrates that maintaining the student in the student’s current placement is substantially likely to result in injury to the student or others. The student in special education shall continue to receive educational services in accordance with the IDEA during such period of suspension.

A special education student who has carried a weapon to school or to a school function, or who knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or a school function may be removed from the student’s current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days in accordance with the IDEA.

Procedure History:
Promulgated on: 4/4/16
Revised on:
Coeur d’Alene School District No. 271

STUDENTS

Student Sex Offenders

Definition

“Juvenile sex offender” shall mean a person who was between fourteen (14) years of age to eighteen (18) years of age at the time the qualifying sex offense was committed and who:

1. Was adjudicated delinquent under the juvenile corrections act for an action that would be a sex offense if committed by an adult, including the crime, attempt, solicitation, or conspiracy to commit sexual abuse of a child under sixteen (16) years of age, ritualized abuse of a child, sexual exploitation of a child, possession of sexually exploitative material for other than a commercial purpose, lewd conduct with a minor child, sexual conduct with a minor, sexual assault, molestation of a child, continual sexual abuse of a child, sexual battery of a minor child sixteen (16) or seventeen (17) years of age, male rape, crime against nature, forcible sexual penetration by a foreign object;

2. Was adjudicated delinquent in another state for an action that is substantially equivalent to any of the offences listed above, to Idaho court jurisdiction under the interstate compact on juveniles; or

3. Is required to register in another state for having committed a sex offense in that state.

Notification to School District

The Superintendent of Public Instruction is required by state law to notify a school district or private school regarding the enrollment of a registered juvenile sex offender. The Superintendent of Public Instruction is also required to notify the District or school of the offender's probationary status or treatment status, if known. The Superintendent of the District or his or her designee shall make contact with the State Department of Education in order to receive regular updates of this information.

Staff

Staff members are to be alert to and inform school officials of any behavior by a juvenile offender that creates an abnormal risk to members of the school community. However, each circumstance involving a student probationary juvenile offender attending a District school shall be evaluated on a case-by-case basis. Whenever possible without placing other students or adult members of the school community at risk, reasonable efforts should be made to continue the student's education, to provide supportive services, and to avoid any acts of harassment or vigilantism against the student. Although federal and state laws and rules permit the release of information concerning a student registered sex offender, discretion should be exercised when discussing or disseminating information about the student. District personnel will not use such
information to commit a crime or to cause physical harm to any person or damage to property. Misuse of information regarding a juvenile sex offender may result in an individual being found guilty or a misdemeanor and subject to imprisonment or a fine. Whenever possible, the school community should encourage and support timely and appropriate intervention toward the expected outcome that a juvenile offender’s conduct will be rectified so the student will commit no further offense and will develop into a responsible, self-controlled adult.

Exemption From Civil Liability

District personnel do not have a duty to inquire, investigate or disclose any information regarding registered sex offenders enrolled in the District, nor will District personnel be held liable for failure to disclose any information regarding registered sex offenders, to any person or entity. District personnel who, acting without malice or criminal intent, obtain or disseminate information under the Juvenile Sex Offender Act are immune from civil liability for any damages claimed as a result of such disclosures made or received.

Legal Reference:
I.C. §18-8301 et seq. Sexual Offender Registration Notification and Community Right-to-Know Act
I.C. §18-8401 et seq. Juvenile Sex Offender Registration Notification and Community Right to Know Act
I.C. §33-205 Denial of School Attendance

Policy History:
Adopted on: October 6, 2014
Revised on:
Student Sex Offenders

Educational Placement
The principal of the school or his or her designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. The principal or designee shall meet with individuals deemed necessary by the principal or designee, including, but not limited to, the juvenile’s teacher(s) school counselor, probation officer, and other individuals whose expertise may assist the principal in determining the safety risk posed by the juvenile. The principal may also seek input from the juvenile and his or her parent/guardian. Among other administrative actions discussed, the members of the meeting may discuss whether written notice to other parents/guardians that a particular student is on the juvenile sex offender registry is warranted. The meeting will occur as soon as possible, but in no case more than five (5) school days from when the principal or designee first becomes aware that a juvenile sex offender is enrolled in a District school.

Administrative Action
If the principal or designee becomes aware that a juvenile sex offender is enrolled in a district school, the principal or designee will take the following action:

1. Request information regarding the student’s juvenile record, sex offender risk assessment and any information regarding the offense committed, adjudication, probationary status and treatment status from the department of law enforcement and/or the superintendent of public instruction.
2. Convene a meeting to determine what administrative action, if any, should be taken including the development of a safety plan for the student; the sole purpose of any such administrative action will be to protect the health and safety of all students.
3. If a current sex offender risk assessment is not available and an updated risk assessment is needed to develop a safety plan for the student, the administrator will request a new sex offender risk assessment.

After reviewing all factors, the principal will determine what action, if any, the school will take to supervise a juvenile sex offender under this policy. The principal will notify, in writing, the juvenile’s parent/guardian of the determination and advise them that they may request a review by the Board. The principal’s determination may be reviewed by the Board if requested by the parent/guardian within ten (10) days. The Board’s decision shall be final.

Pending a decision as to what administrative action, if any, will be taken, the juvenile sex offender will be closely supervised at all times by a one-to-one aide or other means as appropriate. Decisions about administrative actions regarding juvenile sex offenders will be made on a case-by-case basis. The principal will convene a meeting to review the administrative actions regarding juvenile sex offenders annually or more frequently, if determined to be necessary by the principal.
When determining educational placement, the principal or his or her designee shall consider such factors as the safety and health of the student population. The Superintendent or designee shall develop guidelines for managing each student sexual offender in District schools. If the Superintendent or designee determines that, in the best interest of District schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

Convicted juvenile sex offenders shall not attend a school attended by their victims or a victim's sibling. The offender and his or her parent or guardian shall be responsible for providing transportation or covering other costs related to the offender's attendance at another school.

For any student sexual offender with a disability who has an Individualized Education Program (IEP), the IEP team shall determine their educational placement. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The IEP team shall develop procedures for managing each student sexual offender with a disability that attends a District school. If the IEP team determines that the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

An IEP team will take appropriate action when dealing with a juvenile sex offender when:
1. The District determines that an evaluation is necessary to determine whether the student qualifies for special education and related services; or
2. The parent/guardian requests that the student be evaluated for special education and related services.

Written Notice
If deemed necessary to protect students, staff or other individuals, the District may provide written notice that a particular student is on the juvenile sex offender registry. The notice will be provided by sending a letter to the parents/guardians of students whose health and safety may need to be protected. The notice will identify the student and will contain the following cautionary statement:

The information contained in this notice was received from the Superintendent of Public Instruction in compliance with Juvenile Sexual Offender Registration Notification and Community Right-to-Know Act, Idaho Code 18-8401, et seq. The District is not able to guarantee the completeness and accuracy of the registry information. Any individual who uses the information to commit a crime, or cause physical harm to any person or damage the property is guilty of a misdemeanor, and may be subject to imprisonment in the county jail for a period not to exceed one (1) year, or by a fine not to exceed one thousand dollars ($1,000) or both.

Procedure History:
Promulgated on: October 6, 2014
Revised on:
STUDENTS

Searches and Seizure

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.

District personnel authorized by the Superintendent may conduct a search pursuant to this policy. School Property and Equipment as Well as Personal Effects Left There by Students

While lockers and desks remain at all times under the control of the school, students are expected to assume full responsibility for the security of their lockers and desks. 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. Building principals may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

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.

Students

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.

Seizure of Property
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.

Notice

Students and parents/guardians shall be informed of this policy at the beginning of each school year through publication of the policy or an age-appropriate summary in the student handbook.

Definitions

“Contraband” shall mean all substances or materials which District policy prohibits students from possessing.

“Reasonable suspicion” shall mean that the school official initiating the search has a well-founded suspicion, based on objective facts that can be articulated, of either criminal activity or a violation of District policy by a particular student. Reasonable suspicion is more than a mere hunch or supposition.

Legal Reference: I.C. § 18-3302D

New Jersey v. TLO, 469 U.S. 325 (1985)

Tinker v. Des Moines, 393 U.S. 503 (1969)

Policy History:
Adopted on: 10-6-14
Revised on:
Coeur d’Alene School District No. 271

STUDENTS

Searches and Seizure

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.

2. If the authorized administrator has reasonable suspicion to believe that any locker, car, or other container of any kind on school premises contains any item or substance which could be a threat to the health, safety or welfare of any person or to the property of any person or the District or would otherwise violate District policies and procedures, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance. **Such a search may be conducted without a search warrant, and without notice or consent, however school officials will make a reasonable effort to obtain the consent of a student before initiating a reasonable suspicion search, unless the circumstances constitute an emergency.** To initiate a reasonable suspicion search, the school official must have a reasonable suspicion as to all of the following:

   A. A crime or violation of school policy has been or is being committed;
   B. A particular student has committed a crime or violated District policy;
   C. Physical evidence of the suspected crime or violation of District policy is likely to exist; and
   D. Such physical evidence would likely be found in a particular place associated with the student suspected of committing the crime or District policy violation.

3. The authorized administrator may perform random searches of any locker, car, or container of any kind on school premises without notice or consent. School officials will conduct such searches in a random and systematic manner that is minimally intrusive. The Superintendent or designee will develop and implement a “lottery” system by which lockers, desks, student belongings, and vehicles will be randomly selected to be searched. If a random search produces evidence of criminal activity or violation of District policy, it may serve as a basis for a reasonable suspicion search of the locker’s contents, including the student’s property. The District retains the authority to conduct routine patrols of school parking lots and to inspect the exteriors of automobiles on school premises. The interiors of vehicles on school premises may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, consent, or a search warrant.
4. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his or her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.

5. No student shall hinder, obstruct, or prevent any search authorized by this procedure.

6. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in an appropriate manner, in private, and in the presence of at least one (1) adult witness. Students may be required to remove outer clothing, such as jackets, shoes, etc., and empty pockets as part of the search. If the search is of the student’s person (a “pat-down” search), the school official conducting the search and the witness must be of the same sex as the student. Under no circumstances is a school official authorized to conduct a “strip search” of a student. A written record of the time, date, and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.

7. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

8. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

Searches of Cell Phones

In order to maintain a safe school environment, the unauthorized use of a cell phone during the school day may warrant the cell phone to be confiscated. The phone may be searched by a school administrator who has reasonable grounds for suspecting that the search will provide evidence that the student is in violation of school policy. When a cell phone is searched for reasonable cause, the student shall be notified and given an opportunity to be present. When a cell phone is searched, the student’s parents shall be notified. A record outlining the manner in which the search occurred, witnesses present, and the result of the search shall be created.

Procedure History:
Promulgated on: 10/6/14
Revised on:
Extracurricular and Co-Curricular Participation

The schools in this school district will develop a well-rounded and age-appropriate activities program that provides opportunities for students to voluntarily participate in activities which may include, but are not limited to, journalism and yearbook, music, speech and drama, and interscholastic athletics. To provide a variety of activities for students, the school district will periodically assess the types of activities offered, the scheduling of facilities and activities, and the expenditure of funds. Teachers are expected to contribute to the social development of students by participating and supervising student activities and organizations before and after school day hours.

In addition to the “Rules and Regulations for Students in the Coeur d’Alene School District,” which relate to the application of this policy, curricular/extra-curricular activity program participants are also governed and are to abide the by high school and middle school Activities Code and the appropriate Code of Behavior Standards established for the specific activity.

Because participants are representatives of the district, they are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of their team, activity, group, school and community. Participating in curricular/extra-curricular activities within the district requires that the student maintains successful performance in academics and citizenship’s and that the student remains in good standing as defined within the school district Curricular/Extra-curricular Activities Code. Those students who violate the curricular/extra-curricular activities code shall be subject to discipline which may include permanent removal from participation in school district activities.

Coeur d'Alene School District is an equal/access school district and all curricular/extra-curricular student activities follow the Federal Equal Access Act laws and regulations, 20 U.S.C. 4071.

Although the district takes care to ensure all activities are as safe as possible, it acknowledges that the risk of concussion and head injuries may result to athletes or youth athletes. This policy contains procedures to address situations in which student concussions have occurred or are suspected to have occurred, per ID code 33-1625. For the purpose of this policy, athlete or youth athlete means an individual who is eighteen (18) years of age or younger and who is a participant in any middle school, junior high school, or high school athletic league or sport.

It is MANDATORY that each student who participates in extracurricular activities sign and return the Activity Contract Agreement prior to participation in any extracurricular activity. Failure to comply will result in non-participation.

Each extracurricular participant shall be provided with the Activity Contract Agreement, which shall be dated and signed by the participant and by the parent/guardian.
Reference: 3400E Activity Contract Agreement

Todd v. Rush County, 139 F.3d 571 (7th Cir.), cert. Denied, 119 S.Ct. 68 (1998)

Legal Reference: Code Section 33-512(12), 33-1625 Youth athletes – concussion and head injury guidelines; Title 54, Chapter 18 Idaho Code
I.C. § 54-1801 et seq. Physicians and Surgeons

Head Injury References: The Consensus Statement on Concussion in Sport 3rd International Conference on Concussion is Sport held in Zurich
http://www.idhsaa.org/concussions/default.asp;
http://www.cdc.gov/concussion/sports/index.html
http://www.cdc.gov/concussion/sports/recognize.html

United States Constitution, Fourteenth Amendment; Idaho Constitution, Article 9, Section 3; Equal Access Act 20 U.S.C. 4071 et seq.; and, Idaho Code 33-601(7) "Real and Personal Property"


Policy History:
Adopted on: 10/6/14
Revised on:
GENERAL DEFINITIONS:

Extracurricular Activities: means a district and/or school authorized activities which take place outside the regular school day, do not involve class credit, and for which high school letters are awarded. Includes Idaho High School Athletic Association (IHSAA) sanctioned and non-sanctioned activities. These activities must abide by all IHSAA rules, District Activity Contracts, and District Policy and Procedures.

Co-curricular Activities: means a district and/or school authorized activities held in conjunction with a credit class, but taking place outside of the regular school day. These activities must abide by all IHSAA rules, District Activity Contracts, and District Policy and Procedures.

Sanctioned Activities: IHSAA recognized activity that includes organized and recognized competitions.

Non-Sanctioned Activities: IHSAA does not recognize these activities for organized competitions.

Student Interest Organizations: means district and/or school authorized activities held outside the school day and do not involve class credit. These must abide by District Policy and Procedures to include financial procedures for all fund management working with the building assistant treasurer. There will be no District funding for support to include travel, sponsors, etc. While recognized as a value added opportunity for students, these are outside the purview of the District.

ACTIVITY CATEGORIES:

Co-Curricular/Extra-Curricular:

Sanctioned – includes but not limited to:

- Baseball
- Basketball
- Cheerleading
- Cross Country
- Debate
- Drama
- Golf
- Music
- Soccer
- Softball
- Speech
- Football
- Tennis
- Track
- Volleyball
- Wrestling

Non-Sanctioned – includes but not limited to:

- Swimming*
- ASB
- BPA
- DECA
- Crew
- FCCLA
- Newspaper**
- Yearbook**
- INEL**
- Forestry**

*Grandfathered by District providing pre-approved travel only.
**Grandfathered by District providing advisory stipends only.

Student Interest Organization: includes but not limited to:

- Robotics
- Skeet
HEAD INJURIES
Pre-Season Education
All coaches (paid and volunteer) must comply with IHSAA training requirements in the area of current concussion management practices and provide proof of that training to the school’s athletic director.

Students and parents/legal guardians will be provided information annually about sports-related concussions and will be asked to provide written acknowledgement of receiving such information prior to their child(ren) being allowed to participate in any school-sponsored sport activity. Information and guidelines are available from the State Department of Education and the Idaho High School Activities Association. This signed document shall be returned to the athletic department and placed on file.

Baseline neurocognitive testing for all sports will occur prior to competition during the freshman and junior years. School trainers will conduct the baseline through a computerized test at no charge to the student.

SUSPECTED CONCUSSION
If during any practice or game situation, an athlete sustains a concussion or exhibits the signs, symptoms or behaviors consistent with the injury, he/she must be immediately removed from all athletic participation.

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

Symptoms reported by the athlete (According to the Centers for Disease Control and Prevention)
- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Felling sluggish, hazy, foggy, o goggy
- Concentration or memory problems
- Confusion
- Does not “feel right” or is “feeling down”
Coaches should not try to judge the severity of the injury themselves. Health care professionals have a number of methods that they can use to assess the severity of concussions. Coaches should record the following information, if possible, to help health care professionals in assessing the athlete after the injury:

1. Cause of the injury and force of the hit or blow to the head or body;
2. Was there any loss of consciousness (passed out/knocked out) and if so, for how long;
3. Was there any memory loss immediately following the injury;
4. Were there any seizures immediately following the injury; and
5. The number of previous concussions (if any)

RETURN TO PLAY
Athletes may only return to physical activity if/when he/she is evaluated by a qualified health care provider trained in the evaluation and management of concussions, as licensed under chapter 18, title 54, Idaho Code, or Code 54-1409. The athlete may only return to activity once written clearance is received by a licensed health care provider trained as described above. This document will be kept on file with the athletic director.

STUDENT ORGANIZATION GUIDELINES:
1. Each new organization must complete and submit a request to the principal or designee stating the name, specific purpose of the club, the membership requirements, the activities of the club and meeting dates and times. The principal or designee will respond to the request, accept or reject the application.
2. All organization funds shall be subject to deposit, audit, and/or disbursement in accordance with the regulation of the school district and state law.
3. All activities of the organization must have prior approval of the principal or designee.
4. The District will not deny equal access to, or discriminate against, any student group that wishes to conduct meetings during non-instructional times on the basis of the religious, political, philosophical or other content of the speech at such meeting. No organizations will be authorized that are otherwise unlawful or which abridge the constitutional rights of any person.
5. Each organization will have a faculty member appointed as their sponsor. The sponsor shall be approved by the principal or designee. The Sponsor shall be responsible for monitoring the meetings, competitions and activities to assure that attendance at the meetings is voluntary and to assure order and discipline are maintained.
6. Non-school persons may not direct, conduct, control, or regularly attend activities of a school organization unless under the sponsor’s direction.
7. In regard to a religious or political organization, the sponsor shall not participate in the meetings themselves.
8. Student participation in organization and attendance shall be voluntary and shall be limited to those students who are currently enrolled at the school or have prior written approval from the building principal or designee.
9. Organizations shall be allowed to meet on school premises during non-instructional time.
10. The principal or designee may deny the opportunity of any organization to meet on school premises when there exists a substantial likelihood of material or substantial interference with the orderly conduct of educational activities within the school or if the meeting or activities in the meeting have, are or will be in violation of any law or ordinance.
11. No student group will deny membership to any student because of race, color, religion, sex, gender, sexual orientation, national origin, genetic information, or disability, or for any reason other than related to the purpose of the organization or group.

12. Bullying or any activity which might be dangerous or embarrassing to an individual is prohibited.

13. The content and placement of posters or advertisement shall be approved by the sponsor.

14. No fraternities, sororities, or secret societies are allowed in the schools. Fraternities, sororities and secret societies are defined as organizations whose active memberships are comprised in whole or in part of enrolled students, who are selected on the basis of the decision of the organization’s membership rather than on the basis of the right of any qualified student to be a member.

CONTESTS AND COMPETITION GUIDELINES:
1. Participation in contests by students shall be optional with the individual student and shall not interfere with instructional time and shall support the academic program.

2. Schools shall not be used to direct non-student sales or to promote goods or services via any contests, game, or other activity at any time during the school day unless approved by the principal or designee.

3. All contests sponsored or supported directly or indirectly by the School District shall permit participation by boys and girls on an equally opportunity basis.

4. Participation in contests and competitions must follow the travel expectations as outlined below.

TRANSPORTATION TO CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
The District will provide transportation to all co-curricular/extra-curricular activities for student participating as individuals or team members representing the district that are scheduled at a location outside this district. All student participants are required to ride district approved transportation to and from these scheduled events.

If a student participant wishes to ride home with his/her parent/guardian, arrangements must be made by the parent/guardian with the coach/advisor in writing (see form 3400F3). Under no circumstances will student participants be allowed to transport themselves or other students from the activity, except in the presence of his or her parent/guardian.

There will be no District funding for student interest organizations to include travel, sponsors, etc.

Refer to Policy 2550 Field Trips, Excursions, and Outdoor Educational Travel.

TRAVEL EXPECTATIONS FOR ACTIVITY PARTICIPANTS
Participants have an opportunity to represent yourself, your schools and community in a very special way while traveling. It is important that you consider carefully all of the expectations and responsibilities listed below:

1. Refrain from use and/or possession of alcohol, drugs, or tobacco/nicotine as per your activity contract.

2. Students are not to invite persons to their rooms who are not assigned to their room or not part of the traveling group.

3. Sexual intimacy and inappropriate display of physical affection is not acceptable behavior. Students are cautioned to use mature judgment in all instances and to behave in manners that
would resolve any doubt that might otherwise embarrass or reflect negatively on our schools and student body.

4. Adhere to curfew. Students are to be in their assigned room and doors closed at the designated time.

5. Demonstrate respectful and courteous behavior to wait staff, bus drivers, motel personnel, etc.

6. Respect property of every kind (private, school, hotel, bus, etc.) Students will be held responsible for damage.

7. Students should not participate or be associated by their presence with those who are violating these defined rules. Students risk being considered a party to such violations.

Any student found violating any of the above or additional guidelines established by an administrator, coach, or advisory will be subject to appropriate disciplinary measures which may include but not be limited to the following:

1. Return to Coeur d’ Alene at parent’s expense.
2. Suspension from school.
3. Denial from participation in future activities.
4. Dropped from the organization you are representing.

Procedure History:
Promulgated on: 11/3/14
Revised on: 5/4/15, 7/11/16, 11/4/19
STUDENTS

ACTIVITY CONTRACT AGREEMENT

In addition to the “Rules and Regulations for Students in the Coeur d’Alene School District,” as outlined in student handbooks, co-curricular/extra-curricular activity and student interest organization participants are also governed and are to abide by this Activities Code and the appropriate code of behavior standards established for the specific activity.

The rules and regulations of the activity contract apply to all attending Coeur d’Alene School District students in any IHSAA sanctioned, non-sanctioned activity, and student interest organization during the year, beginning with the first season of participation until graduation.

Because participants are representatives of the Coeur d’Alene School District, they are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of their team, activity group, school and community. Participation in activities within the Coeur d’Alene School District requires that the student maintains successful performance in academics and citizenship and that the student remains in good standing as defined within the School District Activities Code as defined in IHSAA. Those students who violate the Activities Code shall be subject to discipline which may include permanent removal from participation in school district activities.

STUDENT ATTENDANCE REQUIREMENTS

1. A student must be in school the entire day in order to participate in a practice or activity that day. An exception would be if the student had an approved appointment (or other acceptable excused absence) that prevented attendance.

2. If a student is absent the last school day of the week, and the competition is on a non-school day, the student must bring to the coach/advisor a signed statement from the parent/guardian that permission is given to participate. It is recommended that the coach/advisor call the parent in regard to the nature of the absence.

ACADEMIC STANDARDS

High school participants are required to follow IHSAA rule 8.1 for individual eligibility.

Higher academic eligibility expectations may be established periodically at the discretion of the coach/advisor during the activity season.

Use of Tobacco/nicotine – Tobacco/nicotine use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco/nicotine in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices. Research emphasizes that use of tobacco/nicotine is physically harmful to young adults. The rule means no use of tobacco/nicotine all year, in or out of season. [Reference Policy 3305]
No Alcoholic Beverages – There is no way to justify athletes using alcoholic beverages, even though social pressure may be hard to resist. Again, this rule means no drinking all year, not just during the season. [Reference Policy 3320]

Drugs – Simply stated, drug abuse is the consumption of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification. The use or misuse of drugs is a social problem. The rule against substance abuse is in effect all year. [Reference Policy 3300]

PENALITIES FOR VIOLATIONS

This activities contract will be subject to enforcement and/or disciplinary action by the administration from the beginning of the first season of participation until graduation.

The penalty for violation of the school’s activities contract is: 20% of the season contests for first violation, 50% for the second violation and permanent suspension on the third violation. During a 20% or 50% exclusion period, the athlete will continue to participate in all team activities and attend home contests. However, the athlete will not be allowed to dress down for home contests nor travel with the team to away contests.

First Violation Penalty – After confirmation of the first violation, the student will be suspended immediately from a minimum of 20% of the scheduled contests in the sport in which the student is a participant. If the penalty is not fully administered during that sport season, the remainder of the penalty will be applied to the next interscholastic sport season in which the athlete participates.

Second Violation Penalty – After confirmation of the second violation, the student will be suspended immediately from a minimum of 50% of the scheduled contests in the activity in which the student is a participant. If the penalty is not fully administered during that activity season, the remainder of the penalty will be applied to the next interscholastic activity season in which the student participates.

Third Violation Penalty – After confirmation of the third violation, the student will be suspended from participation in activities for the remainder of his/her high school career.

CO-CURRICULAR/EXTRACURRICULAR ACTIVITIES VOLUNTARY DRUG TESTING PROGRAM

The voluntary drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while they have drug residues in their bodies, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. Situations may arise where a student has stopped using marijuana prior to the season but, because of the residual effects of THC, they may still test positive.

The selection of volunteer participants to be tested will be done randomly by the principal or administrative designee from the volunteer list, and selections will be made from time to time throughout the school year.
Under this drug-testing program, any staff, coach, or sponsor of the District who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the District’s commitment to confidentiality with regard to the program.

No student shall be expelled from school as a result of any verified positive test conducted by his or her school under this program, other than as stated herein. Refer to administration for disciplinary procedures which follow. [Reference Policy 3330 Student Discipline]

CONCUSSION INFORMATION

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

In accordance with House Bill 632 Section 33-1625, Idaho Code the Idaho High School Activities Association has provided information for coaches, parents, and athletes, concerning the Identification and Management Strategies regarding concussions. The IHSAA encourages all coaches, parents, and athletes to educate themselves about the recognition and treatment of concussions. If you have any questions or need of further information, please contact your school or the IHSAA Office at admin@idhsaa.org.

WARNING, AGREEMENT TO OBEY INSTRUCTIONS, RELEASE ASSUMPTION OF RISK, AND AGREEMENT TO HOLD HARMLESS
(Both the applicant student and a parent/legal guardian must read carefully and sign).

I am aware that interscholastic athletics are violent contact sports and that playing or practicing will be a dangerous activity involving MANY RISKS AND INJURY. I understand that the dangers and risks of playing or practicing in interscholastic athletics include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the muscular skeletal system and serious injury or impairment to other aspects of my body, general health and well-being. I understand that the dangers and risks of playing or practicing in interscholastic athletics may result not only in serious injury, but also in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life.

Because of the dangers of interscholastic athletics, I recognize the importance of following the coaches’ instructions regarding playing techniques, training and other team rules, etc., and agree to obey such instructions.

Policy History:
Promulgated on: 10/6/14
Revised on: 5/12/15, 11/4/19
Students in the Coeur d’Alene School District are required to sign an activity contract agreement.

I understand that this agreement states that should I become involved in activities or student government or athletic clubs that I will have maintained good citizenship in the school building, classroom, and community.

If I am involved in violations of the activity contract agreement or any violations of a serious nature including misdemeanors, felonies and crimes of violence, I could be subject to suspension/expulsion from any and all activities.

1. I have read and understand the activity contract agreement of Coeur d'Alene School District’s policy 3400 and the rules that apply to this contract.

2. My parent/legal guardian and I have received and reviewed the information on concussions.

3. I have read and understand the insurance waiver. _______________________________
   (Student’s name)
   is adequately covered through our own insurance program for all accidents and injuries which may occur while at school or during participation in school activities. I will assume responsibility for all expenses incurred in an emergency.

4. I have read and understand the Coeur d'Alene School District Travel Expectations. (3400P)

5. I have read and understand the “Warning, agreement to obey instructions, release assumption of risk, and agreement to hold harmless” statement. (Both the applicant student and a parent/guardian must read carefully)

6. I hereby consent to the above named student participating in the activity program at his/her school of attendance. This consent includes travel to/from activity contests (via district 271 transportation) and practice sessions. I further consent to treatment deemed necessary by physicians designated by school authorities for any illness/injury resulting from his/her activity participation.

**High School Only**

7. My participation in activities for the Coeur d'Alene School District is entirely voluntary on my part, and with the understanding that I have not violated any of the eligibility rules and regulations of the state association.

8. I have read and understand IHSAA Rule 8.1 governing eligibility as determined by the Idaho High School Activities Association.

________________________________________  ________________________________  ___________
Student Participant                  Parent/Legal Guardian              Date
INTERIM QUESTIONNAIRE
IHSAA

Please Print

Last Name First Middle Male/Female City Date

Since his/her last athletic physical examination, has this student:

Graduation Year

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<tr>
<th>Question</th>
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<td>1. Had surgery</td>
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<td>2. Been hospitalized</td>
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<td>4. Had a serious illness</td>
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<td>5. Had an injury requiring a physician’s care</td>
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<td>6. Been rendered unconscious</td>
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<td>7. Started taking any new medications</td>
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<td>8. Developed any new drug allergies</td>
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<td>9. Developed any health problems</td>
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Please explain any yes answers

_____________________________________________________________________________________
_____________________________________________________________________________________

My child should have a physical examination prior to participation in school athletics as per IHSAA rules.

School health insurance needed: _____yes.

If you need insurance please contact your school activities office. Proof of insurance is required prior to participation in any IHSAA athletic activity. Proof of insurances must be on file in the Activities Office prior to participation in any activity.

Insurance Company

______________________________

Signature of Parent/Guardian

______________________________

Insurance Policy Number

______________________________

Address

______________________________

Parent/Guardian Home Phone

______________________________

City Zip

Parent/Guardian Work Phone

Rev. 10/6/14
Participants in the voluntary drug testing program will be considered active when they become a member of an activity program in School District 271 during the ________________ school year.

STUDENT PLEDGE
As an active member, I agree to be subject to weekly random tests while I am participating in activities in the Coeur d’Alene School District. I will abide by the principles set forth in the Activity Contract and will not partake of illegal drugs, alcohol or tobacco/nicotine.

________________________________________  _____________________ ______________
Student Signature       Date

PARENT CONSENT/RELEASE

Students Last Name                First                Middle Initial

Address: ___________________________________________________________________

City, State, and Zip: __________________________________________________________

Phone: ___________________________ School: _________________________________

Graduation Date: ______________________________________

We, or I, the parent(s)/guardians and managing conservator(s) of said child, give consent to have collected and tested a sample of urine or breath analysis to determine whether or not the child’s systems show freedom of drug use. As partial consideration from such testing, I will release School District 271, or any community agency from any liability and agree to indemnity and hold harmless these entities from any claim which might be made by virtue of such test and the results thereof.

The test will not be given through this program to a student under 18 years of age without the consent of both the student and the parent(s) or guardian(s).

As the parent/guardian of said child, I will abide by the principles set forth in the Activities Contract and will not willingly allow my child or any underage child in my presence to partake of any drugs, alcohol or tobacco/nicotine products.

______________________________________________________  _____________
Parent/Guardian(s) Signature    Date

rev. 11/4/19
PARENT REQUEST TO TRANSPORT CHILD

This form must be filled out, (per event or entire season) by the parent/guardian in writing and given to the coach/advisor of the activity in which it involves.

I _______________________________ will transport my own child ________________________________

(print your name)                                                                                         (print student’s name)

I understand that by signing this waiver, I take full responsibility for the transportation of this child to and from all extracurricular activities and events on the dates indicated above. I also understand that this waiver releases the District from any and all liability or claims regarding the transportation of this child to and from extracurricular activities or events for which District transportation in not provided. I understand that submitting this form does not grant me the authority to transport any minor child besides my own child.

Parent/Guardian Signature:________________________________
CDA SCHOOL DISTRICT ACTIVITY EMERGENCY CARD

School: __________________________________________ School Year 20__-20__

Grade: _____ Date of Birth: ____/____/____ ACTIVITY: ____________________________________________

Last Name: _________________________ First Name: _________________________ Address: _________________________ Telephone Number: _________________________

Phone number where each parent/guardian can be contacted during business hours:
Father/Guardian: _________________________ Name and Daytime Telephone: _________________________

Mother/Guardian: _________________________ Name and Daytime Telephone: _________________________

In an emergency, if parents cannot be contacted:
Notify: _________________________ Telephone Number: _________________________

Name: _________________________ Address: _________________________ Telephone Number: _________________________

Family Doctor: _________________________ Address: _________________________ Telephone Number: _________________________

Physical problems we should be aware of (injuries, allergies, disabilities, etc.): _________________________

____________________________________________________________________________

In the event of serious injury and your family doctor cannot be contacted and if we are unable to contact parent/guardian, does the coaching staff/administration of the school have your permission to seek medical attention from the nearest physician?  Yes □ No □ (If answer is no, please state the procedure you wish us to follow.)

____________________________________________________________________________

Parent/Guardian Signature: _________________________ Date: _________________________

1/30/13 -- White – School/Athletic Office / Yellow – Coach / Pink – Athletic Trainer

Revised 2/12/13
Student Fund Raising Activities

The Board acknowledges that the solicitations of funds from students, staff, and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent providing that the instructional program is not adversely affected. Teachers’ or students’ groups may undertake money raising activities in the school or in the community only with the approval of the building principal for such sponsorship. Students and District employees may voluntarily participate in philanthropic fund drives, local or national, but compulsory participation is prohibited.

Legal Reference: I.C. § 33-506 Organization and Government of Board of Trustees

Policy History:
Adopted on: 10/6/14
Revised on:
STUDENTS

Student Fees, Fines and Charges/Return of Property

The District shall charge no fee for any course for which academic credit is awarded.

A student may be charged a reasonable fee for any non-credit course or non-curricular activity such as an extra-curricular activity, student-activity, or membership in a voluntary club or association. The Board may waive the fee in cases of financial hardship.

Student fees may not be charged for an activity, field trip, or program that is part of the instructional day or relating to the instructional day. The Board may make an exception to this policy in order to allow a tuition fee for optional full-day Kindergarten program enrollment. Schools may request donations from parents/guardians for such activities occurring or relating to the instructional day and may set a suggested donation amount. Such request must be clearly identified as optional donations. An individual student’s participation in an activity, event, or any part of the instructional day shall not be contingent on payment of a fee, fine or donation.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing the collection of fees for extra-curricular programs.

Additional fees may be charged for “enhanced programming and materials” which are voluntary enrichments to the curriculum beyond what is necessary to meet the learning expectations for a particular grade or course (i.e. students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay the additional cost for the upgrade).

Schools or instructional staff may ask students to bring certain supplies for personal use of the student to school. Specific name-brand supply items can be requested, but shall not be made mandatory. School supply accounts must use language stating items are preferred, not required.

A student shall be responsible for the cost of replacing materials or property lost or damaged due to negligence. If school property in a student’s possession is lost, broken, or otherwise damaged, the student may be charged the lesser of the fair market value of the item at the time or the cost of repair.

The District may require, as a condition of graduation, issuance of a diploma or certificate, or issuance of a transcript, that all indebtedness incurred by a student be satisfied, or that all books or other instructional material, uniforms, athletic equipment, advances on loans, or other personal property of the District be returned.

Legal reference: I.C. § 33-603 Payment of Fees or Returning of Property
Policy History:
Adopted on: 10/6/14
Revised on: 3/7/16, 11/6/17, 9/10/18
Coeur d’Alene School District No. 271

STUDENTS

Student School Supplies

Schools or instructional staff may ask students to bring certain supplies for personal use of the student to school. Specific name-brand supply items can be requested, but shall not be made mandatory. School supply accounts must use language stating items are preferred, not required.

Policy History:
Adopted on: 11/6/17
Revised on:
Coeur d’Alene School District No. 271

STUDENTS

Student Vehicle Parking

Students are permitted to park on school premises as a matter of privilege, not of right. Patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Students are required to unlock vehicles for reasonable inspection when instructed to do so by an administrator. Failure to cooperate may result in the loss of permission to drive a vehicle onto campus, in-school suspension, or short-term suspension from school. In cases involving drugs, alcohol, or firearms the local sheriff or police may be called.

Students will be permitted to park their vehicle in the school parking lot provided they have:

1. A driver’s license; and
2. Vehicle registration.

Additional parking requirements include:

1. Students must complete the Student Vehicle Parking form prior to parking on school grounds;
2. Automobiles are restricted to parking in spaces marked for parking. All automobiles inappropriately parked are subject to being towed without additional warning and at owner’s expense;
3. The Coeur d’Alene School District is not responsible for theft or damage to automobiles parked in the student parking lot;
4. The student parking lot is off limits during normal class time, except when the student has written permission from an administrator; and
5. Students are prohibited from loitering in the parking lot. Students must enter the building immediately upon arrival.

Any violation of this policy shall result in the following:

1. First Offense: Conference between the administration and student.
2. Second Offense: Conference between the administration, parent, and student.
3. Third Offence: Loss of right to drive and park on campus.

Policy History:
Adopted on: 12/1/14
Revised on:
STUDENTS

Awards and Scholarships

Awards and scholarships given to the District for the benefit of students shall be administered by the Superintendent or designee, and may be subject to Board review. All awards and scholarships which request the participation or administration of the District must permit application by boys and girls on an equal opportunities basis.

Policy History:
Adopted on: 12/1/14
Revised on:
Student Health/Physical Screenings/Examinations

The Board recognizes that Coeur d'Alene School District 271 plays a critical role in providing health services, fostering mental health promotion and slowing the spread of disease. To this end, the District will continue to offer limited School Health Services to its students and, with informed consent and where appropriate in the professional judgment of the District’s Health Services Department, provide referrals to more robust care offered by a School Based Health Center.

Definitions

“School Health Services” shall mean all efforts of the District’s School Health Services and Nursing Department (“Health Services Department”) to support student achievement through wellness. The Health Services Department works together with teachers, counselors and school staff to prevent and control illnesses, so that students can learn to their greatest potential.

“School-Based Health Center” or “SBHC” shall mean a non-District operated health center staffed by an advanced medical provider (i.e., nurse practitioner, physician assistant, physician, etc.) and medical assistant within a clinic space (examination room, laboratory, etc. and may include a mobile clinic that comes to our schools). Services provided are similar to those offered in a typical doctor’s office, but are located on or near District property. The SBHC may also include a social worker/mental health provider and may be located in a different physical location other than that of the medical services clinic. The services provided by the SBHC are independent of, but are intended to complement and expand, the work of the Health Services Department.

School Health Services
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 maintenance of student health records;
2. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;
3. Consulting services of a licensed healthcare provider and/or Registered Nurse;
4. Health screenings;
5. Immunization records and screening to ensure compliance with state requirements and;
6. With appropriate consent and where appropriate in the judgment of the Health Services Department, referrals to the School Based Health Center.

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.

As used in this policy, the term “invasive physical examination” means any medical examination involving the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but this does not include a hearing, vision, or scoliosis screening.

All parents will be notified of the requirements of the District’s policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

School-Based Health Centers

School-Based Health Centers (SBHC) provide primary care by combining medical care with preventive and psychosocial services. SBHC may function as a gateway to the healthcare system for some students. For others, SBHC work in conjunction with their medical home to assist with chronic disease management and to address acute care needs that occur during the school day. For many underserved, at-risk students and families, SBHC may be the sole source of coordinated, comprehensive, and culturally appropriate primary care, emotional and academic support, and professional advocacy.

The Board may enter into agreements with School-Based Health Center to provide services, which may include, but may not be limited to:

1. Primary Care services
2. Mental/behavioral health
3. Substance abuse
4. Referrals to outside providers.

The Superintendent shall direct and oversee the establishment of the School-Based Health Center in the Coeur d'Alene School District 271, including locations and hours. Populations that may be served by the SBHC include District students, staff and families. The Superintendent may also create an Advisory Committee to monitor the activities and progress of the SBHC.

Parents and guardians may authorize their student to receive health/mental health care services from the SBHC. Regarding consent, parents and guardians will have two options for the above-described SBHC medical care and services. Parents and guardians may:

1. Grant consent for a student to independently receive services; or
2. Grant consent for a student to receive services only after parental or guardian notification (prior to evaluation and management of student).

Failure to respond will be treated as an election to opt-out of SBHC services. Parents/guardians will also be reminded that students may independently seek health/mental health services outside of the District’s referral by the Health Services Department.

Legal Reference: General Education Provisions Act, 20 U.S.C. 1232h(b)

Policy History:
Adopted on: 12/1/14
Revised on: 11/4/19
STUDENTS

Procedure Student Health/Physical Screenings/Examinations

School Health Services

The District School Health Services will follow school nurse guidelines, reviewed annually within the school health services department and updated regularly. School nurse guidelines may be developed through the cooperative efforts of school nurses and community physicians or adopted from national standards. Adaptations will account for state laws and regulations, as well as evidence-based practice and taking into account the unique needs of students within the District.

Registered nurses apply their professional skills and judgment in the management of each individual case, but the District provides care for all students in a consistent manner through departmental guidelines. Usual procedures, such as Standard Precautions, parent notification, record keeping, confidentiality, etc. may not be repeated in all guidelines, but is understood to be a standard practice in all aspects of care.

School-Based Health Centers/Committees

Each year, School Health Services and nurses will inform parents, guardians, students and staff about the School-Based Health Center services, locations and hours. Consent for School-Based Health Center medical care and services will be tracked by school nurses and the SBHC. Consent for Mental Health Services may be tracked separately by school counselors and the SBHC.

School Health Services and nurses will organize and convene meetings of the School-Based Health Center Advisory Committee. The SBHC Advisory Committee will meet semi-annually to provide planning and oversight. Members of the Advisory Committee will review the SBHC metrics and data for annual program evaluation.

Procedure History:
Promulgated on: 11/4/19
Revised on:
Coeur d’Alene School District No. 271

STUDENTS

School Based Health Center Consent Form Services – (Grade 9-12)

COEUR D’ALENE SCHOOL DISTRICT
SCHOOL BASED HEALTH PROGRAM & MENTAL HEALTH NOTIFICATION
TO: Coeur d’Alene School District Parents and Guardians of Ninth -Twelfth Grade Students

SCHOOL BASED HEALTH PROGRAM
This form is for parents to consider authorizing the District to refer their student to the school-based health program provided by Heritage Health ("Heritage"). Heritage provides medical and behavioral health services on school grounds via their mobile unit at regularly scheduled times during the school week. Providers are available on the mobile unit to provide the following services:

● Acute health conditions and injuries
● Chronic disease management
● Immunizations
● Counseling for family planning
● Sexual health and education
● Tobacco and drug use prevention
● Women’s health care
● Preventive care such as well child checks and sports physicals
● Behavioral health care such as counseling for depression, peer pressure and family conflict as available

This form relates only to referrals for services provided by the school-based health program. All students will continue to receive services from the school nurse.

If you WANT to authorize your student to receive services from Heritage’s health program, please complete the consent form below. You can specify if you want to be present for any services or if you want your student to receive services independently. The District will notify you prior to any referral for services.

If you DO NOT want to authorize your student to receive services from Heritage’s health program, please check no below.
Parents are advised that the District will not provide a referral to Heritage, unless consent is provided; however, students may seek treatment independently of District involvement, in which case the medical provider will independently determine if the services requested may be provided without parental consent subject to state law.

MENTAL HEALTH SERVICES The District has also retained Heritage to provide mental health services at schools throughout the District. These services would include regular counseling sessions, resources for students and families, and collaboration efforts between the counselors and District staff, as necessary and appropriate to facilitate the student’s overall success. If your student is identified as a potential candidate for these services, you must provide consent for participation in the program.

If you WANT to authorize your student to participate in Heritage’s mental health services program, please complete the consent form below.

If you DO NOT want to authorize your student to participate in Heritage’s health program, please check no below.

FERPA
By providing consent, parents are also consenting to the release of “education records” protected from disclosure under the Family Education Rights and Privacy Act (FERPA). The District’s Health Services Department (managed by school nurses), will only provide as much information about your student to Heritage as is necessary in order to make the referral.

Parents can revoke their consent to referrals to Heritage and their consent to release of education records at any time by providing written notice of their decision to the school nurse, counselor or office.

COST OF SERVICES
Heritage will provide services on its mobile clinic and through its mental health program, regardless of the student’s ability to pay. Students may be requested to provide insurance information and may be billed according to normal billing practices unless it is determined that the student is unable to pay for such services.
CONSENT FOR SCHOOL BASED HEALTH PROGRAM  
(Grade 9-12) 

______ I want my student to participate in the School Based Health Program. My student may, independently without parent/guardian notification, seek evaluation and management of health concerns, available from and deemed necessary by the staff of the SBHC.

______ I want my student to participate in the School Based Health Program. My student may, with parent/guardian notification prior to, seek evaluation and management of health concerns, available from and deemed necessary by the staff of the SBHC.

______ I Do Not want my child to participate in the School Based Health Program.

Student’s first and last name: __________________________________ Grade: ___________
______________________________________________________________________________

Parent/Guardian’s Signature         Date

---

CONSENT FOR MENTAL HEALTH SERVICES  
(Grade 9-12)

______ I want my child to participate in the Mental Health Services Program

______ I Do Not want my child to participate in the Mental Health Services Program

Student’s first and last name: __________________________________ Grade: ___________
______________________________________________________________________________

Parent/Guardian’s Signature         Date
Coeur d’Alene School District No. 271

STUDENTS 3500F2

Mental Health Consent Form Services – (Grade K-5)

COEUR D’ALENE SCHOOL DISTRICT
MENTAL HEALTH SERVICES NOTIFICATION
TO: Coeur d’Alene School District Parents and Guardians of Kindergarten -Fifth Grade Students

MENTAL HEALTH SERVICES
The District has retained Heritage Health (“Heritage”) to provide mental health services at schools throughout the District. These services would include regular counseling sessions, resources for students and families, and collaboration efforts between the counselors and District staff, as necessary and appropriate to facilitate the student’s overall success. If your student is identified as a potential candidate for these services, you must provide consent for participation in the program.

If you WANT to authorize your student to participate in Heritage’s mental health services program, please complete the consent form below.

If you DO NOT want to authorize your student to participate in Heritage’s mental health program, please check no below.

FERPA
By providing consent, parents are also consenting to the release of “education records” protected from disclosure under the Family Education Rights and Privacy Act (FERPA). The District’s Health Services Department (managed by school nurses), will only provide as much information about your student to Heritage as is necessary in order to make the referral.

Parents can revoke their consent to referrals to Heritage and their consent to release of education records at any time by providing written notice of their decision to the school nurse, counselor or office.

COST OF SERVICES
Heritage will provide services on its mobile clinic and through its mental health program, regardless of the student’s ability to pay. Students may be requested to provide insurance information and may be billed according to normal billing practices unless it is determined that the student is unable to pay for such services.
CONSENT FOR MENTAL HEALTH SERVICES
(Grade K-5)

____ I want my child to participate in the Mental Health Services Program

____ I Do Not want my child to participate in the Mental Health Services Program

Student’s first and last name: ___________________________________________ Grade: __________

__________________________________________________________ Date

Parent/Guardian’s Signature
Medication at School

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.

The superintendent will establish procedures for:
1. Designating staff members who may administer medications to students;
2. Designating school nurses to train, delegate and supervise designated staff members in the administration of all medications to students;
3. Obtaining signed and dated parental authorization for medication administration;
4. Obtaining signed and dated healthcare provider authorization for medication administration;
5. Storing medications in locked or limited access facility;
6. Maintaining records pertaining to medication administration; and
7. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school.

Cross Reference: Medication Documentation Form

Legal Reference:  
I.C. § 33-506  Organization and Government of Board of Trustees  
I.C. § 33-520  Policy Governing Medical Inhalers, Epinephrine Auto-Injectors, Insulin and Blood Glucose Monitoring Supplies  
I.C. § 33-520A  Life Threatening Allergies in Schools—Guidelines Stock Supply of Epinephrine Auto-Injectors and Emergency Administration  
I.C. § 54-1401  Purpose- License Required-Representation to the Public  
I.C. § 54-1402  Definitions  
I.C. § 54-1733B  Opioid Antagonists  
IDAPA 23.01.01.076  Persons Exempted by Board  
IDAPA 23.01.01.100  Decision Making Model  
IDAPA 23.01.01.401  Licensed Registered Nurse (RN)  
IDAPA 23.01.01.490  Unlicensed Assistive Personnel (UAP)

Policy History:  
Adopted on: 12/1/14  
Revised on: 7/2/18
Definitions
A School Nurse holds a Pupil Personnel Services Certificate with a School Nurse Endorsement. The school nurse holds a valid RN (licensed registered nurse) license and a Bachelor’s degree in nursing, education or health-related field. Or the school nurse holds a valid RN license and has completed nine semester credit hours from specific areas and has two years’ full-time experience.

A Licensed Practical Nurse (LPN) functions in a dependent role to provide nursing care at the delegation of licensed registered nurse, licensed physician, or licensed dentist in a role falling within the nurse’s scope of practice.

A Licensed Registered Nurse (RN) works and serves in a broad range of capacities. Registered nurses are expected to exercise competency in judgment, decision making, implementation of nursing interventions, delegation of functions or responsibilities, and administration of medications and treatments prescribed by legally authorized persons.

The term Unlicensed Assistive Personnel (UAP) is used to designate unlicensed personnel employed to perform nursing care services under the direction and supervision of licensed nurses.

A Medication is a substance that is taken into or placed on the body. Medications are used to cure and treat diseases or conditions, relieve symptoms of an illness or prevent diseases. Medications may be over-the-counter (OTC) or prescribed by legally authorized persons.

The Nursing Process means the performance of acts and services that require formal nursing education and specialized knowledge, judgment and skill, which acts and services assist individuals, groups, communities and populations in order to promote, maintain or restore optimal health and well-being throughout the life process. Nursing practice encompasses a broad continuum of services delivered in health care and non-health care environments. Nursing practice occurs at the physical location of the recipient.

Designating Staff Members
In collaboration with School Health Services, the school administrator or principal shall designate, in writing, school personnel who may accept delegation, training and supervision in proper medication procedures. After completion of an Idaho Board of Nursing approved training program, UAP may assist students who cannot independently self-administer medications, provided that:

1. A plan of care has been developed by a licensed registered nurse;
2. The act has been delegated by a licensed nurse;
3. Written and oral instructions have been given to the unlicensed assistive personnel by a licensed nurse concerning the reason(s) for the medication, the dosage, expected effects, adverse reactions or side effects, and action to take in an emergency;
4. The medication is in the original pharmacy-dispensed container with proper label and directions in an original over-the-counter container or the medication has been removed from the original container and placed in a unit container by a licensed nurse. Proper measuring devices must be available for liquid medication that is poured from a pharmacy-dispensed container. Inventories of controlled substance medications must be maintained.
5. Any medication dosages not taken and the reasons thereof are recorded and reported to appropriate supervisory persons; and
6. Assistance with medication may include: breaking a scored tablet, crushing a tablet, instilling eye, ear or nose drops, giving medication through a pre-mixed nebulizer inhaler or gastric (non-nasogastric) tube, assisting with oral or topical medications and insertion of suppositories.

Designating School Nurses
For each school, School Health Services will designate a school nurse to work with school administrators or principals to delegate, train and supervise UAP in proper medication procedures. Nursing delegation in the school setting is the assignment by the school nurse, not a school administrator, to a competent UAP the performance of a selected nursing task, in this case medication administration, in a selected situation for an individual student. The school nurse facilitates the UAP training, evaluation of UAP competence, and provides for ongoing supervision of the UAP and the student’s health outcomes. The nursing process can never be delegated.

The responsibility for appropriate registered nurse delegation ultimately rests with the District to ensure safe nursing care is provided to students. This includes availability of a licensed nurse to administer medication and treatments that cannot be delegated by law or per the registered nurse’s professional judgment.

Obtaining Parental and Healthcare Provider Authorization
A completed medication authorization form must be reviewed by the school nurse before a medication can be given. The authorization form must contain:
   1. Student’s name, student’s date of birth, medication name, dose, route and time of administration
   2. Parent/guardian request with signature
   3. Healthcare provider’s request and instructions with signature

A nurse may administer over-the-counter (OTC) medications to a student on a one-time basis. This requires verbal consent from a parent/guardian and appropriate safety assessment by the nurse. The parent/guardian will then be required to sign and submit the medication authorization form.
It is prohibited for a student or staff member to share any prescribed or over-the-counter medication with another. Misuse or abuse of any medications may result in disciplinary action.

If administration of research medication, “off label” use of medication, or alternative medication is requested, a nurse may request on a “case by case” basis input from the health care provider, the parent and if appropriate the student involved.

**Storing Medications**

Medications must be received in the original labeled container. The medication should first be examined by the UAP or school nurse to determine in his or her judgment that it appears to be in the original container and to be properly labeled. All medications, excluding those approved for keeping by students for self-administration, must first be delivered by the parent or other responsible adult to the school nurse or UAP. The school nurse or the UAP must:

1. Examine any new medication to ensure that it is properly labeled with expiration dates, name of student, medication name, directions, dosage, and physician’s name;
2. If administration is deemed necessary, the nurse must develop a care plan for the student before any medication is given by school personnel. If there is a question regarding any medication, a nurse may request that communication with the health care provider be established;
3. Record on the Student’s Individual Medication Record the date the medication is delivered and the amount of medication received;
4. Store medication requiring refrigeration appropriately; and
5. Store medications in a securely locked storage compartment, excluding those medications approved for self-administration. Controlled substances will be contained in a separate compartment, secured, and locked at all times. Any medication which a student must have in case of an emergency will be kept in an easily accessible location.

At elementary and middle school, the parent will transport all prescription medications and over-the-counter medications to and from the school office. Medication may not be stored or transported with students.

All medications, prescription and nonprescription, will be stored in their original containers with the student’s name and matching instructions clearly marked on the container. Directions must also be written on the medication administration form. If the healthcare provider changes the dosage, a new container with the amended directions must be submitted to the school before the medication can be administered.

Medication must be properly stored and secured with special attention given to the safeguarding of scheduled drugs. The UAP or school nurse must count and record the quantity of controlled substances received from the parent/guardian, in the presence of the parent/guardian.

Access to all stored medication will be limited to persons authorized to administer medications, UAP or school nurses. Each school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.
Disposal of Medication
Medications that have expired or are no longer being used by the school should be picked up by the parent/guardian. Medication which is not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities may be destroyed by the school nurse in the presence of a witness, according to industry standard.

Maintaining Records of Medication Administration
The administration of medication must be documented on the Medication Administration Record (MAR). The UAP may not deviate from the medication order as prescribed by a legally authorized person.

Student Self-Administration of Medication
Middle and high school students may keep and administer their own medication, but they may bring only one day’s supply of medication to school in the original container and with current expiration date. They must have on file a current medication authorization form indicating self-administration. A student who is permitted to self-administer medication consistent with this procedure may be required to maintain a current duplicate of the prescription medication with the school nurse or the school administrator.

Elementary school students are not allowed to possess prescription or OTC medications except a prescribed inhaler, an epinephrine auto-injector, and insulin, glucagon and blood glucose monitoring supplies.

Any student who is permitted to self-administer a prescribed inhaler, an epinephrine auto-injector, insulin or blood glucose monitoring shall be permitted to possess and use a prescribed inhaler, an epinephrine auto-injector, insulin or blood glucose monitoring supplies at all times, pursuant to Idaho Code 33-520.

Emergency Medications
Epinephrine—Designated school personnel, trained to administer epinephrine auto-injectors may provide or administer an epinephrine auto-injector to a student pursuant to Idaho Code 33-520A. Training for designated school personnel to administer Epinephrine auto-injectors shall include at a minimum:

1. Techniques on how to recognize symptoms of severe allergic reactions, including anaphylaxis;
2. Standards and procedures for the storage, administration and disposal of an epinephrine auto-injector; and
3. Emergency follow-up procedures.

As soon as possible, the administering person shall contact emergency medical services and notify the parent/guardian.

Naloxone—Any person acting in good faith and exercising reasonable care may administer an opioid antagonist to another person who appears to be experiencing an opiate-related overdose pursuant to Idaho Code 54-1733B.
The Idaho Board of Nursing approved medication training program is not required to administer epinephrine auto-injectors or the opioid antagonist naloxone hydrochloride or any other similarly acting and equally safe drug approved by the federal food and drug administration for the treatment of drug overdose.

Legal Reference:

I.C. § 33-520  Policy Governing Medical Inhalers, or Epinephrine Auto-Injectors, Insulin and Blood Glucose Monitoring Supplies

I.C. § 33-520A  Life Threatening Allergies in Schools—Guidelines Stock Supply of Epinephrine Auto-Injectors and Emergency Administration

I.C. § 33-1201  Certificate Required

I.C. § 54-1401  Purpose- License Required-Representation to the Public

I.C. § 54-1402  Definitions

I.C. § 54-1733B  Opioid Antagonists

IDAPA 08.02.02.027  Pupil Personnel Services Certificate

IDAPA 23.01.01.076  Persons Exempted by Board

IDAPA 23.01.01.100  Decision Making Model

IDAPA 23.01.01.401  Licensed Registered Nurse (RN)

IDAPA 23.01.01.490  Unlicensed Assistive Personnel (UAP)

Procedure History:

Promulgated on: 12/1/14

Revised on: 8/8/16, 7/2/18
School Health Services Medication Administration: Nurse Delegation

Student Name: ______________________________ DOB: ___________ Dates in Effect: ___________

School Name: ______________________________ RN: ______________________________

Reason for Assuming Delegation:

☐ Authorized representative request       ☐ Accepting transfer of delegation from outgoing nurse

UAP: ______________________________        UAP: ______________________________

UAP: ______________________________        UAP: ______________________________

I agree and know the student through my assessment, the plan of care, the skills of the UAP(s) and the delegated task(s). I have informed the principal or building administrator of my decision to assume delegation as outlined above.

RN Signature: ______________________________ Date: ___________

I have been informed by the delegating nurse of their decision to assume delegation as outlined above. I agree and authorize these employees to work with the delegating nurse for medication administration.

Principal/Administrator Signature: ______________________________ Date: ___________

**Instruction for Medication Administration**

<table>
<thead>
<tr>
<th>Medication(s) to be Administered</th>
<th>Route of Administration</th>
<th>Expected Therapeutic Effect</th>
<th>Special Directions (attach additional teaching sheet, if needed)</th>
<th>Side Effects or Unexpected Outcomes</th>
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**Reasons to call RN:**

- Side effects or unexpected outcomes
- New orders received
- Student transported for medical emergency
- Student condition changes
- Student moves or transfers to different school
- Problem/unable to perform nursing care

Call RN Name: ______________________________ Phone#: __________________

RN Signature: ______________________________ Date: ___________
Acceptance of Delegation by UAP for Medication Administration

Student Name: ___________________________   DOB: ___________   Dates in Effect: ____________

I agree that I have completed an approved training program for assistance with medications as well as received orientation for this work environment and student. I have received written and verbal instruction in the performance of the delegated task. I am accepting responsibility to perform the task as delegated. I have been informed of who to contact and how to reach them if side effects or unexpected outcomes occur. I have been instructed to notify the RN if I am no longer able or willing to perform the delegated tasks or if the student’s condition changes.

<table>
<thead>
<tr>
<th>UAP Printed Name</th>
<th>UAP Signature</th>
<th>UAP Initials</th>
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STUDENTS 3510F2

School Health Services Medication Administration: Nurse Training and Supervision

UAP Skills Checklist for Training

UAP Name: _______________________________ Date: ________________

RN Name: _______________________________ School Name: _______________________

Delegation Skills Review:

☐ Evaluation of new UAP  ☐ Renewal evaluation for UAP

The unlicensed assistive personnel must, without prompting or error, demonstrate all skills delegated in accordance with published guidelines with 100% accuracy to the Nurse Delegator.

Legal Considerations

A. Identify IBON Rules governing UAP

B. Identify the UAP’s responsibilities in accepting delegated assignments
   For assisting with medications

C. Discuss the importance of the UAP knowing district-specific policies
   And procedures

D. List situations in which a UAP cannot assist with a medication

E. Describe patient rights

Safety Measures

F. Prevent the spread of infection

G. Discuss dangers associated with medications

H. Describe appropriate measures to take for medication related emergencies

I. List the six “rights” of medication assistance as it pertains to the UAP

Basic Understanding of Medications

J. Describe various medication routes as they apply to the UAP

K. Discuss appropriate use of PRN medications

Care of Medications

L. Describe safety factors for correctly storing medications

M. Describe items included on a prescription medication label

N. Discuss considerations for the UAP helping with over-the-counter Medication

O. Describe items included on an over-the-counter medication label
### Recording and Reporting

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<th></th>
<th>Description</th>
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<th>Nurse</th>
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<td>P</td>
<td>Describe the correct methods of record-keeping for medications</td>
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<td>Q</td>
<td>Describe the procedure for missed doses</td>
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<td>Describe the procedure for proper disposal of medication</td>
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<td>Describe the procedure for tracking controlled substances</td>
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<td>Describe the appropriate information to report to the supervisor</td>
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### Steps in Problem Solving

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<td>U</td>
<td>Discuss the steps in the problem-solving process</td>
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### Manual Skills

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<td>Pre-steps and Post-steps</td>
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<td>W</td>
<td>Hand washing</td>
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<td>Removing contaminated gloves</td>
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<td>Y</td>
<td>Assistance with oral medications</td>
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<td>Z</td>
<td>Assistance with gastric tube medications</td>
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<td>AA</td>
<td>Assistance with topical medications</td>
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<td>BB</td>
<td>Assistance with metered dose inhalers medication</td>
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<td>CC</td>
<td>Assistance with premixed nebulizer inhaled medications</td>
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<td>DD</td>
<td>Assistance with eye drops and ointments</td>
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<td>EE</td>
<td>Assistance with ear drops</td>
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<td>FF</td>
<td>Assistance with nasal medications</td>
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<td>GG</td>
<td>Assistance with rectal medications</td>
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<td>HH</td>
<td>Assistance with vaginal medications</td>
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School Nurse Medication Administration Observation

UAP Name: ___________________________ Date: ___________ Time: ___________

School Name: ___________________________

1. Started and completed in timely manner Yes ___ No ___ N/A ___
2. All supplies prepped and gathered Yes ___ No ___ N/A ___
3. Student properly identified prior to administration Yes ___ No ___ N/A ___
4. Student privacy maintained Yes ___ No ___ N/A ___
5. Medication verified by label, med and use of MAR Yes ___ No ___ N/A ___
6. Liquid medication properly shaken, measured accurately Yes ___ No ___ N/A ___
7. Medication charted at time of administration Yes ___ No ___ N/A ___
8. Crushed medication correctly, if ordered Yes ___ No ___ N/A ___
9. Observed student to ensure medication was swallowed Yes ___ No ___ N/A ___
10. Medication not left unattended Yes ___ No ___ N/A ___
11. Refused or held medications documented properly Yes ___ No ___ N/A ___
12. PRN medication documented properly with follow-up Yes ___ No ___ N/A ___
13. Controlled drugs documented at time received Yes ___ No ___ N/A ___
14. Proper hand hygiene followed before and between students Yes ___ No ___ N/A ___
15. Ophthalmic meds administered with clean procedure and gloves Yes ___ No ___ N/A ___
16. Inhalers properly administered, stored and cleaned Yes ___ No ___ N/A ___
17. Transdermal patches properly placed and documented Yes ___ No ___ N/A ___
18. Before meals, after meals and with meals orders followed Yes ___ No ___ N/A ___
19. Signature/initials on MAR or signature sheet Yes ___ No ___ N/A ___

UAP Performance: ______ Acceptable ______ Recommend Retraining

Technique: ______ Pass ______ Fail

Total number of students observed: ___ Total number of med passes observed: _____ Accuracy Rate: _____

#meds correctly administered/total number meds passed x100= % Accurate

Comments:

RN Signature: __________________________________________ Date: ___________

UAP Signature: __________________________________________ Date: ___________
RN Supervision and Evaluation of Unlicensed Assistive Personnel

School Nurse Medication Administration

UAP Name: ____________________________ Date: ____________
School Name: __________________________ Delegating RN: __________________________

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<th>Quality Monitor</th>
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<td>2. Documentation</td>
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<td>7. Respect</td>
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Student Care Observed: ____________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Training Update: ________________________________________________________________
____________________________________________________________________________

Comments: _____________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

☐ UAP may continue performing all delegated tasks
☐ UAP will have delegation tasks rescinded (See attached RN Delegation Rescinded Form)

UAP Signature: ____________________________ Date: ____________
RN Signature: ____________________________ Date: ____________

This document is not intended to be used for employee evaluation.
RN Delegation Rescinded

UAP Name: ___________________________ Effective Date: __________

Student Name: ___________________________ DOB: __________

School Name: ___________________________

Reason for Rescinding Delegation

☐ Authorized representative request
☐ Student’s condition changed
☐ UAP unwilling/unable to perform task
☐ UAP no longer working with student
☐ Other, please specify: ___________________________

Specific Tasks Rescinded: ___________________________

__________________________________________

☐ Administrator Notified: ___________________________ Date & Time: ______

Alternative plan for continuing, if needed: ___________________________

__________________________________________

RN Signature: ___________________________ Date: __________

RN Contact #: ___________________________
Coeur d’Alene School District No. 271

STUDENTS 3510F3

School Health Services Authorization for Medication Administration at School

Student Name: _________________________________________ Date of Birth: ___________________

School: ____________________________ Teacher: ______________________ School Year: _________

Medication Allergies: _______________________________________________________________________

Additional orders: __________________________________________________________________________

Health Care Provider Signature: _______________________________ Date: ___________________

Health Care Provider Printed Name: _____________________________ Phone: _________________

Parent/Guardian Signature: ________________________________ Date: ___________________

(Your signature authorizes the exchange of Private Health Information between School Health Services and your child’s health care provider.)

School Nurse Signature: ________________________________ Date: ___________________

PRN Medication Administration Record

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<th>Medication Name</th>
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1
STUDENT’S NAME: __________________________________________ Date of Birth: __________________________

All controlled medications MUST have documentation of having been counted each time a new bottle is brought in. Controlled medications must be counted by the school staff member receiving the meds and witnessed by a parent each time a controlled medication is brought in. The number of pills will be documented on this form, name of medication, number of pills, date and signature of both staff member and parent/guardian.

Controlled medications include but are not limited to: Dexedrine, adderall, cylert, ritalin, concerto, methylin, codeine, oxycontin, percocet, valium, xanax, empirin, fiorinal, tylenol with codeine, darvon, diastat, lomotil, lorcet, lortab, vicodin, norco, dilaudid, talwin.

Documentation of medication brought to school for student:

Name of Med: _______________________________ Amount (#): ____________ Date: _________ Staff: ___________ Parent: ___________

Name of Med: _______________________________ Amount (#): ____________ Date: _________ Staff: ___________ Parent: ___________

Name of Med: _______________________________ Amount (#): ____________ Date: _________ Staff: ___________ Parent: ___________

Name of Med: _______________________________ Amount (#): ____________ Date: _________ Staff: ___________ Parent: ___________

Name of Med: _______________________________ Amount (#): ____________ Date: _________ Staff: ___________ Parent: ___________

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Name of Med: _______________________________ Amount (#): ____________ Date: _________ Staff: ___________ Parent: ___________

Name of Med: _______________________________ Amount (#): ____________ Date: _________ Staff: ___________ Parent: ___________

Name of Med: _______________________________ Amount (#): ____________ Date: _________ Staff: ___________ Parent: ___________

Medication picked up from school by parent:

Name of Med: _______________________________ Amount (#): ____________ Date: _________ Staff: ___________ Parent: ___________

Medication wasted/destroyed:

Name of Med: _______________________________ Amount (#): ____________ Date: _________ Staff: ___________ Witness: __________
Coeur d’Alene School District No. 271

STUDENTS

School Health Services Scheduled Medication Administration Record

Name: ____________________________________________ DOB: __________ Year: ______

Medication Name: __________________________ Dose: ______ Route: ______ Time: ______

School: ___________________________________________________________________ Teacher: ___________________________ Grade: ______

Initial and document the time that the medication is given in the appropriate box. If for any reason the medication is not given, use the code: A= Absent, R= Refused, X= Early dismissal or no school.

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Medication Name: ___________________________________ Dose: _______ Route: _______ Time: _______

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Initials Name
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Initials Name
School Health Services Scheduled Medication Administration Record, two daily doses

Name: ___________________________________________ DOB: __________ Year:______

Medication Name: ___________________________ Dose: ______ Route: ______ Time: ______

School: ___________________________ Teacher: ___________________ Grade: ______

Initial and document the time that the medication is given in the appropriate box. If for any reason the medication is not given, use the code: A= Absent, R= Refused, X= Early dismissal or no school.

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Coeur d’Alene School District No. 271

STUDENTS 3510F5

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2
Authorization and Indemnification/Hold Harmless Agreement for Self-Administered Medication

Student’s Name: _______________________________ Grade: _____ DOB: ____________

I give permission for my child to self-administer the medication described below. As the parent/guardian I agree to indemnify, defend, and hold the School District harmless from any and all claims, actions, costs, expenses, damages, and liabilities, including attorney’s fees, arising out of, connected with, or resulting from the self-administration of medication by the pupil. As the parent/guardian I agree that the School Board, School District and its employees and agents shall incur no liability as a result of any injury arising out of or connected with the self-administration of medication by the pupil. Specifically, as the parent/guardian I agree that I will not institute either on my behalf or on behalf of the pupil, any claim or action against the School District, School District employees and its agents arising out of or connected with self-administration of medication by the pupil.

This agreement shall take effect on the date listed below and shall stay in effect for as long as the pupil is provided permission to self-administer medication. This agreement must be signed and in full effect prior to the granting of permission to self-administer medication.

Parent/Guardian’s Name (Please Print) Parent/Guardian’s Signature

Parent/Guardian’s Name (Please Print) Parent/Guardian’s Signature

Principal’s Signature Date of Agreement

Name of Medication: ________________________________________________

Dose: _____ Route: _____ Time: _____ Length of Treatment: ___________________

Reason for Medication: ________________________________________________

Possible Side-Effects and/or Special Considerations: __________________________
Communicable and Infectious Diseases

The District is required to provide educational services to all school age students who reside within its boundaries. Attendance at school may be denied to any student having a communicable or infectious disease that could make the student’s attendance harmful to the welfare of other students. Attendance may be denied to a student with suppressed immunity in order to protect the welfare of the student with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the student with suppressed immunity.

The Board recognizes that communicable and infectious diseases are common occurrences among students and staff members who care for them. The care of students who are mildly ill in group settings is an inevitable reality. Communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Idaho Department of Health and Welfare guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school nurse or other responsible person designated by the Board and may be sent home as soon as the parent or person designated on the student’s emergency medical authorization form has been notified.

All families are expected to openly share information about their student’s behavior, symptoms, or exposure to illness. Families must have a backup plan for care of their students when the student is unable to attend school due to illness or injury. When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety.

Acute conditions are temporary, short-term, usually infectious disease or injury. The building administrator or school nurse will decide about inclusion/exclusion, taking into account the current staffing situation and what is known about the illness or injury.

Staff members will rely on the family’s description of the student’s behavior or symptoms to determine when a student is well enough to return after an illness or injury. A note from the student’s primary health care professional is necessary when staff members need advice about
any special care required by the student or if the student’s condition poses a health risk to others. The District reserves the right to require a statement from the student’s primary care provider authorizing the student’s return to school. In all proceedings related to this policy, the District shall respect the student’s right to privacy.

The school nurse or other responsible person designated by the Board, after consultation with, and on the advice of public health officials, shall determine which additional staff members, if any, have a need to know of the affected student’s condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

Parents of other students attending the school may be notified that their student has been exposed to a communicable disease without identifying the particular student who has the disease.

Legal Reference: I.C. § 33-512 Governance of Schools
I.D.A.P.A. 16.02.10.050 Reportable or Restrictable Diseases, Conditions and Reporting Requirements
I.D.A.P.A. 16.02.10.090 School - Reporting and Control Measures

Policy History:
Adopted on: 7/1/19
Revised on:
A communicable disease is a disease caused by a microorganism (e.g., bacterium, virus, fungus, and parasite) that can be transmitted from person to person via an infected body fluid or respiratory spray, with or without an intermediary agent (e.g., tick, mosquito) or environmental object (e.g., table surface). Some communicable diseases are reportable to local health authorities.

An infectious disease is a disease caused by a microorganism (e.g., bacterium, virus, fungus, and parasite).

Preventing the Spread of Disease

Infections are frequently transmitted from person-to-person in pre-K-12 school settings due to the close environment, sharing of supplies and equipment, and inadequate hand hygiene.

**Hand hygiene to prevent illness:** All staff, volunteers, students, and visitors must perform routine hand hygiene cleaning hands with soap and water for 15-20 seconds before eating and preparing food; after using the bathroom, sneezing or coughing, handling animals and animal waste or raw meat, poultry, fish, or eggs; after caring for or touching a cut or sore; whenever hands are visibly soiled; and more frequently when someone is sick (school health and food services settings require more stringent measures). When soap and water are not available and hands are not visibly soiled, alcohol-based disposable hand wipes or gel sanitizers may be used in place of hand washing.

**Standard precautions to avoid exposure to body fluids:** School Health Services staff follows standard precautions developed by the CDC. These are consistent with Universal Precautions followed by all other staff related to the prevention of blood-borne infections. All staff are required to use gloves when blood or body fluids might contact hands or splash into the mouth, eyes or nose. School Health Services staff may use gowns and masks when blood or body fluids might contact hands or spray into the mouth, eyes or nose. Surfaces that might come into contact with infectious body fluids must be disposable or able to be disinfected.

1. **Spills of body fluids:** Spills of vomit, urine and feces, blood, and injury and tissue discharges are cleaned and disinfected.
2. **Disposal of Contaminated Materials:** Contaminated materials are disposed of in a plastic bag with a secure tie or closure (i.e., gloves, paper towels, or other materials used to wipe up body fluids).

3. **Contaminated Articles That Can Be Used Again:** Reusable rugs and other fabric articles are laundered. Brushes, brooms, dustpans, and mops used to clean up body fluids are washed with detergent, rinsed, and soaked in a disinfecting solution according to instructions on the product label. Items such as mop heads and reusable rags are washed with hot water and detergent in the washing machine. All items are hung off the floor or ground to dry.

4. **Soiled Clothing:** Clothing items soiled with body fluids are put into a closed plastic bag and sent home with the student to be laundered. A change of clothing is kept in the school for students.

5. **Hand Hygiene After Handling Contaminated Materials:** Hands are always washed after handling soiled laundry or equipment and after removing gloves.

6. **Blood Borne-Pathogen Exposure Plan:** See Coeur d'Alene School District No. 271 Personnel Policy and Procedure 5610 Prevention of Disease Transmission for blood-borne pathogens and exposure control plans, ensuring all staff learn how to protect themselves from exposure to body fluids and follow recommendations for immunization against hepatitis B of staff members whose jobs include the risk of exposure to blood (e.g., by providing first aid). In the event of an occupational exposure to blood and body fluids see the District webpage for a work injury report and follow the directions found in Coeur d'Alene School District No. 271 Personnel Procedure 5610 Prevention of Disease Transmission.

**Inclusion/exclusion Criteria:** The building administrator or school nurse will decide about inclusion/exclusion, taking into account the current staffing situation and what is known about the illness or injury. The decision is informed by what the family and the student’s teachers/caregivers share about the student’s condition, current references, and findings of the health check procedure (see Coeur d’Alene School District No. 271 Students Policy Exhibit 3520E Communicable or Infectious Diseases Exhibit Instructions for Health Check) if the student is brought to the school ill or injured or becomes ill or injured while in attendance.

The decision to exclude a student will take into account whether there are adequate facilities and staff members available to meet the needs of the student who is ill or injured and the other people at the school at the time.

1. **Criteria for Excluding Students Who Are Acutely Ill or Injured**
   a. Ability to Participate: The student’s condition prevents the student from participating comfortably in activities that the facility routinely offers for well students or students who are mildly ill or injured.
   b. Need for More Care: The condition requires more care than teachers/caregivers can provide without compromising the needs of the other students in the group.
   c. Risk to Others: Keeping the student in school poses an increased risk to the student or other students or adults with whom the student comes in contact.
2. Permitted Attendance and Care for Mild Illness

The following conditions or symptoms do not require exclusion:

- Common colds, runny noses (regardless of color or consistency of nasal discharge).
- A cough not associated with an infectious disease (e.g., pertussis/whooping cough) or a fever (temperature greater than 99°F axillary/in an armpit, 100°F orally, 100.4°F Tympanic or Temporal).
- Watery yellow or white discharge or crusting eye discharge without fever, eye pain, or eyelid redness.
- Yellow or white eye drainage that is not associated with pink or red conjunctiva (i.e., whites of the eyes).
- Fever without any signs or symptoms of illness in students regardless of whether acetaminophen or ibuprofen was given. Temperature above 99°F axillary/in an armpit, 100°F orally, 100.4°F Tympanic or Temporal is a fever, an indication of the body’s response to illness or infection. Body temperature can be elevated by overheating caused by overdressing or a hot environment, reactions to medications, and response to infection. If a student is behaving normally but has a body temperature above the thresholds indicated, the student should be monitored but does not need to be excluded for fever alone.
- Rash without fever and behavioral changes.
- Molluscum contagiosum (do not require exclusion or covering of lesions).
- Thrush (i.e., white spots or patches in the mouth or on the cheeks or gums).
- Fifth disease (slapped cheek disease, parvovirus B19) once the rash has appeared.
- *Methicillin-resistant Staphylococcus aureus* (MRSA) without an infection or illness that would otherwise require exclusion. Known MRSA carriers or colonized individuals should not be excluded.
- Cytomegalovirus infection.
- Chronic hepatitis B infection.
- Sexually transmitted/HIV infection.
- Students and adults who had diarrhea and are now able to confine their stool to the toilet or diaper may return to care. For some infectious organisms, exclusion is required until certain guidelines have been met. These agents are not common, and teachers/caregivers usually do not know the cause of most cases of diarrhea.
- Students with chronic infectious conditions may be accommodated at school according to the legal requirement of federal law in the Americans with Disabilities Act. The act requires that schools make reasonable accommodations for students with disabilities and/or chronic illnesses, considering each student individually.

3. State Regulations That Apply to Exclusion

School reportable and restrictable diseases are those that are readily transmissible among students and staff in schools as listed under Section 050 of the Idaho Reportable Diseases. Any person who is diagnosed with or reasonably suspected to have a school restrictable disease must not attend school, as long as the disease is in a communicable form. A licensed physician, public health nurse, school nurse or other person designated by the Department of Health District may determine when a person with a school restrictable disease is no longer communicable.
Idaho State Regulations Require Exclusion from School for the Following Conditions:

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<td>• Conjunctivitis</td>
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<td>• Plague</td>
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<td>• Pneumococcal Invasive Disease in children less than Eighteen (18) Years of Age</td>
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<td>• Poliomyelitis (reportable, not restrictable)</td>
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<td>• Rubella</td>
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<td>• Scabies</td>
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<td>• Severe Acute Respiratory Syndrome (SARS)</td>
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<td>• Shigellosis</td>
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<td>• Smallpox</td>
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<td>• Staphylococcal Infections other than MRSA</td>
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<td>• Streptococcal Pharyngeal Infections Streptococcus pyogenes (group A strep) Invasive or Resulting in Rheumatic Fever</td>
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<td>• Tuberculosis</td>
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<td>• Varicella (chickenpox)</td>
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4. Procedure for Management of Short-term Illness: If a student appears mildly ill but is staying for the day:

A. The student should be encouraged to communicate with the teacher or office staff for any change or worsening in signs, symptoms, or behavior.

B. Increasing Symptoms While in School: If a student who was well at drop-off time becomes sick or a mildly ill student becomes sicker during the time the student is in care, the procedure is as follows:

i. Conditions That Require Medical Attention Right Away: If the illness is one of those on the list of conditions that require medical attention right away, the student’s teacher/caregiver notifies the school office to call 911 and the parent/legal guardian, makes the student comfortable. (See Coeur d'Alene School District No. 271 Students Policy 3540 Emergency Treatment)

ii. Decision-maker about Inclusion/Exclusion: The principal, school nurse or designated authority determines whether the student may remain in school or is too ill to stay.

iii. Contacting the Parent/Legal Guardian: Whether the decision is to allow the student to stay or leave, school personnel calls the parent/legal guardian to discuss the symptoms and how the school plans to manage the situation.

iv. Management of Symptoms for an Ill Student in the School: The teachers/caregivers manage the student’s symptoms until the student is transferred to the care of the parent/legal guardian or a previously authorized emergency contact person.

v. Obtaining Health Professional Advice: If the facility needs the advice of a health care professional, school nurse contacts the local or state health department or, with consent of the parent/legal guardian, the student’s primary health care professional for advice.

vi. Arranging Pickup: If the student is too ill to stay in school, the building personnel will ask the parent/legal guardian or a previously authorized emergency contact.
person to pick up the student as soon as possible. Until the student is picked up, the school will provide the student with a familiar teacher/caregiver to care for the student in a place where the student can rest.

vii. Location of Students Who Are Being Excluded for Illness While Waiting for Pickup: A student with a potentially contagious illness that requires that the student be sent home from school will receive care in a location where the student can be separated from other students by at least 3 feet until the student leaves the building. This arrangement may be in the student’s usual care setting with extra attention to hygiene and sanitation. The location will avoid exposure of people not previously in close contact with the student and be where the student’s needs can be met under close supervision.

viii. Medication: See Coeur d’Alene School District No. 271 Students Policy 3510 Medication at School

5. Reporting Requirements

A. Reportable Diseases: Some communicable diseases must be reported to public health authorities so that required control measures can be used. School Health Services obtains an updated list of reportable diseases from local or state health authorities annually and shares a copy of this list with each parent/legal guardian on the departmental webpage.

B. Responsibility for Reporting Illness: Each September, school nurses remind families and staff members to notify the school nurse within 24 hours after a student, staff member, or member of the student’s or staff member’s immediate household develops a known or suspected communicable disease and if the condition is a reportable communicable disease.

C. Notification of the Public Health Department: While respecting the legal boundaries of confidentiality of medical information, the school nurse notifies the appropriate public health department authority about any suspected or confirmed reportable disease and then follows the advice of the health department about additional notifications that may be necessary. (See Policy Exhibit 3520E3: Sample Letter to Families About Exposure to Communicable Disease.) The responsible local or state public health authority to whom to report communicable diseases is Panhandle Health District located at 8500 N. Atlas Rd, Hayden, ID 83835 (208) 415-5100

6. Outbreaks of Disease

A. Reporting Outbreaks of Infectious Disease: If more than 2 cases of an infectious disease other than the common cold occur in a group of students/staff members who are in close contact with one another, the school nurse may call the local/state public health department for advice about how to control the spread of disease and whether the situation constitutes an outbreak. During an identified outbreak, a student or staff member will be excluded if an official in the health department or a primary care practitioner suspects that the student or staff member is contributing to the spread of the illness in the facility or lacks necessary immunization during an outbreak of a vaccine-preventable disease, or the infectious disease involved poses a special risk to that individual.
Readmission for such exclusions is permitted when a licensed physician, public health nurse, school nurse or other person designated by the Department of Health District may determines that the risk is no longer present.

**B. Plan for Seasonal and Pandemic Influenza (Flu)**

i. Developing a Plan for Dealing with Influenza: A committee with representatives of staff members, parents/guardians, healthcare providers, Panhandle Health Department and School Health Services meets in September each year and thereafter as needed to develop/review the plan for dealing with flu. The School Nurse Administrator convenes the committee, collects reliable information about the seasonal flu or pandemic flu outbreak as it affects the facility, and monitors public health announcements. Key information is shared with the flu committee, all staff members, and all parents/legal guardians of enrolled students. To the extent that it is feasible, communications will be in the language that all the individuals to be informed understand most easily.

ii. The communication plan is as follows:

a. Annually, the School Health Services department will search the following websites for information about flu and pandemic flu: www.cdc.gov/flu, www.flu.gov, and panhandlehealthdistrict.org

b. School nurses will send reminders:
   1. that seasonal flu vaccine; covering a sneeze or cough with a tissue, shoulder, or elbow; and practicing hand hygiene help prevent the spread of flu.
   2. about contacting a healthcare professional as soon as a student or an adult is suspected of having the flu to see if it is possible to reduce the severity with antiviral medication.
   3. to families to have arrangements for backup care if schools must close in a pandemic flu outbreak.

c. If school(s) must close during a pandemic flu outbreak, Coeur d'Alene School District 271 will maintain operations out of the District Office.

d. A school administrator must report the closure of any school within one (1) working day when, in his or her opinion, such closing is related to a communicable disease.

e. The agency that regulates school closure related to communicable disease in Coeur d'Alene School District 271 and how they plan to address seasonal or pandemic influenza is Panhandle Health District located at 8500 N. Atlas Rd, Hayden, ID 83835 (208)415-5100.

f. In the event of a school closure, the District Office will initiate communication. Building administrators will then communicate with individual building staff.
g. If school(s) must close during a pandemic flu outbreak, families concerned about meals may find local resources on the district website for Hope on the Homefront.

h. Sources of mental health services to cope with stress during a pandemic may also be found on the district website in School Health Services Department or Hope on the Homefront Program.

i. A childcare program with whom we exchange limited information is School Plus.

iii. Infection Control Plan - In the event of an outbreak, the school will:

   a. Observe keeping students in contact only with teachers/caregivers and students in their own group.
   b. Observe hand and surface hygiene measures.
   c. Use the health check to exclude students from attending school according to the Communicable or Infectious Diseases policy. (See Policy Exhibits 3520E1/3520E2 Instructions for Health Check and Illness Guidelines.)
   d. Teach staff members and parents/guardians how to limit the spread of flu with vaccines, beginning in September and continuing until everyone has received immunizations into March or April—especially for students and adolescents 6 months to 18 years of age, teachers/caregivers, and parents/family members of students younger than 5 years. Our District will encourage family members older than 6 months and all staff members to receive flu vaccine as soon as it becomes available in our community unless an individual has a valid medical reason not to do so.
   e. Support staff members who are ill so they can stay at home until they are well again with paid sick leave See Coeur d’Alene School District No. 271 Personnel Policy 5405 Personal Sick Leave.


Policy History:
Adopted on: 12/1/14
Revised on: 7/1/19, 11/4/19
Communicable or Infectious Diseases Exhibit

Instructions for Health Check

1. Adjust your position to be at the student’s level so you can interact with the student even if talking with the parent.
2. Listen to what the family and student tell you and what you see for the following:
   a. Complaints about not feeling well.
   b. Any suggestion that the student has symptoms of illness or injury.
      i. Any symptom or unusual behavior
      ii. Any bowel problem
      iii. Any change in usual sleeping/eating/drinking routines
      iv. When the student most recently ate, used the toilet, or slept
   c. Observed behavior is typical or atypical for time of day and circumstances.
   d. Appearance, feel, and look of student’s body while touching the student affectionately
      i. Skin: pale, flushed, visible rash, unusually warm or cold to the touch, bruises, discomfort when touched.
      ii. Eyes, nose, and mouth: dry or have discharge. Is the student rubbing an eye, nose or mouth? Is the student sneezing or drooling?
      iii. Hair: complaints of itching or distraction.
      iv. Breathing: normal or different, coughing.
   e. Any unusual events, illness in the family, or other experience that might have involved the student.
Illness Guidelines: Conditions requiring temporary exclusion

When a student becomes ill but does not require immediate medical help, a determination must be made about whether the student should be sent home (i.e., should be temporarily excluded from school). Most illnesses do not require exclusion. The building administrator, school nurse or designee should determine whether the student’s illness meets the following criteria for exclusion:

- Prevents the student from participating comfortably in activities as determined by staff members of the school.
- Results in need for care that is greater than staff members can provide without compromising the health and safety of other students.
- Poses a risk of spread of harmful disease to others (on the list of specific excludable conditions).

If any of these criteria are met, the student should be excluded, regardless of type of illness, unless a health professional determines the student’s condition does not require exclusion. To attend school, the student must be absent a fever without the aid of fever-reducing medicine.

List of specific excludable conditions:

- A severely ill appearance. This could include lethargy or lack of responsiveness, irritability persistent crying, difficulty breathing, or having a quickly spreading rash.
- Fever and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea).
- Diarrhea, stool that is occurring more frequently or is less formed in consistency than usual in the student and not associated with changes of diet. Exclude students who have 2 stools above normal per 24 hours.
- Vomiting 2 or more times in the previous 24 hours.
- Abdominal pain that continues for more than 2 hours or intermittent abdominal pain that is associated with a fever or other signs or symptoms.
- Mouth sores with drooling that the student cannot control unless the health department or the student’s healthcare provider states the student is noninfectious.
- Rash with fever or behavioral changes, until a healthcare provider has determined the illness is not a communicable disease.
- Skin sores that are weeping fluid and are on an exposed body surface that cannot be covered with a waterproof dressing.
• Other, specific diagnoses as follows:
  o Streptococcal pharyngitis (i.e., Strep throat or other streptococcal infection), exclusion until the student starts an appropriate course of an antibiotic (course is usually at least a week of a form of penicillin or erythromycin). Return to school may occur if the student has a dose on the day of the diagnosis and has a second dose the following morning and before returning to the school.
  o Head lice (pediculosis), only if student has not been treated after notifying family at the end of the prior school day. (Note: Exclusion is not necessary before the end of the school day.)
  o Scabies, only if student has not been treated after notifying family at the end of the prior school day. (Note: Exclusion is not necessary before the end of the school day.)
  o Pink Eye (conjunctivitis), only if yellow or white eye drainage or crusting eye discharge associated with pink or red conjunctive (i.e. Whites of eyes) and fever, eye pain or eyelid redness.
  o Ringworm, (cutaneous fungal infections) only if student has not been treated after notifying family at the end of the prior school day. (Note: Exclusion is not necessary before the end of the school day.)
  o Impetigo, only if student has not been treated after notifying family at the end of the prior school day. (Note: Exclusion is not necessary before the end of the school day as long as lesions are covered.)
  o Chickenpox (varicella) until all lesions have dried or crusted (usually 6 days after onset of rash) and no new lesions have showed for at least 24 hours.
  o Rubella, until 7 days after rash appears.
  o Pertussis, until 5 days of appropriate antibiotic treatment (21 days if untreated).
  o Mumps, until 5 days after onset of parotid gland swelling.
  o Measles, until 4 days after onset of rash.
  o Hepatitis A virus infection, until 1 week after onset of illness or jaundice or as directed by the health department (if the student’s symptoms are mild). (Note: Protection of others in the group should be checked to be sure everyone who was exposed has received vaccine or receives vaccine immediately).
Sample Letter to Families about Exposure to Communicable Disease

Name of School: _____________________________________________
Address of School: ___________________________________________
Telephone Number of School: ________________________________
Date: __________________________

Dear Parent or Legal Guardian:

A student in your student’s classroom has or is suspected of having: ______________

Information about this disease

The disease is spread by: ________________________________
The symptoms are: __________________________________ 
The disease can be prevented by: __________________________ 
What the school is doing: _________________________________
What you can do at home: _________________________________

If your student has any symptoms of this disease, call your doctor to find out what to do. Be sure to tell your doctor about this notice. If you do not have a regular doctor to care for your student, contact Panhandle Health Department for instructions on how to find a doctor or ask other parents for names of their student’s doctors. If you have any questions, please contact:

_____________________________________________  _______________________
School Nurse’s Name       Phone Number

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Immunization Requirements

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child who does not provide an immunization record or proof of exemption (as described below) to the school regarding the child’s immunity to certain childhood diseases. Any student denied attendance will not be allowed to attend any schools within this District until he or she is in compliance with this policy. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by the Board of Health and Welfare or has previously contracted the disease. The parent or legal guardian of the child must comply with the immunization requirements at the time of admission and before attendance for the child.

### Summary of Immunization Requirements

<table>
<thead>
<tr>
<th>Immunization Requirement</th>
<th>Child born after September 1, 2005</th>
<th>Child born after September 1, 1999 through September 1, 2005</th>
<th>Child born on or before September 1, 1999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles, Mumps, and Rubella (MMR)</td>
<td>2 doses</td>
<td>2 doses</td>
<td>1 dose</td>
</tr>
<tr>
<td>Diphtheria, Tetanus, Pertussis</td>
<td>5 doses</td>
<td>5 doses</td>
<td>4 doses</td>
</tr>
<tr>
<td>Polio</td>
<td>4 doses</td>
<td>3 doses</td>
<td>3 doses</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3 doses</td>
<td>3 doses</td>
<td>3 doses</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>2 doses</td>
<td>0 doses</td>
<td>0 doses</td>
</tr>
<tr>
<td>Varicella</td>
<td>2 doses</td>
<td>0 doses</td>
<td>0 doses</td>
</tr>
</tbody>
</table>

### Summary of Seventh Grade Immunization Requirements

<table>
<thead>
<tr>
<th>Immunization Requirement</th>
<th>Child admitted to 7th grade prior to the 2011-2012 school year</th>
<th>Child admitted to the 7th grade during the 2011-2012 school year and each year thereafter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria, Tetanus, Pertussis</td>
<td>0 doses</td>
<td>1 dose</td>
</tr>
<tr>
<td>Meningococcal</td>
<td>0 doses</td>
<td>1 dose</td>
</tr>
</tbody>
</table>
The seventh (7th) grade requirements shall be extended to eighth (8th) grade students in 2012, ninth (9th) grade students in 2013, tenth (10th) grade students in 2014, eleventh (11th) grade students in 2015, and twelfth (12th) grade students in 2016.

Immunization Certification

At the time of first admission to any public school within this District, and before attendance, all students must present an immunization certification statement signed by a physician, physician’s representative, or another licensed health care professional including an osteopath, nurse practitioner, physician’s assistant, licensed professional nurse, registered nurse, and pharmacist stating the type, number, and dates of the immunizations received.

Intended Immunization Schedule

The schedule of intended immunizations statement must be provided by the parent or legal guardian of a child who is in the process of receiving or has been scheduled to receive the required immunizations. The information must be provided to the school at the time of first admission and before attendance. A form is provided by the Department of Health and Welfare or a similar one may be used provided it includes the following information:

1. Name and date of birth of child;
2. School and grade child is enrolling in and attending;
3. Types, numbers, and dates of immunizations to be administered;
4. Signature of the parent, custodian, or legal guardian; and
5. Signature of a licensed health care professional providing care to the child.

Children admitted to school and failing to continue the schedule of intended immunizations will be excluded from school until documentation of administration of the required immunizations is provided by the child’s parent, custodian, or legal guardian.

Exemptions

1. Any child who submits a certificate signed by a physician licensed by the State Board of Medicine stating the physical condition of the child is such that all or any of the required immunization would endanger the life or health of the child is exempt from the immunization requirements. The parent or guardian can use a form provided by the District or submit a written, signed statement that the District will attach to the form;

2. Any minor child whose parent or guardian submits a signed statement to school officials stating their objections on religious or other grounds is exempt from the immunization requirements;

3. A child who has laboratory proof of immunity to any of the childhood diseases listed above will not be required to be immunized for that disease; and
4. A child who has had varicella (chickenpox), measles, or mumps diagnosed by a licensed physician upon personal examination will not be required to be immunized for the disease provided they submit a signed statement from the diagnosing physician.

A child exempted under one of the above requirements may be excluded by the District in the event of a disease outbreak.

**Reporting**

The District shall submit a report of each school’s immunization status to the State Department of Education on or before the first day of November of each year. The report shall include:

1. Inclusive dates of the reporting period;
2. Name and address of the school, School District, and county;
3. Grade being reported and total number of children enrolled in the grade;
4. Name, title, and signature of the person completing the report form;
5. Number of children who meet all of the required immunizations listed in the tables above;
6. Number of children who do not meet all of the required immunizations listed in the tables above, but are in the process of receiving the required immunizations;
7. Do not meet all of required immunizations, listed by specific immunization type; and
8. Number of children who claimed exemption to the required immunizations listed in the tables above.

Legal Reference:  
I.C. § 33-512 Governance of Schools  
I.C. § 39-4801 Immunization Required  
I.C. § 39-4802 Exemptions  
I.C. § 39-4803 Immunization Registry  
IDAPA 16.02.15 Immunization Requirements for Idaho School Children

Policy History:  
Adopted on: 12/1/14  
Revised on: 6/4/18
STUDENTS

Protective Devices

Appropriate protective devices and procedures will be required of students, teachers, and observers in courses and programs with activities that may present hazardous conditions. These include eye, ear, and limb protection but do not exclude other appropriate safeguards.

Policy History:
Adopted on: 11/3/14
Revised on:
Suicide Prevention

Teachers or school districts with knowledge of direct evidence of a student’s suicidal tendencies have a duty to warn. The purpose of this policy is to protect the health and well-being of all district students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The Board directs the Superintendent or his or her designee to draft and implement procedures relating to:

1. Suicide Prevention;

2. Suicide Intervention; and

3. Suicide Postvention.

Suicidal evidence includes oral or written statements by the student that threaten or talk about wanting to hurt or kill oneself.

Duty to warn includes the responsibility of the school staff or school district to make a reasonable effort to communicate in a timely manner, the suicidal tendencies of the student. The school staff or school district must make an effort to notify the parent or guardian. If the principal, designee, or member of the schools’ suicide prevention team believes, in their professional capacity, that contacting the parent or guardian would endanger the health or well-being of the student, they may delay such contact as appropriate while identifying appropriate resources for the student such as law enforcement or child protective services.

Legal Reference:
I.C. § 33-136 Suicide Prevention in Schools
I.C. § 33-512B Suicidal Tendencies – Duty to Warn
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline

Policy History:
Adopted on: 11/3/14
Revised on: 3/4/19
Suicide Prevention

These procedures may include, but are not limited to, the following measures:

1. The designation of a District-level [AND/OR] school level suicide prevention coordinator(s) by the Superintendent to be responsible for planning and coordinating the implementation of procedures addressing suicide prevention, intervention and postvention.

2. Prevention:
   A. Educate students on suicide prevention through age-appropriate curriculum.
   B. Incorporate community building to foster bonding, connectedness, and relational support.
   C. Train staff on suicide prevention.
   D. Offer resources to parents/guardians on suicide prevention.

3. Intervention: Staff are required to report to a member of the school’s suicide prevention team when they believe a student may be at an elevated risk of suicide. Staff should not assume a report of a suicidal student has been received until a reply is confirmed. If there is not a reply that staff needs to report to another individual (ex.: administrator, school nurse, counselor, SRO.) Team members follow assessment and referral protocol as outlined in each school’s manual for suicide prevention. Parent/guardian is notified.
   A. Offer and provide help and assistance, including early identification;
   B. Provide support and/or counseling by school support personnel for low-risk students;
   C. Refer to appropriate sources outside of school for high and moderate-risk students;
   D. Contact emergency services, such as 911 or the SRO, to assist a student who is at imminent risk of suicide.
   E. In-school suicide attempt
      a. Provide first aid until emergency personnel arrive, as appropriate.
      b. Move other students away from the immediate area of any suicide attempt on District property or at a District event.

4. Postvention: Implement plan for responding to a death by suicide that impacts the school community.
A. Activate crisis team to respond to deaths by suicide that impact the school community.
B. Notify the suicide prevention coordinator, if applicable.
C. Contact the state Department of Education to report student deaths by suicide and to seek postvention assistance and/or resources.
D. Coordinate after care support by the school for faculty, staff, and students after a sudden death has occurred.
E. Appoint a spokesperson to handle inquiries related to issues involving suicide in the District.

District personnel shall attend to the rights of the student and his or her family.

The District shall comply with all requirements of State law and administration rules for training by personnel on suicide prevention awareness.

Legal Reference:  
I.C. § 33-136  Suicide Prevention in Schools
I.C. § 33-512B  Suicidal Tendencies – Duty to Warn
I.D.A.P.A. 08.02.03.160  Safe Environment and Discipline

Procedure History:
Promulgated on: 3/4/19
Revised on:
The District:

a) recognizes that physical, behavioral and emotional health is an integral component of a student’s educational outcomes,

b) has a responsibility to take a proactive approach in preventing deaths by suicide, and

c) acknowledges the school’s role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

Toward this end, this school suicide prevention manual is meant to be paired with other programs supporting the emotional and behavioral health of students.

Definitions:

1. **At risk**: a student who is defined as high risk for suicide is one who has made a suicide attempt, has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition. The student may have thought about suicide including potential means of death and may have a plan. In addition, the student may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain. This situation would necessitate a referral, as documented in the following protocol.

2. **Crisis team**: a multidisciplinary team of primarily administrative, mental health, safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response and recovery. Crisis team members often include someone from the administrative leadership, school psychologist, school counselors, social workers, resource police officer, and others including support staff and/or teachers. These professionals have been specifically trained in crisis preparedness through recovery and take the leadership role in developing crisis plans, ensuring school staff can effectively execute various crisis protocols, and may provide mental health services for effective crisis interventions and recovery supports.

3. **Mental health**: a state of mental, emotional and cognitive health that can impact perceptions, choices and actions that affect wellness and functioning. Mental health problems include mental health conditions such as depression, anxiety disorders, PTSD, and substance use disorders. Mental health can be impacted by the physical health, genes, the home and social environment, and early childhood adversity or trauma.

4. **Postvention**: suicide postvention is a crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a
suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.

5. **Risk assessment**: an evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, school nurse, or school social worker). This assessment is designed to elicit information regarding the student’s intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.

6. **Risk factors for suicide**: characteristics or conditions that increase the chance that a person may try to take his or her life. Suicide risk tends to be highest when someone has several risk factors at the same time. Risk factors may encompass biological, psychological, and or social factors in the individual, family, and environment. Risk is highest when several risk factors are present and when the individual has access to lethal means.

7. **Self-harm**: behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Self-harm can be categorized as either non-suicidal or suicidal. Although self-harm often lacks suicidal intent, youth who engage in self-harm are more likely to attempt suicide.

8. **Suicide**: death caused by self-directed injurious behavior with any intent to die as a result of the behavior. Note: The coroner’s or medical examiner’s office must first confirm that the death was a suicide before any school official may state this as the cause of death.

9. **Suicide attempt**: a self-injurious behavior for which there is evidence that the person had at least some intent to kill himself or herself. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.

10. **Suicidal behavior**: suicide attempts, intentional injury to self-associated with at least some level of intent, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one’s life.

11. **Suicide contagion**: the process by which suicidal behavior or a suicide influences an increase in the suicidal behaviors of others. Guilt, identification, and modeling are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides.

12. **Suicidal ideation**: thinking about, considering, or planning for self-injurious behavior which may result in death. A desire to be dead without a plan or intent to end one’s life is still considered suicidal ideation and should be taken seriously.
Scope:
This manual covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops, and at school-sponsored out-of-school events where school staff are present.

The District-level suicide prevention coordinator is responsible for planning and coordinating the implementation of procedures addressing suicide prevention, intervention and postvention. In your building, the suicide prevention team members are

Principal or Assistant Principal: ______________________________
School Counselor(s): ______________________________
School Nurse: ______________________________
School Resource Officer: ______________________________
and possibly School Psychologist: ______________________________

Prevention:
Any teacher or school district employee with direct evidence of a student’s suicidal tendencies shall report this knowledge to a member of the school’s suicide prevention team. If any staff member believes a student is at elevated risk; they are instructed to report this belief to a member of the suicide prevention team.

Staff Professional Development:
All staff/staff who work closely with students will receive training in this school suicide prevention manual. The professional development will include risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention. The professional development will include suicide prevention, intervention and postvention. Additional development will include information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities. Such training shall be provided annually/within the employee’s first year of employment. Additional professional development in risk assessment and crisis intervention may be provided to members of the school’s suicide prevention team, employed mental health professionals and school nurses.

Youth Suicide Prevention Programing:
Developmentally-appropriate, student-centered education materials on suicide prevention will be integrated into the curriculum of all K-12 health classes. The content of these age-appropriate materials may include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, 3) help-seeking strategies for oneself or others, including how to engage school resources and refer
friends for help. In addition, the school district may provide supplemental small group suicide prevention programming for students.

Publication and Distribution
This manual will be distributed annually and included in all student and teacher handbooks and on the school website.

Intervention:
Assessment and Referral:
When a student is identified by a staff person as potentially suicidal, e.g., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the student will be seen by a member of the school’s suicide prevention team within the same school day to assess risk and facilitate referral. The Columbia-Suicide Severity Rating Scale Screen with Triage Points for Schools is used to screen and triage students. If there is no member of the school’s suicide prevention team available, a school staff member will accompany and observe the student until a member of another school’s suicide prevention team or the District-level suicide prevention coordinator can be brought in or emergency services are engaged.

For youth at risk needing a Behavioral Health Referral (Yellow):
1. A member of the school’s suicide prevention team or principal will contact the student’s parent or guardian, as described in the Parental Notification and Involvement section, and will assist the family with referral to either an existing community mental health professional or Children’s Mental Health, Region 1 (208-769-1406).

For youth at higher risk needing a Behavioral Health Referral and Consideration of Consultation (Psychologist/Social Worker) and Student Safety Precautions (Orange):
1. School staff will continuously supervise the student to ensure their safety until their care is transferred to parents / guardians or emergency services. In situations where the student is deemed to be at high risk of suicide, the student should not be left alone.

2. The principal and the District-level suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.

3. A member of the school’s suicide prevention team or principal will contact the student’s parent or guardian, as described in the Parental Notification and Involvement section, and will assist the family with urgent referral. When appropriate, this may include calling the Idaho Suicide Prevention Hotline (1-208-398-4357), Children’s Mental Health, Region 1 (208-769-1406), or setting up an
outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.

4. Staff will ask the student’s parent or guardian to sign a consent for referral to discuss the student’s health with outside care, if appropriate.

For youth at highest risk needing Student Safety Precautions and psychiatric evaluation by crisis team/EMT/Emergency Room (RED):

1. School staff will continuously supervise the student to ensure their safety until their care is transferred to parents / guardians or emergency services. In situations where the student is deemed to be at high risk of suicide, the student should not be left alone.

2. The principal and the District-level suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.

3. A member of the school’s suicide prevention team or principal will contact the student’s parent or guardian, as described in the Parental Notification and Involvement section, and will assist the family with urgent referral. A voluntary referral for crisis response can be made with Children’s Mental Health, Region 1 (208-769-1406). An involuntary referral for crisis response can be made by the parent, guardian or SRO bringing the student to the local Emergency Department or any staff member calling 911.

4. Staff will ask the student’s parent or guardian to sign a consent for referral to discuss the student’s health with outside care, if appropriate.

**In-School Suicide Attempts:**
In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:

1. First aid will be rendered until professional medical treatment and/or transportation can be received, following district emergency medical procedures.

2. School staff will supervise the student and attempt to ensure their safety, provided doing so does not threaten the safety of the staff member or others.

3. Additional staff will move all other students out of the immediate area as soon as possible.

4. If appropriate, additional staff will immediately request a mental health assessment from Children’s Mental Health, Region 1 (208-769-1406) for the youth.
5. A member of the school’s suicide prevention team or principal will contact the student’s parent or guardian, as described in the Parental Notification and Involvement section.

6. Staff will immediately notify the principal or District-level suicide prevention coordinator regarding in-school suicide attempts.

7. The school may engage as necessary the crisis team to assess whether additional steps should be taken to ensure student safety and well-being.

Re-entry Procedure:
For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization) the parent or guardian MUST contact the school. The school nurse, principal, or designee will meet with the student’s parent or guardian and with the student to discuss re-entry and appropriate next steps to ensure the student’s readiness for return to school.

1. A school nurse or other designee will be identified to coordinate with the student, their parent or guardian, and any outside mental health care providers.

2. Any information or documentation the parent or guardian can provide from a mental health care provider will be essential.

3. The school nurse or other designee will periodically check in with student and their parents, on the phone or in person, to help the student readjust to the school community and address any ongoing concerns, including academic or social issues. The school nurse will ensure the student and their parents are supported in the transition.

4. The administration will disclose to the student’s teachers and other relevant staff (without sharing specific details of mental health struggles) that the student is returning after hospitalization/medical treatment and may need adjusted deadlines for assignments. The school nurse will also be available to teachers to discuss any concerns they have regarding the student after re-entry.

Out of School Suicide Attempts:
If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member will make reasonable efforts to:

1. Call the police and/or emergency medical services, such as 911.

2. Inform the student’s parent or guardian.

3. Inform the District-level suicide prevention coordinator and principal. If the student contacts the staff member and expresses suicidal ideation, the staff member shall make a reasonable effort to maintain contact with the student (either in person, online, or on the phone). The staff member can then enlist the assistance of another person to contact the police while maintaining verbal engagement with the student.
Parental Notification and Involvement

In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student’s parent or guardian will be informed as soon as practicable by the principal, designee, or a member of the school’s suicide prevention team. Staff should provide outside mental health resources to the parents or guardians to support their child. Outside mental health resources are available at Children’s Mental Health, Region 1 (208-769-1406). If the student has exhibited any kind of suicidal behavior, the parent or guardian should be counseled on “means restriction,” i.e., limiting the child’s access to mechanisms for carrying out a suicide attempt. Means restriction counseling should include discussing the following:

Firearms

- Recommend that parents store all guns away from home while their child is having problems, e.g., store their guns with a relative, gun shop, or police.

- Discuss parents’ concerns and help problem-solve around offsite storage of firearms. Avoid a negative attitude about guns; accept parents where they are, but let them know offsite storage is an effective, immediate way to protect their child.

- Explain that in-home locking is not as safe. Kids sometimes find the keys or get past the locks.

_If there are no guns at home:_
  - Ask about guns in other residences (e.g., joint custody situation)

_If parent won’t or can’t store offsite:_
  - The next safest option is: unload guns, lock them in a gun safe, lock ammunition separately (or don’t keep ammo at home for now).

  - If guns are already locked, ask parents to consider changing the combination or key location. Parents can be unaware that kids know their “hiding” places.

Medications

- Recommend locking up all medications (except rescue meds like inhalers) with a traditional lock box or a daily pill dispenser.

- Recommend disposing of expired and unneeded medicines, especially prescription pain pills.

_If parent won’t or can’t lock all:_
  - Advise they prioritize the following and seek specific guidance from a doctor or pharmacist:
    - ✔️ Prescriptions, especially for pain
    - ✔️ Over-the-counter pain pills
    - ✔️ Over-the-counter sleeping pills
**Parent or Guardian Delayed Notification**

Through discussion with the student, the principal or member of the school’s suicide prevention team will assess whether there is further risk of harm due to parent or guardian notification. If the principal, designee, or member of the school’s suicide prevention team believes, in their professional capacity, that contacting the parent or guardian would endanger the health or well-being of the student, they may delay such contact as appropriate while identifying appropriate resources for the student such as law enforcement or child protective services. If contact is delayed, the reasons for the delay shall be documented.

**Postvention**

**Development and Implementation of an Action Plan**

The crisis team will develop an action plan to guide school response following a death by suicide that has a significant impact on the school community. Ideally, this plan should be developed long before it is needed. A meeting of the crisis team to implement the action plan will take place immediately following news of the suicide death. If the death has not yet been confirmed to be a suicide, the team should still meet while this is being confirmed. For more detailed information on responding to a suicide death, please see the document- After A Suicide: A Toolkit for Schools which was newly revised in 2018. A link to this document can be found in the resources section below.

The action plan may include the following steps:

a) **Verify the death.** Staff will confirm the death and determine the cause of death through communication with a coroner’s office, local hospital, the student’s parent or guardian, or police department. Even when a case is perceived as being an obvious instance of suicide, it shall not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent or guardian will not permit the cause of death to be disclosed, the school will not share the cause of death, but will use the opportunity to discuss suicide prevention with students.

b) **Alert the State Department of Education (SDE).** Alert the Director of Student Engagement, Career & Technical Readiness about the death (208-332-6961 / mamecarter@sde.idaho.gov). The SDE tracks student suicides throughout the state and can leverage resources (counselors, guidance, scripts) as well as asserting flexibility around SDE program monitoring activity, SDE trainings and other SDE reporting requirements so school staff can focus on student / staff grieving.

c) **Assess the situation.** The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected. The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of
the suicide. If the death occurred during a school vacation, the need for, or scale, of postvention activities may be reduced.

d) *Share information.* Before the death is officially classified as a suicide by the coroner’s office, the death can and should be reported to staff, students, and parents/guardians with an acknowledgement that its cause is unknown. Inform the faculty that a sudden death has occurred, preferably in a staff meeting. Write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. Avoid public address system announcements and school-wide assemblies should be avoided. The crisis team may prepare a letter (with the input and permission from the student’s parent or guardian) to send home with students that includes facts about the death, information about what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.

e) *Avoid suicide contagion.* It shall be explained in the staff meeting described above that one purpose of trying to identify and give services to other high risk students is to prevent another death. The crisis team will work with teachers to identify students who are most likely to be significantly affected by the death. In the staff meeting, the crisis team will review suicide warning signs and procedures for reporting students who generate concern.

f) *Initiate support services.* Students identified as being more likely to be affected by the death will be assessed by a mental health professional to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of individual and small group counseling as needed. In concert with parents or guardians, crisis team members will refer to community mental healthcare providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs. School administration will monitor crisis team members for signs of ‘compassion fatigue’ and provide additional supports for staff as needed (extra counselors, engaging the district Employee Assistance Program, etc.).

g) *Develop memorial plans.* The school will avoid the creation of on-campus physical memorials (e.g., photos, flowers), funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion. Avoid canceling school for the funeral. Any school-based memorials (e.g., small gatherings) will include a focus on how to prevent future suicides, prevention resources available and healthy coping mechanisms.
**External Communication**

The school principal or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:

a) Keep the District suicide prevention coordinator and superintendent informed of school actions relating to the death.

b) Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.

c) Answer all media inquiries. If a suicide is to be reported by news media, the spokesperson can encourage reporters to follow safe messaging guidelines (e.g. not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, not to describe the method of suicide, and not to use the phrase “suicide epidemic”) – as this may elevate the risk of suicide contagion. They should also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. Media should be asked to offer the community information on suicide risk factors, warning signs, and resources available including the Idaho Suicide Prevention Hotline number.
Resources:

Children’s Mental Health Region I
(208) 769-1406
https://healthandwelfare.idaho.gov/Medical/MentalHealth/ChildrensMentalHealth/tabid/314/Default.aspx

Idaho Suicide Prevention
Hotline (208)398-4357
www.idahosuicideprevention.org

Idaho Suicide Prevention Program
(208) 334-4953
https://spp.dhw.idaho.gov

Idaho Suicide Prevention Coalition
(208) 577-4430
https://www.idahospc.org

Idaho Lives Project
http://www.idaholives.org/

American Federation of Suicide Prevention- Idaho Chapter
Contact: Ryan Price
(503)951-3012
rprice@afsp.org
Sample Language for the Student Handbook
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:

5. The Idaho Suicide Prevention Hotline- 208-398-4357 / www.idahosuicideprevention.org

6. 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.

7. 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.

8. For a more detailed review of policy changes, please see the District’s full suicide prevention policy.
### COLUMBIA-SUICIDE SEVERITY RATING SCALE

*Screen with Triage Points for Schools*

<table>
<thead>
<tr>
<th>Ask questions that are in bold and underlined.</th>
<th>Past month</th>
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</thead>
<tbody>
<tr>
<td><strong>Ask Questions 1 and 2</strong></td>
<td>YES NO</td>
</tr>
<tr>
<td>1) <em>Have you wished you were dead or wished you could go to sleep and not wake up?</em></td>
<td></td>
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<tr>
<td>2) <em>Have you had any actual thoughts of killing yourself?</em></td>
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</tbody>
</table>

If YES to 2, ask questions 3, 4, 5, and 6. If NO to 2, go directly to question 6.

<table>
<thead>
<tr>
<th>3) <em>Have you been thinking about how you might do this?</em></th>
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<tbody>
<tr>
<td>e.g. “I thought about taking an overdose but I never made a specific plan as to when where or how I would actually do it....and I would never go through with it.”</td>
<td></td>
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</table>

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<tr>
<th>4) <em>Have you had these thoughts and had some intention of acting on them?</em></th>
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<tbody>
<tr>
<td>as opposed to “I have the thoughts but I definitely will not do anything about them.”</td>
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</table>

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<tr>
<th>5) <em>Have you started to work out or worked out the details of how to kill yourself? Do you intend to carry out this plan?</em></th>
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<tbody>
<tr>
<td>Examples: Collected pills, obtained a gun, gave away valuables, wrote a will or suicide note, took out pills but didn’t swallow any, held a gun but changed your mind or it was grabbed from your hand, went to the roof but didn’t jump; or actually took pills, tried to shoot yourself, cut yourself, tried to hang yourself, etc.</td>
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If YES, ask: **Was this within the past 3 months?**

### Response Protocol to C-SSRS Screening

- Item 1 Behavioral Health Referral
- Item 2 Behavioral Health Referral
- Item 3 Behavioral Health Referral and Consider Consultation (Psychologist/Social Worker) and Student Safety Precautions
- Item 4 Student Safety Precautions and psychiatric evaluation by crisis team/EMT/Emergency room
- Item 5 Student Safety Precautions and psychiatric evaluation by crisis team/EMT/Emergency room
- Item 6 Behavioral Health Referral and Consider Consultation (Psychologist/Social Worker) and Student Safety Precautions
- Item 6 3 months ago or less: Student Safety Precautions and psychiatric evaluation by crisis team/EMT/Emergency room
CONSENT FOR REFERRAL TO THE CHILDREN'S MENTAL HEALTH PROGRAM OF THE DEPARTMENT OF HEALTH AND WELFARE

By completing this Consent for Referral, I am seeking a referral to the Department of Health and Welfare (DHW) for assistance with children’s mental health services on behalf of my child or the child of whom I am the parent or guardian. Following completion of this Consent for Referral form, I understand that [Referring Agency] will forward this form to the appropriate clinical staff at the DHW. I understand that a Clinician will then contact me to gain a better understanding of the current mental health needs of my child/youth and options for appropriate interventions and/or services.

I, [__________] (Parent/Legal Guardian), do hereby inform the DHW of my desire to be contacted to discuss potential services for my child:

<table>
<thead>
<tr>
<th>Name of Child/Youth:</th>
<th></th>
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<tbody>
<tr>
<td>Family Address:</td>
<td></td>
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<tr>
<td>(Street Address)</td>
<td></td>
</tr>
<tr>
<td>(City)</td>
<td>(State)</td>
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<tr>
<td>Mailing Address:</td>
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<td>(If Different)</td>
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<tr>
<td>(Mailing Address)</td>
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<td>(City)</td>
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<td>Phone Number:</td>
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<td>( )</td>
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<tr>
<td>Your Name and</td>
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<tr>
<td>Relationship to the</td>
<td></td>
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<td>child/youth:</td>
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I understand that, at my request, a copy of the completed and signed Consent form will be made available to me. I understand that I may revoke this Consent in writing, at any time, except to the extent that action has been taken in reliance upon this Consent.

I understand that my signature on this form is not required for treatment, payment, enrollment, or eligibility for benefits, and that a copy of this Consent shall be as valid as the original. This Consent for Referral will be in effect until the following date, [__________]; or, one year from the date below; or, when this release is revoked upon my written request.

By signing below, I understand that I will be contacted by the DHW’s Children’s Mental Health Program.

[__________] (Parent or Guardian Signature)  [__________] (Date)
Emergency Treatment

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.

Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse, or a doctor. The principal or designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a student develops symptoms of illness while at school, see Coeur d'Alene School District No. 271 Students Communicable and Infectious Diseases Policy 3520.

In the event that the parent cannot be reached and in the judgment of the principal or person in charge immediate medical attention is required (see Procedures 3540P for detail), the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he or she may elect to continue the treatment or make other arrangements.

The District will maintain a record of any injury or illness, and the emergency care and other actions taken by staff members in response to the incident.

Legal Reference: I.C. § 33-512  Governance of Schools
Doe v. Durtschi, 110 Idaho 466 (1986)

Policy History:
Adopted on: 12/1/14
Revised on: 7/1/19
Emergency Treatment

1. First Aid Kits- the health room of each school has first aid supplies. The building administrator, school nurse or designee will restock supplies after each use and check the contents monthly for missing or expired items. Teachers will take an appropriately supplied first aid kit on all field trips.

2. First Aid/CPR/AED training for all staff-School health services will provide basic first aid, CPR/AED training to all staff on an annual basis.

3. Management of Injuries or Illnesses that Require Medical or Oral Health Professional Care
   a. Some students may require medical attention right away including ambulance transport. A staff member accompanies and remains with the student who is ill or injured until the parent/legal guardian or other responsible party assumes responsibility.
   b. The parent/guardian should be informed of the student’s condition and the need to get emergency medical attention.
   c. Some students, with known medical conditions, have specific Emergency Action Plans (EAPs) in place. The specific EAP for a student’s condition should be followed for all known health conditions emergencies.
   d. For all other emergencies, call emergency medical services (EMS) immediately if,

<table>
<thead>
<tr>
<th>Get Emergency Medical Attention if</th>
<th></th>
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<tbody>
<tr>
<td>• You believe the student’s life is at risk or there is a risk of permanent injury.</td>
<td>• The student has increasing or severe pain anywhere.</td>
</tr>
<tr>
<td>• The student is acting strangely, much less alert, or much more withdrawn than usual.</td>
<td>• The student has a cut or burn that is large or deep or won’t stop bleeding.</td>
</tr>
<tr>
<td>• The student has difficulty breathing or is unable to speak.</td>
<td>• The student is vomiting blood.</td>
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<tr>
<td>• The student’s skin or lips look blue, purple, or gray.</td>
<td>• The student has a severe stiff neck, headache, and fever.</td>
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<tr>
<td>• The student has rhythmic jerking of arms and legs and loss of consciousness (seizure).</td>
<td>• The student is significantly dehydrated (eg, sunken eyes, lethargic, not making tears, not urinating).</td>
</tr>
<tr>
<td>• The student is unconscious.</td>
<td>• Multiple students are affected by injury or serious illness at the same time.</td>
</tr>
<tr>
<td>• The student is less and less responsive.</td>
<td>• When in doubt about whether to call EMS, make the call.</td>
</tr>
<tr>
<td>• The student has any of the following after a head injury: decrease in level of alertness, confusion, headache, vomiting, irritability, difficulty walking.</td>
<td>• After you have called EMS, call the student’s parent/legal guardian.</td>
</tr>
</tbody>
</table>
e. Some students may have urgent situations that do not necessarily require ambulance transport, but still need medical attention without delay. The parent/guardian should be informed of the following conditions and the need to get prompt medical attention. If you or the parent/legal guardian cannot reach the physician within one hour, the student should be brought to a hospital.

<table>
<thead>
<tr>
<th>Get Urgent Medical Attention For</th>
</tr>
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<tbody>
<tr>
<td>• Fever* in any age student who looks more than mildly ill</td>
</tr>
<tr>
<td>o Trouble breathing</td>
</tr>
<tr>
<td>o Great trouble swallowing fluids or spit</td>
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<td>o Not alert when awake (&quot;out of it&quot;)</td>
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<tr>
<td>o Acts or talks confused</td>
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<tr>
<td>o Fever over 104°F (40°C)</td>
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<tr>
<td>o Shaking chills (shivering) lasting more than 30 minutes</td>
</tr>
<tr>
<td>o Nonstop crying or cries when touched or moved</td>
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<tr>
<td>o Won't move an arm or leg normally</td>
</tr>
<tr>
<td>o Dehydration suspected. No urine in more than 8 hours, dark urine, very dry mouth and no tears.</td>
</tr>
<tr>
<td>o Pain or burning when passing urine</td>
</tr>
<tr>
<td>o Weak immune system. Examples are: sickle cell disease, HIV, cancer, organ transplant, taking oral steroids.</td>
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<tr>
<td>o The student looks or acts very sick</td>
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<tr>
<td>o You think the student needs to be seen, and the problem is urgent</td>
</tr>
<tr>
<td>• A quickly spreading purple or red rash</td>
</tr>
<tr>
<td>• A large volume of blood in stools</td>
</tr>
<tr>
<td>• A cut that may require stitches</td>
</tr>
<tr>
<td>o Any cut that is split open or gaping needs sutures.</td>
</tr>
<tr>
<td>o Cuts longer than ½ inch (12 mm) usually need sutures.</td>
</tr>
<tr>
<td>o On the face, cuts longer than ¼ inch (6 mm) usually need to be seen. They usually need closure with sutures or skin glue.</td>
</tr>
<tr>
<td>o Any open wound that may need sutures should be seen as soon as possible. Ideally, they should be checked and closed within 6 hours. Reason: to prevent wound infections. There is no cutoff, however, for treating open wounds.</td>
</tr>
<tr>
<td>• Any medical condition specifically outlined in a student’s care plan requiring parental notification</td>
</tr>
</tbody>
</table>

*Here a fever is defined as a temperature above 100°F (37.8°C) axillary (in the armpit), above 101°F (38.3°C) orally, or above 102°F (38.9°C) tympanic or temporal, or as measured by an equivalent method.

Attention to Student Witnesses

If a student or adult has an event related to a serious physical or mental illness or injury while in school, the teacher or person responsible for anyone who observed or was in the same room where the serious injury or illness occurred removes the students to another room while giving minimal but reassuring comments. Other staff attends to the situation.
**Head Injuries**

The following procedures will take place in the event of a head injury on school property or at a school sponsored event:

1. Check injury;
2. Documentation will be completed by the school nurse;
3. If the nurse is not available, the office or playground staff will complete the necessary documentation;
4. At the elementary level, the student will be given ice and a sticker to alert all staff to watch for signs that would indicate a severe head injury has taken place;
5. The nurse or office staff will make every attempt to make personal contact with parent/legal guardian by the end of the day;
6. A letter will be sent to the parents/legal guardians; and
7. If a nurse was not present when the injury occurred, the nurse assigned to the school may assess the head injury forms filled out by the office staff and follow up as necessary.

**Do Not Resuscitate Orders**

This District has a statutory duty to protect the health of all students enrolled in the District. Medical personnel who are employed by the District or whose medical services are contracted by the District also have statutory duties to adhere to certain protocols. Based upon these statutory duties, this District’s medical personnel or health care providers will honor a Do Not Resuscitate (Comfort One/DNR) order or identification presented by or on behalf of a student who has a terminal condition, unless an exception applies.

In the event a Comfort One/DNR order or identification for a student enrolled in this District is presented to District personnel by the student or his or her parent/guardian, a copy of the order, or a notation that the student has Comfort One/DNR identification, will be placed in the student’s educational record. Nursing staff will also be notified and provided a copy of such order or notation. The individual presenting the Comfort One/DNR order or identification will be informed of this policy.

In the event emergency medical services personnel are called by this District to assist a student, District personnel knowledgeable of a Comfort One/DNR order or identification will make a reasonable effort to inform the medical services personnel of the Comfort One/DNR order or identification. Emergency medical services personnel have statutory authority to follow a Comfort One/DNR order or identification. Medical personnel or health care providers employed or contracted by the District or contracted to provide medical services, if on site at the time of a medical emergency, will comply with the Comfort One/DNR order or identification and provide comfort care, unless an exception applies.

A Comfort One/DNR order may be disregarded by medical personnel or health care providers in the following situations:
1. If the health care provider believes in good faith that the order has been revoked;
2. To avoid verbal or physical confrontation; or
3. If ordered to do so by the attending physician.

There is a presumption in favor of consent to cardiopulmonary resuscitation (CPR) unless:

1. A completed living will for that person is in effect and the person is in a terminal condition or persistent vegetative state: or
2. A completed durable power of attorney for health care for that person is in effect in which the student or his or her parent/guardian has indicated that the student does not wish to receive CPR; or
3. The student or his or her parent/guardian has a completed physician’s order for scope of treatment (POST) form indicating otherwise or proper POST identification device.

Medical treatment that is medically inappropriate or futile is not required.

No health care provider shall be civilly or criminally liable or subject to discipline for unprofessional conduct for acts or omissions carried out or performed in good faith pursuant to the directives in a facially valid POST form or living will or the holder of a facially valid durable power of attorney or a directive for health care.

Definitions
“Cardiopulmonary resuscitation” shall refer to means or measures to restore cardiac function and/or support ventilation in the event of cardiac or respiratory arrest.

“Comfort care” shall refer to treatment given in an attempt to protect and enhance quality of life without artificially prolonging that life. “Comfort care” includes oral and body hygiene, reasonable efforts to offer food and fluids orally, medication, positioning, warmth, appropriate lighting, and other measures to relieve pain and suffering, and privacy and respect for the dignity and humanity of the patient.

“Do Not Resuscitate order or DNR” shall refer to a documented directive from a licensed physician that emergency life-sustaining procedures should not be administered to a particular person.

“DNR identification” shall mean a bracelet or necklace issued to an individual consistent with a valid DNR order which is in place. Typically, such bracelets or necklaces will also contain the words “Comfort ONE.”

“Emergency medical services personnel” shall mean the personnel of a service engaged in providing initial emergency medical assistance, including, but not limited to, first responders, emergency medical technicians, advanced emergency medical technicians, and paramedics.
“Medical personnel or healthcare provider” shall mean any person licensed, certified, or otherwise authorized by law to administer health care in the ordinary course of business or practice of a profession, including emergency and other medical personnel.

“Terminal condition” shall mean an incurable or irreversible condition that, without the administration of life-sustaining procedures, will, in the opinion of the attending physician, result in death within a relatively short time.

“Persistent vegetative state” shall mean an irreversible state that has been medically confirmed by a neurological specialist who is an expert in the examination of nonresponsive individuals in which the person has intact brain stem function but no higher cortical function and no awareness of self or environment.

“Physician’s order for scope of treatment (POST) form” shall mean a standardized form containing orders by a physician that states a person’s treatment wishes.

“Physician’s order for scope of treatment (POST) identification device” shall mean any standardized jewelry that can be worn around the wrist, neck, or ankle, and which has been approved by the Department of Health and Welfare.

Procedure History:
Promulgated on: 12/1/14
Revised on: 7/1/19
The Board of Trustees recognizes the need of law enforcement officers and officers of the Department of Health & Welfare to conduct investigations which may involve interrogating minor students (under 18 years of age) of this district. The Board of Trustees also recognizes the duty of the district to protect the health, safety and welfare of students of this district, which includes protection of minor students during any such investigation.

It is the policy of the Board of Trustees to cooperate fully with all law enforcement agencies. For the purposes of this policy and related administrative regulations, the terms “casual conversations” and “interrogation” are defined as follows:

- **Casual conversations** – a meeting face to face, between a law enforcement officer(s) of the court or Department of Health and Welfare officer, with a minor student to confer, without the intention to effect an arrest of the minor student. Student is free to leave at any time during a casual conversation. Whenever possible, the building administrator should inform the student that this is not an interrogation and they are free to leave at any time.

- **Interrogation** (including custodial interrogation) – a meeting, face to face, between a law enforcement officer, Department of Health and Welfare officer, or officer of the court and a minor student. The purpose is to ask questions formally to obtain evidence of criminal acts or to effectuate an arrest, where the minor student is generally not free to leave or terminate the questioning.

Casual conversations or interviews with students by School Resource Officers are encouraged, without the necessity of a more formal setting.

The policy of this district requires that the student be contacted through the office of the principal or designee. The District will have procedures for interrogating minor students.

**Cross Reference:**
- 4400 Relations with Law Enforcement and Child Protective Agencies
- 4410 Investigations and Arrests by Police
- 5260 Abused and Neglected Child Reporting

**Legal Reference:**
- I.C. § 6-904(1) Exceptions to Governmental Liability
- I.C. § 16-1605 Reporting of Abuse, Abandonment or Neglect
- I.C. § 16-1606 Immunity
- I.C. § 16-1607 Reporting in Bad Faith—Civil Penalties
- I.C. § 16-1631 Authorization for Department to Act
- I.C. § 20-516 Apprehension and Release of Juvenile—Detention
Idaho Attorney General Opinion 93-2
In re Gault, 87 S. Ct., 1428 (1967)
Terry v. Ohio, 392, U. s. 1 (1968)
Greene vs. Camreta, 2009 WL 4674129 (9th Cir, Dec 10, 2009)

Policy History:
Adopted on: April 24, 2000
Revised on: February 26, 2001; December 5, 2011
SCHOOL DISTRICT 271
NOTICE OF INTERROGATION/SEARCH/ARREST
(To Be Completed by Principal or Designee in cases of exigent circumstance(s) which prevents parent/guardian notification)

School Name _____________________________________________________________________________

Person Reporting ____________________________ Date of Report _____________________________

Date of Interrogation/Search ___________________ Time of Event ______________________________

Location _____________________________________________________________________________

Name of Student(s) _________________________________________________Grade ______________

Name of Legal Authority ________________________________________________________________

Identification of Authority/Officer (e.g., badge number) ________________________________________

If applicable, what exigent circumstance is Authority/Officer articulating: ____________________
___________________________________________________________________________________
___________________________________________________________________________________

Was the parent/guardian present during the interrogation/search? _____ Yes  _____ No

Was an arrest made? _____ Yes  _____ No; If yes, list warrant number ________________________

Was student released to officer? ______ Yes  _____ No; If yes, where was student taken ______________
_________________________________________________________________________________________________________________

Authority/Officer Signature and date Administrator/Designee Signature and date

Principal’s file

Form Reviewed: 12-5-11
Interviews and Interrogations by Law Enforcement Officials

School-Related Violations

No interrogation should be granted or information given without proper identification of the officer. If the officer is in plain clothes, the principal or designee should only accept official identification. If the administrator does not know the officer, the identification should be verified by calling the appropriate agency and documenting such action.

Service of subpoenas upon students should be in private, but in the presence of the principal or designee. Parents/guardians of a minor student must be notified immediately that a subpoena has been served to the student.

WHEN INTERROGATING MINOR STUDENTS
1. Prior to the commencement of any interrogation by a police officer, a parent must be notified and/or present unless the police officer provides an exigent circumstance as to why the parents should not be contacted. The police officer should complete a written statement of the exigent circumstance(s). Whether or not the articulable circumstance is sufficient under the law is not for the District to determine but ultimately for a court to determine.

2. If an interrogation by a Department of Health and Welfare (DHW) or Child Protection Services (CPS) is desired without the parent(s) present that can be done, although the District shall want to inquire whether or not a staff member, in an administrative position, can be present during the course of that meeting. If the DHW/CPS workers say no, the District will provide a secure area for the meeting and stay out of the room.

WHEN AN ARREST IS MADE
1. Whenever possible, the proceedings shall be kept private.

2. Except in cases of child endangerment or as otherwise legally required, the principal or designee shall immediately notify the parent/guardian of a minor student.

3. The release of the student to the authorities generally shall take place in the administration office in the presence of the principal or designee.

4. The name of the student released to the authorities shall be reported by phone to the office of the Superintendent of Schools.

Release Without a Warrant
Students may not be released to authorities unless an arrest is to be made or the student is placed in protective custody and then only to a properly identified police or court officer. A record must be kept of the name and number of the officer. Parents/guardians must be notified of the release of a minor student.
Release With a Warrant
When a police officer or court officer has a warrant, the student must be released to that officer’s custody. A record must be kept of the name and number of the officer, the number of the warrant and the place to which the student is being taken. The parent/guardian must be notified of the custodial release of a minor student.

Procedure History:
Promulgated on: April 24, 2000
Revised on: February 26, 2001; December 5, 2011
Removal of Student During School Hours

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building, or school function during school hours except by a person duly authorized in accordance with District procedures. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the principal, evidence of his or her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The Superintendent is directed to establish procedures for the removal of a student during school hours.

Cross Reference: 4400 Relations with the Law Enforcement and Child Protective Agencies

Policy History:
Adopted on: 12/1/14
Revised on:
Removal of Student During School Hours

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

1. The release of any pupil to an officer of the law will be made only upon a subpoena, an order of the court, or when the officer states a criminal offense has been committed and actually makes an arrest of the pupil. The law enforcement officer must produce proper identification before removing any student from school as provided in Policy 4410P;

2. Any other agencies must have a written administrative or court order directing the District to give custody to them. Proper identification is required before the student shall be released;

3. A student shall be released to the custodial parent. When in doubt as to custodial rights, school enrollment records must be relied upon, as the parents/guardians have the burden of furnishing schools with accurate, up-to-date information;

4. The school should always check with the custodial parent before releasing the student to a non-custodial parent;

5. Prior written authorization from the custodial parent or guardian is required before releasing a student into someone else’s custody, unless an emergency situation justifies a waiver; and

6. Police should be called if a visitor becomes disruptive or abusive.

Procedure History:
Promulgated on: 12/1/14
Revised on:
The Board believes that the use of video taping equipment can make positive contributions to the health, safety, and welfare of all students, staff, and visitors to the District, as well as safeguard District facilities and equipment. Having carefully weighed and balanced the rights of privacy of students, staff, and visitors against the District’s goal of ensuring the safety of every student, employee, and visitor while they are on School District property and also accomplish the goal of safeguarding District facilities and equipment, the Board hereby authorizes the use of video cameras on District property as follows:

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students, and visitors on District property, and to safeguard District facilities and equipment.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Additionally, notices shall be posted on or about School District property alerting those on School District property that the District is utilizing the use of Video Surveillance.

Review of any video recordings is restricted to those who have a security, safety, or a legitimate educational interest.

Video recordings may become a part of a student’s educational record or a staff member’s personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Video tapes that are records of student and/or staff behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student and/or staff record and shall be subject to current law for the release of student record information and/or personnel record.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School District to investigate violations of School District policy.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video cameras may be installed in public locations as deemed appropriate by the Superintendent, and shall not be installed in areas with a reasonable expectation of privacy.

Cross-Reference: 3570 Student Records
Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 18-6701 et. seq. Communications Security
34 C.F.R. Part 99 Family Educational Rights and Privacy Act (FERPA)

Policy History:
Adopted on: 12/1/14
Revised on:
Video Surveillance Procedures

Video cameras will be installed in public areas to ensure the health, safety, and welfare of students, staff, and visitors to the District.

Access to video security footage shall be authorized by the Superintendent or designee to personnel that have an interest in ensuring the health, safety and welfare of students, staff and visitors to the District such as School Resource Officers, building administration, District office administration, school counselors, or technology staff.

Authorized staff should submit a tech repair request in order to have software installed to view the video footage.

In the event that a camera is in need of adjustment or repair, authorized staff should submit a maintenance work order.

Requests for additional cameras should be submitted through a maintenance work order.

Video footage will be retained for 7-10 days before it is overwritten. Authorized personnel should export and archive a copy of footage that is under review or be necessary to document any safety or discipline incident.

Exported video clips will be stored on a secure drive until deleted.

Policy History:
Adopted on: 12/1/14
Revised on:
Student Records

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.

The Superintendent shall implement this policy and state and federal law with administrative procedures. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

Individuals with Disabilities Education Act 20 USC 1412(2)(D), USC 1417
34 CFR Section 300.560 through Section 300.576
No Child Left Behind Act of 2001, P.L. 107-334
I.C. § 32-717A Parents’ Access to Records and Information
I.C. § 33-209 Transfer of Student Records – Duties
I.C. § 33-506 Organization and Government of Board of Trustees
I.C. § 33-512 Governance of Schools
I.C. § 39-4801 Immunization Required
I.C. § 39-4802 Exemptions
IDAPA 08.02.03.009 Definitions
I.D.A.P.A. 16.02.15 Immunization Requirements for Idaho School Children

Policy History:
Adopted on: 12/1/14
Revised on:
Notification to Parents and Students of Rights Concerning a Student’s School Records

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The District will maintain a file for each student that shall contain information, including but not limited to the following:

1. Unique student identifier;
2. Basic identifying information;
3. Academic transcripts;
4. Attendance record;
5. Medical history and pertinent information relating to immunizations;
6. The name of a contact person in case the parent/guardian cannot be reached in an emergency;
7. Any physical or medical condition the student has that may require attention by school personnel;
8. Intelligence and aptitude scores;
9. Psychological reports;
10. Achievement test results;
11. Participation in extracurricular activities;
12. Honors and awards;
13. Teacher anecdotal records;
14. Special education files;
15. Verified reports or information from non-educational persons;
16. Verified information of clear relevance to the student’s education;
17. Information pertaining to release of this record; and
18. Disciplinary information.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. **The right to inspect and copy the student’s education records within a reasonable time of the day the District receives a request for access.**

   Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parents/guardians or 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(s)/guardian(s) or eligible student of the time and place where the records may be inspected.

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

When the student reaches eighteen (18) years of age, or is attending an institution of post secondary education, all rights and privileges accorded to the parent become exclusively those of the student.

2. The right to request an amendment of the student’s education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA or state law authorizes disclosure without consent.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: the academic grades of their child or references to expulsions or out-of-school suspensions, if the challenge is made at the time the student’s school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

5. **The right to prohibit the release of directory information concerning the parent’s/guardian’s child.**

Throughout the school year, the District may release directory information regarding students, limited to:

   A. Name;
   B. Address;
   C. Telephone listing;
   D. Grade level/grad year;
   E. Academic awards, degrees, and honors;
   F. Information in relation to school-sponsored activities, organizations, and athletics;
   G. Weight and height of members of athletic teams; and
   H. Period of attendance in school.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

6. **The right to request that that information not be released to military recruiters and/or institutions of higher education.**
Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. **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 is:

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

The District shall maintain a record for each student that shall contain information, including but not limited to the following:

1. Birth certificate;
2. Proof of residency;
3. Unique student identifier;
4. Basic identifying information;
5. Academic transcripts;
6. Medical history and pertinent information relating to immunizations;
7. The name of a contact person in case the parent/guardian cannot be reached in an emergency;
8. Any physical or medical condition the student has that may require attention by school personnel;
9. Attendance records;
10. Intelligence and aptitude scores;
11. Psychological reports;
12. Achievement test results;
13. Participation in extracurricular activities;
14. Honors and awards;
15. Verified reports or information from non-educational persons;
16. Verified information of clear relevance to the student’s education;
17. Log pertaining to release of student’s record; and
18. Disciplinary information.

The records will be maintained at the building level under the student’s legal name at the time they were last enrolled. The building principal, individual teachers, and special education personnel may also have a file containing particular educational records. The student’s attendance records, academic transcripts, and achievement test results shall be maintained permanently. The other information in student files shall be maintained for a period of two (2) years after a student graduates or permanently leaves the District. The District, through electronic means of archival and other methods, shall make a reasonable effort to safeguard these records.

Records for a special education student with disabilities who graduates or permanently withdraws from the District, including eligibility documentation, IEPs, Consents, and written notices will, for at least six (6) years, be maintained until such time or when the District has been given written consent from the parent(s) and/or adult former student to destroy the records or transfer the records to the parent(s) or to the student if the student has succeeded to the rights of
the parents. The District will inform parents when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the child. The information must be destroyed at the request of the parents. However, this District may maintain a permanent record of the student’s information listed above. Such written records of individual students are confidential and shall be shredded or burned under supervision of the staff member responsible for the records if not released to the parent(s) and/or adult former student. The records manager should maintain a log that documents the date of destruction or release of records.

The Superintendent’s designee shall be responsible for the maintenance, retention, or destruction of a student’s records, in accordance with the District’s procedure established by the Superintendent.

The unique student identifier is a number issued and assigned by the State Department of Education to each student currently enrolled or who will be enrolled. The unique student identifier shall follow the student from each school district or LEA or upon return to a school district or LEA after an absence no matter the length of absence.

Access to Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this policy and accompanying procedures.

2. The parents of a student under eighteen (18) years of age shall be entitled to inspect and copy information in the child’s school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within forty-five (45) days of the District’s receipt of such a request. A copy of the records will be given to the parent or eligible student upon request. The District will respond to reasonable requests for explanations and interpretations of the records. The School District will not destroy any educational records if there is an outstanding request to inspect and review the records.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student’s school records unless a court order indicates otherwise. The District shall send copies of the following to both parents at either one’s request, unless a court order indicates otherwise or parental rights have been terminated by court order or parental agreement:

A. Academic progress reports or records;
B. Health reports;
C. Notices of parent-teacher conferences;
D. School calendars distributed to parents/guardians; and
E. Notices about open houses and other major school events, including pupil-parent interaction.

When the student reaches eighteen (18) years of age, graduates from high school, marries, enters military service, or becomes legally emancipated all rights and privileges accorded to the parent become exclusively those of the student. The parents of dependent students, as defined by the IRS. (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parents establish, via either a copy of the applicable tax forms and/or a Parental Affidavit for Educational Records attesting to the student’s dependent status.

Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived his or her right of access, after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Idaho State Board of Education, law enforcement unit personnel, a person serving on the School Board, or a person or company with whom the District has contracted to perform a special task provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Legitimate purposes includes performing education or discipline-related tasks in connection with a student, providing services to a student or a student’s family, or performing administrative or other educational responsibilities prescribed by the school or the District. Access in such cases shall be limited to the satisfaction of that need.

4. Personally identifiable information will be released without prior written consent of the parent or eligible student to officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll. Such information may also be released without prior consent if the disclosure is in connection with financial aid for which the student has applied or which the student has received.

5. The District may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. Such information may be released in this manner and with these restrictions for the purpose of conducting studies for or on behalf of the District to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction. If a third party violates the requirement to destroy the information when it is no longer needed, the District may not allow that third party access to personally identifiable information from education records for at least five (5) years.
6. Personally identifiable information may be released without prior consent to an accrediting organization to carry out its crediting function.

7. The District shall grant access to, or release information from, a student’s records pursuant to a court order or appropriate subpoena. In most instances, the parent/qualified student shall be given prompt written notice of such order/subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent or student to the Attorney General of the United States upon an ex parte order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).

8. The District shall grant access to or release information from any student record as specifically required by federal or state statute.

9. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy shall be mailed to the parent or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.

10. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.

11. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the District shall provide prompt written notice to the parents or eligible student of this intended action except as specified in item 5. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.

12. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specificity of the information concerning the emergency and the information should only be released to those persons whose
knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The exception is temporarily limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student’s records. The District shall notify the parents or eligible student as soon as possible of the information released, the date of the release, the person, agency, or organization to which the release was made, and the purpose of the release and the same information shall be recorded in the student’s record log.

13. The District will comply with an ex parte order requiring it to permit the U.S. Attorney General or designee to have access to a student’s school records without notice to or consent of the student’s parent(s)/guardian(s).

14. The District charges a nominal fee for copying information in the student’s records. No parent or student shall be precluded from copying information because of financial hardship.

15. A log of all releases of information from student records, including all instances of access granted, whether or not records were copied, shall be kept and maintained as part of such records. This log shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other such person. The log of release shall include:

   A. Information released or made accessible;
   B. The name and signature of the records custodian;
   C. The name and position of the person obtaining the release or access;
   D. The legitimate interest the person had in requesting or obtaining the information.
      If the information was released without prior parental consent, the specific exception for such consent will also be set forth;
   E. The date of the release or grant of access; and
   F. A copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. “Directory information” shall mean information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:

1. Name;
2. Address;
3. Telephone listing;
4. Grade level/grad year;
5. Academic awards, degrees, and honors;
6. Information in relation to school-sponsored activities, organizations, and athletics;
7. Weight and height of members of athletic teams; and
8. Period of attendance in school.

The District may disclose directory information after giving public notice to parents of students in attendance and eligible students in attendance that:

1. All information, as set forth in the definition of directory information, has been designated as directory information by the District;

2. A parent or eligible student has the right to refuse to allow the District to designate any or all of the types of information about the student as directory information;

3. A parent or eligible student must notify the District, in writing and within thirty (30) days after receiving notice, that the parent or eligible student does not want any or all of those types of information about the student released; and

4. The District may disclose directory information about former students without notice.

Parents and eligible students will be provided an annual notification of their rights under FERPA. The notification to parents and students concerning school records will inform them of their rights. The annual notice will contain information regarding the right to inspect their children’s records; the right to seek an amendment of a record; the right to consent to disclosures of personally identifiable information, with certain exceptions; the right to object to the release of directory information; and the right to file a complaint with the U.S. Department of Education.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The parents may challenge the accuracy, relevancy, or propriety of the records, except for grades, and references to expulsions or out-of-school suspensions. They have the right to request a hearing at which each party has:

1. The right to present evidence and to call witnesses;
2. The right to cross-examine witnesses;
3. The right, at their own expense, to counsel;
4. The right to a written statement of any decision and the reasons therefore; and
5. The right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

At such hearings, the following procedure shall be followed:
1. Within thirty (30) days of receiving a request to amend the record, the District will decide whether to amend the record as requested.

2. If the District elects not to amend the record as requested, it will inform the parent or eligible student of its decision and of the parent or eligible student’s right to a hearing.

3. On the request of the parent or eligible student, a hearing will be held to hear the parent or eligible student’s challenge the contents of the student’s educational records on the grounds that the information contained in the educational records is inaccurate, misleading, improper, or in violation of the privacy or other rights of the student. The District will hold the requested hearing within a reasonable time after it receives a request for the hearing. Notice of the date, time, and place will be given to the parent or eligible student within a reasonable amount of time prior to the hearing. The hearing may be conducted by any individual designated by the Superintendent or Board Chair, including an employee of this District, who does not have a direct interest in the outcome of the hearing.

4. The District will make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.

5. If the District determines that the information being contested is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it will amend the records and inform the parent or eligible student of the amendment in writing.

6. If the District decides that the information in the education record is not inaccurate, misleading, improper, or in violation of the privacy or other rights of the student, the District will inform the parent or the eligible student of the right to place a statement of reasonable length in the record commenting on the contested information in the record, or stating why he or she disagrees with the decision of this District, or both.

7. If such a statement is received by the District, it will remain a part of the record for as long as the student’s record is maintained and the statement will be disclosed whenever this District discloses the portion of the record to which the statement relates.

Definitions

“Personally identifiable information” shall refer to information including, but not limited to:

1. The student’s name;
2. The name of the student’s parent or other family member;
3. The address of the student or student’s family;
4. A personal identifier such as the student’s social security number or student number;
5. A list of personal characteristics that would make the student’s identification easily traceable; and
6. Other information that would make the student’s identity easily traceable.

“Education records” shall mean those records directly related to a student and maintained by this District or by a party acting on behalf of this District. Education records include, but are not limited to, the cumulative file, special education records, and disciplinary records. Education records do not include records of instructional, supervisory, and administrative personnel, or of educational personnel ancillary to those persons, that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

Procedure History:
Promulgated on: 12/1/14
Revised on:
Coeur d’Alene School District

STUDENTS

Student Data Privacy and Security

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.

This model policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, the District shall adopt, implement and electronically post this policy to its’ website. It is intended to provide guidance regarding the collection, access, security, and use of education data to protect student privacy. This policy is consistent with the DMC’s policies regarding the access, security, and use of data maintained within the SLDS. Violation of the Idaho Data Accountability Act may result in civil penalties.

Definitions

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

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

**Data Breach** is the unauthorized acquisition of PII.

**Logical Security** consists of software safeguards for an organization’s systems, including user identification and password access, authenticating, access rights and authority levels. These measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.
**Personally Identifiable Information (PII)** includes: a student’s name; the name of a student’s family; the student’s address; the students’ social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student’s date of birth, place of birth or mother’s maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student.

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

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

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

**Collection**

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

**Access**

Unless prohibited by law or court order, the District shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child’s educational records.

The Superintendent or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed.

Access to PII maintained by the District shall be restricted to:
(1) the authorized staff of the District who require access to perform their assigned duties; and
(2) authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and
(3) vendors who require access to perform their assigned duties.

**Security**

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

Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.

District contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:

1. Requirement that the vendor agree to comply with all applicable state and federal law;
2. Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
3. Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
4. Prohibition against the vendor’s secondary use of PII including sales, marketing or advertising;
5. Requirement for data destruction and an associated timeframe; and
6. Penalties for non-compliance with the above provisions.

The District shall clearly define what data is determined to be directory information.

If the District chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory. If a parent does not opt out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure.

Cross Reference: 3570 – 3570P Student Records

Legal Reference: 20 U.S.C. § 1232g Family Education Rights and Privacy Act
34 C.F.R. 99 Family Education Rights and Privacy Act
I.C. § 33-133 Idaho Student Data Accessibility, Transparency, and Accountability Act

Policy History:
Adopted on: September 9, 2014
Revised on:
Relations with Non-custodial Parents

Whenever possible and legal, the Coeur d’Alene School District recognizes the value of providing information to non-custodial parents regarding school purposes and activities pertaining to their child. The District also recognizes that many divorced parents continue to share caregiving and custody and that each parent under legal and practical circumstances, should have equal access to information regarding their child’s school progress and activities.

Therefore, upon written request to their child’s school principal, the school will subsequently and routinely mail to that parent copies of all school information which is normally sent home with the child. This will include mailings of copies of report cards, and class and school newsletters during the school year in which the request is made. Non-custodial parents and parents with shared custody not normally receiving materials from the school may annually request this service.

Access to Student Records

Unless informed otherwise, the Coeur d’Alene School District assumes that there are no restrictions regarding the non-custodial parent’s right to be kept informed of the student’s school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of all relevant court orders, to the Superintendent or designee, which curtails these specific rights. Otherwise, the non-custodial parent, upon written request may view the student’s educational, medical, or similar records maintained in such student’s cumulative record, receive school progress reports, and have an opportunity to conference with the student’s teacher(s).

The custodial parent has the responsibility to keep the school office informed as to the address of the student’s primary residence, in a manner determined by the school, and how he or she may be contacted at all times. The School District reserves the right to request verification in the form of a certified court document from any party presenting legal documents.

Parents restricted by court order will not be given access to school information regarding their child. Challenges to a parent’s access to information will be referred to and investigated by the Superintendent or designee. Individuals initiating challenges must provide documentation regarding court orders prohibiting access to information.

Department of Education 34 C.F.R. Part 99 (May 9, 1980 45FR 30802) regs. Implementing
FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232G) – Parent and Student Privacy and Other Rights with Respect to Educational Records

Policy History:
Adopted on: 12/1/14
Revised on:
Coeur d’Alene School District No. 271

STUDENTS

Records of Missing Children

Upon notification by the Idaho state police of a missing or runaway child currently enrolled in the District, that student’s records shall be flagged in such a manner that whenever a copy of or information regarding the record is requested, the school is alerted to the fact that the record is that of a missing or runaway child. If request is made for a flagged record, the record shall not be forwarded and the local law enforcement agency shall be notified of the request for the flagged record.

Any request concerning flagged records or knowledge as to the whereabouts of a missing or runaway child shall immediately be reported to the local law enforcement agency. The school shall remove the flag from the student’s record only upon notification by the Idaho state police of the return of the missing or runaway child.


Policy History
Promulgated on: 12/1/14
Revised on:
Transfer of Student Records

Receiving School

Within fourteen (14) days after enrolling a transfer student, the elementary or secondary school shall request directly from the student’s previous school a certified copy of his or her record and exercise due diligence in obtaining the copy of the record requested.

Additionally, the parent/guardian of a student transferring from out-of-state to this District is required by Idaho law, if requested, to furnish the District with accurate copies of the student’s school records, including records containing information concerning violent or disruptive behavior or disciplinary action involving the student. Such information shall be contained in a sealed envelope, marked as “confidential” and addressed to the principal or other administrator of the receiving school. Enrollment is temporary pending receipt of all records. Failure of the parent/guardian to furnish the required records, or failure of the administration of the previous school to provide the required records, will constitute adequate grounds to deny enrollment to the transferring student or to suspend or expel the student if already enrolled.

Forwarding School

A certified copy of the permanent, or cumulative, file of any student and the file containing special education records of any student shall be forwarded by mail, or electronically, to a local educational agency or accredited school in which the student seeks to or intends to enroll within ten (10) days after receipt of a written or electronic request, except as provided in Policy 3610 Records of Missing Children. The files that are forwarded must include information concerning violent or disruptive behavior or disciplinary action, however, such information shall be contained in a sealed envelope, marked as “confidential” and addressed to the principal or other administrator of the receiving school.

Cross Reference: 3570 - 3570P Student Records
3610 Records of Missing Children

I.C. § 33-209 Transfer of School Records – Duties
IDEA Amendments of 1997, 20 USC Chapter 33, Section 1416(k)(5)(B)

Policy History:
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