

Genesee School Elementary Student Handbook 2023-2024



GENESEE JOINT SCHOOLS

P.O. BOX 98

330 W. ASH STREET

GENESEE, IDAHO 83832

PH: 208-285-1162 FAX: (208)285-1495

www.sd282.org

Table of Contents
(Alphabetical Order)

Abuse and Neglect.....	15
Appearance.....	16
Attendance.....	5
Backpacks.....	17
Behavior Matrix.....	8
Birthday Treats.....	16
Breakfast and Lunch Program.....	13
Cell Phone/ Radios/ Walkmans.....	14
Cheating.....	6
Clothing, Head Coverings.....	14
Curriculum Grades K-6.....	20
Disabilities Policy.....	26
Discipline.....	7
Disclosure Information.....	22
Emergencies at School.....	18
Emergency Closure.....	19
Evacuation / Lock down Procedures.....	17
Extracurricular activities.....	16
FERPA.....	21
Field Trips.....	19
Grades.....	14
Handbook Acknowledgement.....	30
Head lice.....	18
Health Problems/ Medicine.....	18
Homework.....	14
Illness / Health Screening.....	5
Immunization.....	3
Internet Usage.....	25
Kindergarten.....	4
Library.....	19
Lockers.....	14
Leveled Consequences.....	11
Make Up Assignments.....	6
ODR (Office Discipline Referrals).....	10
Open Enrollment.....	20

Parental Notification	28
Patron Complaint	7
Preschool	4
Progress Report	16
Recess.....	18
Retention	17
Safety To and From School	19
Schedules	7
School Telephone.....	13
Search and Seizure	15
Sexual Harassment	24
Special Education	20
Starting School	4
Student Directory	16
Student Insurance	19
Students Leaving School Grounds	17
Supplies	17
Suspension / ISS/ OSS	12
Technology Agreement.....	27
Threatening Violence	12
Title IX	28
Trained Dogs.....	15
Transfer of Students	24
Truancy	6
Valuables	15
Visits	13
Water Bottles	13
Withdrawl Process	17

Board policies may be found on the district website.

MISSION STATEMENT OF GENESEE SCHOOL DISTRICT

The mission of the Genesee Community School, in partnership with family and community, is to provide all students with academic and life skills enabling them to become lifelong learners and responsible, productive citizens of our ever-changing community and world.

GENESEE ELEMENTARY SCHOOL

Every student in the Genesee Elementary School regardless of ethnic background, gender, or ability, will be respected and recognized for her/his achievement. All students will develop knowledge, skills and appreciation of their responsibilities as citizens, workers and life-long learners.

The Genesee Elementary School will be a place where learning is exciting and challenging. The Genesee Elementary School will be equipped with state-of-the-art technology, allowing teachers to focus on each student's needs and to serve as instructors, mentors and motivators. Educators, parents and the community will share responsibility for helping students prepare themselves to perform productively in a global, multicultural environment.

All Genesee staff members can be contacted by e-mail by using the first initial of the first name, full last name@sd282.org. Example: Wendy Moore – wmoore@sd282.org

IMMUNIZATIONS

A schedule for immunizations required by the State of Idaho for admittance to the public schools is as follows:

Immunization Requirement by Age	Doses of Vaccines Required
Children born on or before September 1, 1999 must have a minimum of:	(4) Diphtheria, Tetanus, Pertussis (DTaP) (1) Measles, Mumps, and Rubella (MMR) (3) Polio (3) Hepatitis B
Children born after September 1, 1999 through September 1, 2005 must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio (3) Hepatitis B
Children born after September 1, 2005¹ must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (4) Polio ³ (3) Hepatitis B (2) Varicella (Chickenpox) ⁴ (2) Hepatitis A
7th Grade Immunization Requirements	
Immunization Requirement by Grade	Doses of Vaccines Required
Children admitted to 7th grade must meet the following minimum immunization requirements in addition to school entry requirements:	(1) Tetanus, Diphtheria, Pertussis (Tdap) (1) Meningococcal

Idaho law allows a parent/ guardian to claim an exemption from immunization requirements for their child for medical, religious, or other reasons. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition which prevents him/ her from receiving required immunizations.

It is recommended that the exemptions or religious or other reasons be documented on the form provided for school use by Idaho Department of Health and Welfare Immunization Program and available at

www.ImmunizeIdahoSchools.com Parents may also claim a school immunization exemption by providing a signed written statement to school officials. **Genesee Schools will keep an up-to-date list of pupils with exemptions so they can be excluded quickly if an outbreak occurs.**

STARTING SCHOOL AND YOUR CHILD

Your child will feel more comfortable in school if he/she can take care of personal needs, for example:

- 1) Tying shoes, putting on and taking off outer clothes without help.
- 2) Knowing first and last name, parent's names, home address and telephone number.
- 3) Getting up early for school, so he/she does not have to hurry and is alert when school starts.
- 4) Wear neat, clean, comfortable clothes.
- 5) Get to school at the proper time, not too early (before there is adequate supervision) or not too late.

You can:

- 1) Practice proper hygiene. Talk about healthy habits, such as washing hands, covering mouth when coughing, sneeze in elbow etc.
- 2) Practice the best route to school.
- 3) Find out the teacher's name and be sure your child knows it.
- 4) Visit the school building with your child before the first day.
- 5) Show your child the school grounds.

If your child expresses doubts or fears, don't ignore them. Try to answer all the questions in a reassuring way and let your child know there will be friendly people to help on those first days. REMEMBER - your own reactions and attitudes will help determine how your child feels about school.

PRESCHOOL – Little Bulldogs

A.M. Preschool : Genesee School District operates a preschool program for children who are four years of age by September 1. Class hours are Monday through Friday from 8:00 – 11:15 a.m.. This program teaches social skills, school safety, and school routines as well as academic skills in preparation for kindergarten and a successful school career. Due to state age requirements **transportation is the responsibility of parents**. Students must register through the district office and provide immunization record and birth certificate. **Tuition is \$225.00 per month. Payment is due the 5th of each month.** For the 2023/24 school year, preschool will begin on August 29 and end on May 31, 2024. Preschool follows the school calendar. Class size is capped at 13.

P.M. Little Bulldogs (Optional): The district will be offering an extended day for all preschool students during the 2023/24 school year. This will be an extension of the a.m. program. **There is an additional cost of \$225 per month** . Lunch will be available for all students who are attending full day.

KINDERGARTEN (Must be 5 by Sept. 1)

Kindergarten is a very important and necessary academic part of our total school program. Kindergarten is a carefully planned educational program with state curriculum standards. Kindergarten is a full day program that operates from 8:00 a.m. – 3:15 p.m.

The kindergarten child is learning that which will make him/her ready for the first grade. The child learns letters and their sounds, math concepts, listening skills, auditory discrimination, positional relationships and visual perceptions. Knowing how to follow directions enhances all of these experiences.

Learning how to get along with others, building better physical coordination, learning to function in small and large groups, and sharing are among the personal goals of kindergarten curriculum. Students will begin to appreciate music and will be introduced to self-expression through singing, finger-plays, speaking, drawing and painting. All traditional skills are introduced sequentially throughout the school year.

PARENTS OF STUDENTS

You can prepare yourself too! Here are some suggestions:

- 1) Learn the names of all teachers/ para-professionals who will be working with your child.
- 2) Learn the school rules regarding clothing, money, supplies, safety and others.
- 3) Read the school calendar and Parent/Student Handbook.
- 4) Learn the school and bus schedule in advance, so everything will go smoothly the first few days.

THE SCHOOL'S PART

We'll do our part to give your child the best education possible. Your child will be learning to:

- 1) Work alone and with others.
- 2) Share and take turns.
- 3) Explore and expand abilities and interests.
- 4) Listen to others.

ILLNESS/ Health Screening

If your child is ill or running a fever, please keep the child home from school. **Please call the school office at 208-285-1162 and tell them of your child's symptoms/ illness.** Be alert to symptoms such as upset stomach, runny nose, fever, or sore throat. Check with your doctor for diagnosis, treatment, and the proper time for returning to school. If you haven't previously called the office, please send a note when your child returns explaining the reason for the absence.

FLU SYMPTOMS

If your child has any of the following symptoms we ask that you keep them home from school:

- A persistent / chronic cough
- Shortness of breath/ difficulty breathing
- Fever of 100.4 or higher
- Sore throat
- Chills
- Loss of taste or smell
- Muscle/body aches
- Mausea/vomiting/diarrhea
- Unusual fatigue

If your child becomes ill at school, your child should tell the teacher. The teacher may send the child to the office. We will call you if there is an illness or injury requiring treatment , if your child is running a fever or if we feel your child should go home.

ATTENDANCE

Regular, consistent attendance at school is important to academic progress and future habits related to employment success. The district shall keep attendance records which will become a permanent part of student records. Except in extraordinary cases approved by administration, the Board of Trustees will determine if credit will be given to any K-6 grade student in his/her grade (i.e.: first grade, second grade...) when the student **has not** been in attendance at least 90% of the time that class was in session. This means students may be retained in their present grade and not promoted to the following grade. **In a school year, absences exceeding a total of sixteen school days shall cause a student to fail to meet the ninety percent attendance requirement.**

Absence from the class for any reason, excluding approved extraordinary absences, shall be counted when the percentage of attendance and eligibility for credit is calculated. Extraordinary absences (i.e.: documented medical, death in the family, etc.) may be granted by the school administration (the principal and when the principal is not available, the superintendent) upon parental contact. The primary consideration whether an absence is extraordinary and warrants being exempted shall include only those situations in which the student had no reasonable alternative to the absence.

After sixteen (16) absences in a year, not counting extraordinary absences, the K-6 student's parents/guardians, and student, if deemed appropriate by administration and parents/guardians, will appear before the attendance committee. The committee will be composed of the principal, as well as the counselor and/or a teacher. The committee will make a recommendation to the Board of Trustees for retention of the same grade or promotion to the next grade and may assign the student to an attendance contract.

If the student continues to be absent and/or violates his/her attendance contract, the Attendance Committee may recommend to the Board of Trustees that no credit be given to the grade for elementary students exceeding the attendance regulations. The student and his/her parents may appeal, in person, to the Board of Trustees at the next regularly scheduled Board Meeting. To appeal this decision and be placed on the agenda, the parents/guardians shall contact the Board Clerk, Melissa Lindquist at 208-285-1161 or mlindquist@sd282.org.

Note: Absences due to COVID will be an excused absence. Please talk to your building administrator or school secretary if you have any questions.

MAKE-UP ASSIGNMENTS

Students have one day for each day of an excused absence to make up missed assignments and classroom work for work/assignments given during the absence. Extensions can only be obtained from the administration, not the teaching staff, and will only be given under emergencies and/or extenuating circumstances. Make-up work will not be allowed for credit for unexcused absences or out-of school suspension. When students are participating in extracurricular activities, any assignments, tests, or projects must be made up ahead of time, unless prior arrangements are made with the child's teacher. These absences will not fall under policy 320.4.

TRUANCY: A student is considered truant when the school nor the parents have knowledge of the absence. Parental permission will not overcome the presumption of truancy. Elementary students are NOT allowed to write their own excuses.

The following consequences for truancy will be followed:

1st truancy	1 day in-school suspension
2nd truancy	parent conference and 1 day in-school suspension
3rd truancy	3 days in school suspension and/or referral to Prosecuting Attorney
4th truancy	5 day in school suspension, referral to Prosecuting Attorney and possible recommendation for expulsion.

CHEATING

Students are expected to do their own work with the highest standards of honesty. Cheating includes, but is not limited to, giving or using prohibited written and/or oral information during tests, quizzes, or examinations; stealing, buying, selling or any other use of an examination before it has been administered; copying ideas or facts from another's paper during a test situation; obtaining or giving specific information which will be on a test before the test is administered; deceitfully altering any assignments or the instructor's markings; copying computer programs or writing computer programs for another students; or stealing, buying, or selling essays or other assignments. **Students will receive no credit for any work or testing on which they have been caught cheating.**

KEEPING YOU INFORMED

We will have written progress reports, parent-teacher conferences and meetings to keep you aware of how your child is doing at school. If you have any questions or concerns, please feel free to call the school or come in person. We are here to help.

PATRON COMPLAINT PROCEDURE

The Board of Education has approved a Patron Complaint Procedure:

In the event of a patron complaint, the patron should initially attempt to resolve the difficulty by meeting with the employee. In the event that the matter cannot be resolved by a patron-employee conference, then the following steps, in this order, shall be used to resolve the matter:

- A. Patron-employee-building principal
- B. Patron-employee-building principal-superintendent
- C. Patron-employee-building principal-Board of Education

The substance of any patron complaint conveyed to an administrator shall be conveyed to the employee in a timely fashion. No disciplinary action shall be initiated by the Board or administration toward a professional employee concerning any complaint made by a patron unless the employee has been notified of the complaint, its substance, the identity of the patron and the complainant has followed the steps above.

GENERAL DAILY SCHEDULE (Grades K-6)

7:30 a.m.	Earliest student arrival * Breakfast is available in the Multi-Purpose room
7:45	Students allowed in building (Students are not allowed in the building before 7:45, unless under supervision of a staff member.)
8:00	School starts
3:15	School dismissal

For a detailed daily schedule, check with your child's teacher.

GENERAL DAILY SCHEDULE (Pre-Kindergarten)

7:30 a.m.	Earliest student arrival * Breakfast is available in the Multi-Purpose room
7:45	Students allowed in building (Students are not allowed in building before 7:45, unless under direct supervision of a staff member.) Students line up at far east entrance with K-3 students.
8:00	Pre-Kindergarten Begins
11:15	Dismissal for Pre-Kindergarten - Teacher will notify you as to where to pick students up.

If Pre-k is staying all day:

10:55	Lunch
3:15	Dismissal for Pre-Kindergarten - Teacher will notify you as to where to pick students up.

BEHAVIOR AND DISCIPLINE

It is the aim of the Administration and the instructional staff to promote through its policies and regulations the highest possible standard of conduct and an atmosphere for instruction. During the course of the year, the Genesee Staff will be working with students to develop positive attitudes and appropriate behavior.

LEADER IN ME (LIM)

Each new school year brings opportunities for academic growth and growth in all areas of development. Although children must be knowledgeable when they graduate, they must also be healthy, engaged, responsible and caring people.

As a Leader in Me School, we believe that every member of your family has greatness and we can't wait to learn and grow with you. LIM is an evidence-based, comprehensive school-improvement model - developed in partnership with educators and Franklin Covey - that empowers students with the leadership and life skills they need to thrive in a global community. LIM is about empowering your child to reach their full potential while finding their voice.

Genesee PRIDE Matrix of Expected Behaviors

	Positive	Respect	Integrity	Dependable	Excellence
What it looks like:	<ul style="list-style-type: none"> ★ Help others ★ Give compliments ★ Encourage others ★ Show optimism 	<ul style="list-style-type: none"> ★ Respect school property ★ Respect the rights of others ★ Listen while others speak 	<ul style="list-style-type: none"> ★ Follow directions ★ Tell the truth ★ Be a good teammate ★ Own your actions ★ Keep commitments ★ Be true to yourself 	<ul style="list-style-type: none"> ★ Get assignments done on time ★ Be on time ★ Do your part ★ Follow rules 	<ul style="list-style-type: none"> ★ Rise to expectations ★ Try your hardest ★ Give your best effort ★ Be your best self
Hallways	<ul style="list-style-type: none"> ● Treat others how you want to be treated ● Smile/Greet students and staff ● Treat others kindly 	<ul style="list-style-type: none"> ● Hands to yourself and own property ● Hold equipment or toys ● Keep hallways neat and clean ● Walk quietly ● Feet in when others pass by 	<ul style="list-style-type: none"> ● Honor cell phone policy ● Police yourselves ● Stand up for others ● Make room for others 	<ul style="list-style-type: none"> ● Get where you are going ● Water only in carpeted areas ● Lock lockers ● Walk on the right 	<ul style="list-style-type: none"> ● Use your time wisely ● Leave hallways neater/cleaner than when you found it
Lunchroom	<ul style="list-style-type: none"> ● Share the table ● Sit by others sitting alone ● Use please and thank you 	<ul style="list-style-type: none"> ● Pick up after yourself ● Inside voices ● Use good manners when eating ● Eat your own food 	<ul style="list-style-type: none"> ● Wait your turn ● Invite others ● Sit by others sitting alone ● Help stop gossip and rumors 	<ul style="list-style-type: none"> ● Eat your food ● Walk in the lunchroom ● Bring your ID card ● Keep track of your lunch account 	<ul style="list-style-type: none"> ● Use your time wisely ● Sit with feet under table when eating ● Recycle/Compost if available

Commons	<ul style="list-style-type: none"> ● Treat others how you want to be treated ● Use kind words 	<ul style="list-style-type: none"> ● Feet on the floor ● Bottoms on seats ● Garbage in the trash can ● Share space ● Hands to yourself 	<ul style="list-style-type: none"> ● Limit PDA to holding hands ● Include and greet peers ● Do the right thing 	<ul style="list-style-type: none"> ● Hands on your own property 	<ul style="list-style-type: none"> ● Leave area neater/cleaner than when you found it
Assembly	<ul style="list-style-type: none"> ● Show appreciation ● Acknowledge speaker/awardees 	<ul style="list-style-type: none"> ● Hands and feet to self ● Bottoms on floor or bleachers ● Ears open, mouth closed 	<ul style="list-style-type: none"> ● Set a good example ● Represent our school well 	<ul style="list-style-type: none"> ● Be on time 	<ul style="list-style-type: none"> ● Be an active and appropriate participant
Bathroom/Locker room	<ul style="list-style-type: none"> ● Be a good role model ● Treat others how you want to be treated 	<ul style="list-style-type: none"> ● Go, flush, wash, leave ● Trash in the can ● Water in the sink 	<ul style="list-style-type: none"> ● Honor cell phone policy ● Give privacy ● Use good hygiene ● Pick up after yourself ● Ask before you borrow 	<ul style="list-style-type: none"> ● Use quiet voice ● Lock lockers ● Go, flush, wash, leave 	<ul style="list-style-type: none"> ● Use your time wisely
Bus/Bus Zone	<ul style="list-style-type: none"> ● Use please and thank you ● Share your seat 	<ul style="list-style-type: none"> ● Be patient ● Use inside voices ● Address adults properly 	<ul style="list-style-type: none"> ● Be ready on time ● Follow bus safety rules ● Keep hands inside the bus ● Hands and feet to self ● Bottoms on seats 	<ul style="list-style-type: none"> ● Walk to and from bus ● Pick up after yourselves ● Follow the rules ● Remain in bus loading area 	<ul style="list-style-type: none"> ● Be ready on time
Parking Lot	<ul style="list-style-type: none"> ● Be patient when entering/exiting 	<ul style="list-style-type: none"> ● Hands on your own property 	<ul style="list-style-type: none"> ● Drive 5 mph ● Yield to pedestrians 	<ul style="list-style-type: none"> ● Turn right from the front of the school 	<ul style="list-style-type: none"> ● Take up one spot

Playground	<ul style="list-style-type: none"> ● Use kind words ● Encourage others ● Be a good sport ● Share toys and equipment 	<ul style="list-style-type: none"> ● Address adults by proper names ● Tie your shoes 	<ul style="list-style-type: none"> ● Play by the rules ● Include others ● Invite new kids/others 	<ul style="list-style-type: none"> ● Line up at the whistle ● Stand quietly in line ● Follow the rules 	<ul style="list-style-type: none"> ● Try new activities
Inside Recess	<ul style="list-style-type: none"> ● Use kind words ● Encourage others ● Be a good sport ● Share toys and equipment 	<ul style="list-style-type: none"> ● Address adults by proper names ● Use inside recess voice ● Tie your shoes 	<ul style="list-style-type: none"> ● Play by the rules ● Include others ● Maintain personal space ● Stay on your side of the curtain 	<ul style="list-style-type: none"> ● Pay attention when the whistle blows ● Stand quietly in line ● Follow the rules 	<ul style="list-style-type: none"> ● Choose an activity ● Try new activities ● Pay attention to people around you

ODR/ Office Referral

ODR or Office referral slips may be written for minor incidents such as tardies, late work, minor misbehavior etc. Teachers or staff issuing the ODR's must discuss the issue with the student **prior** to writing any ODR's. If a child continues the misbehavior after being spoken to, then an ODR/Office referral will be submitted to the office for documentation of such incidents.

Students may or may not be spoken to at that time by the principal, depending on the type of incident. If a student receives 3 or more ODR/Office referrals during the week, the student will meet with administration and parents will be contacted by principal via phone or by paper.

LEVELED CONSEQUENCES

Leveled Consequences are consequences that may occur depending on the type of behavior that becomes a disciplinary issue. There are four (4) levels of consequences depending on the level or severity of the incident and a list of possible consequences. This matrix has been developed by input from staff, parents and students.

<p style="text-align: center;"><u>Level 1 - Minor</u> Behaviors that impact primarily the student ** 3 minors in one week = 1 major</p>	<p style="text-align: center;"><u>Level 2 - Minor</u> Behaviors that interfere with the learning of others ** 3 minors in one week = 1 major</p>	<p style="text-align: center;"><u>Level 3 - MAJOR</u> Behaviors that affect an orderly or safe environment</p>	<p style="text-align: center;"><u>Level 4 - MAJOR</u> Harmful/Illegal Behaviors</p>
<p>Not prepared</p> <ul style="list-style-type: none"> ● No homework ● Not having a pencil <p>Off task</p> <ul style="list-style-type: none"> ● Breaking pencils ● Leaning in chair ● Not doing classwork ● Not following directions ● Not listening ● Out of seat ● Playing in desk ● Whining <p>Minor disrespect</p> <ul style="list-style-type: none"> ● Refusing to work ● Not taking responsibility for action <p>Other</p> <ul style="list-style-type: none"> ● Copying behaviors ● Loitering ● Not in line ● Sleeping 	<p>Minor disruption</p> <ul style="list-style-type: none"> ● Cell phone use ● Constant talking ● Inappropriate noises ● Out of seat ● Poking ● Putting inappropriate stuff in urinal or toilet ● Talking out ● Tatling ● Touching ● Visiting/talking <p>Minor disrespect</p> <ul style="list-style-type: none"> ● Consistently not following directions ● Inappropriate chair manners ● Minor destruction of others' and school property ● Not lining up on the playground ● Standing on furniture 	<p>Disrespect to others</p> <ul style="list-style-type: none"> ● Bodily fluids on the bathroom floor or walls ● Cheating/Forgery ● Climbing in bathroom ● Hallway behaviors ● Inappropriate language ● Leaving room without permission ● Looking under bathroom stalls ● Lying ● Profane hand gestures ● Refusal to comply with requests ● Talking back to adult ● Tantrums ● Throwing things <p>Bullying</p> <ul style="list-style-type: none"> ● Pinching ● Pushing ● Teasing 	<p>Actions that cause harm</p> <ul style="list-style-type: none"> ● Biting ● Fighting ● Major destruction of school or others property ● Punching ● Threatening to do injury to person or property ● Throwing furniture ● Weapons <p>Major disrespect</p> <ul style="list-style-type: none"> ● Bodily fluids on others ● Drugs ● Inappropriate language ● Profane hand gestures ● Sexual behaviors ● Sexual harassment ● Stealing
<p><i>Ideas for controlling behavior</i></p> <ul style="list-style-type: none"> ● Debrief with student ● Discussion about expectations ● Eye contact ● High levels of supervision ● Link rewards to appropriate behaviors ● Pre-teaching of expectations ● Proximity ● Re-teaching of school rules/expected behaviors ● Verbal warning 	<p><i>Ideas for controlling behavior</i></p> <ul style="list-style-type: none"> ● Debrief with student ● Discussion about expectations ● Eye contact ● High levels of supervision ● Link rewards to appropriate behaviors ● Pre-teaching of expectations ● Proximity ● Re-teaching of school rules/expected behaviors ● Verbal warning 	<p><i>Ideas for controlling behavior</i></p> <ul style="list-style-type: none"> ● Consult with school counselor/school psychologist for classroom/individual behavior management ideas ● Debrief with student ● Increased supervision ● Pre-correction ● Priming ● Re-teach expectations 	<p><i>Ideas for controlling behavior</i></p> <ul style="list-style-type: none"> ● Debrief with student after referred to office and de-escalation. ● Follow procedures for immediate assistance/referral to office
<p><i>Consequences may include</i></p> <ul style="list-style-type: none"> ● Loss of privileges 	<p><i>Consequences may include</i></p> <ul style="list-style-type: none"> ● Admin/parent/student/ 	<p><i>Consequences may include</i></p>	<p><i>Consequences may include</i></p>

<ul style="list-style-type: none"> ● Moving seat ● Parent contact* ● Timeout in room <p><i>*phone call, note, email, weekly report</i></p>	<p>teacher conference</p> <ul style="list-style-type: none"> ● Apology letters ● Behavior contract ● Detention ● Loss of privileges ● Parent contact will be made ● Timeout in another location ● Timeout in room 	<ul style="list-style-type: none"> ● Admin/parent/student/teacher conference ● Apology letters ● Behavior contract ● Detention ● Loss of privileges ● Parent contact will be made ● Problem-solving form ● Restitution (working with janitor) ● Suspension (ISS or OSS) ● Timeout 	<p>As per Board of Education discipline policies</p> <ul style="list-style-type: none"> ● In-School Suspension ● Out-of-School Suspension ● Restitution ● Expulsion ● Loss of privileges ● Withdrawal from class with 'F' <p><i>* IMMEDIATE office referrals should occur with this level of infraction</i></p>
---	--	---	---

THREATENING VIOLENCE ON SCHOOL GROUNDS (Idaho Code 18-3302I)

Any person, including a student, who willfully threatens on school grounds by word or act to use a firearm or deadly or dangerous weapon to do violence to any other person on school grounds may be referred to the Latah County Sheriff.

According to Section 9 of the Genesee School Policy, weapons-carrying, using or storing weapons in a school building or on school grounds will be subject to disciplinary action. Weapons are identified in three categories:

- A. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons other than firearms. Examples are, but not limited to: brass knuckles, numb chucks, knives, chains and clubs.
- B. Articles designed for other purposes, but which could easily be used to inflict bodily harm and/or intimidation. Examples are, but not limited to: belts, combs, pencils, files, compasses, etc.
- C. The Genesee Joint School District No. 282 has a “zero tolerance” for students who bring firearms which include, but are not limited to, pistols, revolvers and rifles, at school or at any school sponsored activity without prior permission of school officials, will result in expulsion from school for a period of not less than one year (see Idaho Code 18-3302D).
 - 1. The district will not admit students who have been expelled from another school district for violation of the Gun Free Schools Act until that student has completed the expulsion for a period of not less than one year.
 - 2. Any student denied enrollment in paragraph one above and who wishes to challenge the decision is entitled to a due process hearing.

At the discretion of the Principal, all the above descriptions of misconduct are subject to being reported to the county Sheriff for prosecution. Students with such weapons on school property, or at school activities will be disciplined in a manner which will likely involve suspension or expulsion.

This behavior holds true for the following places and times:

- 1. On the school grounds during and immediately before or after school hours.
- 2. On the school grounds at any other time when the school is being used by a special group.
- 3. Off the school grounds at any school activity, function or event.

SUSPENSION

In School: The student will be placed in supervised isolation during the entire period of suspension. Students are expected to work on assignments. Bathroom privileges will be granted when other students are in classes. Students may bring a lunch from home or a hot lunch will be brought to them. Parents will be contacted and required to confer with the principal prior to re-admittance to the classroom. **Students may not participate nor be a spectator in extracurricular activities while serving their suspension.**

Out-of-School: The administration may suspend a student up to five days. The superintendent may extend the suspension for up to an additional ten days. The Board of Trustees can then suspend for another five days. Parents will be notified and required to confer with the principal prior to re-admittance to school. **Suspended students are not allowed on the school grounds or to participate in any extracurricular activity as a participant or spectator.**

OUT OF SCHOOL SUSPENSION ASSIGNMENT PROCEDURES

1. **Assignments:** If the assignment(s) is given before the day(s) of the suspension and due on the suspended day, then the student will hand in the assignment to the teacher or administration before leaving the school grounds. The suspended student may also arrange to have his/her parent or other designated people bring the assignment(s) to school and give to the teacher or administration the day it is due.
2. **Preplanned test/exam:** The student will meet with his/her teacher(s) on the school day when he/she returns from suspension to arrange for a time to take preplanned tests/exams. There will be a 10% reduction in grade on the tests/exams for each day suspended.
3. **Daily Activities/Assignments:** The student will receive a zero on daily assignment/activities (quizzes, worksheets, skills practice, etc.) on the day(s) the student is suspended.
4. **Long term projects:** If a long term project, a writing assignment, etc., is assigned or worked on the day(s) of the suspension, the student's grade will be deducted proportionately for the number of suspended days. For example, if the project is for five days and worth 100 points and the student is suspended one day, then his/her grade will be marked down 20 points.

USE OF SCHOOL TELEPHONES

Students will be permitted to use the school telephone **only** for emergencies. Plans for after school activities should be made at home before the child comes to school for the day. Parents should feel free to call the school anytime. Messages will be delivered to the child or teacher. **Please do not ask teachers or children to come to the phone during the time school is in session except in an emergency.** Please refer to p. 14 regarding use of cell phones.

SCHOOL BREAKFAST and LUNCH PROGRAM

The Genesee Elementary School offers balanced breakfast and lunches daily to students in grades PK – 12. All meals are on a cash basis or may be purchased in advance. The district does have an app that will allow payment through debit/credit card through the Lumen portal. The school is not responsible for meal money which is lost. Free or reduced price meals are available for students whose families meet low-income eligibility requirements. Applications are available in the district office or online at www.sd282.org. **Please call 285-1162 if you would like a free and reduced application sent to you via mail.**

WATER BOTTLE POLICY (470.15)

When students bring water bottles for use during school:

- Water bottles must have secure caps.
- Students are encouraged not to share water bottles.
- Empty bottles should, on a regular basis, be recycled (if appropriate), discarded, or taken home for sanitized reuse.
- Students misusing water bottles will be subject to disciplinary actions. Teachers have discretion in determining classroom use.

CLASSROOM VISITS

- Parents and guardians of students are encouraged to visit school as long as the duration and frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Classroom visits by parents may be scheduled with their children's teachers.
- **Parents are not to bring younger children on classroom visits or parties. School visitations by other children are not allowed.**
- If you would like to schedule a conference with the teacher, we encourage you to send a note or call the school office to schedule an appointment. The teacher will return your call in a timely manner.
- **For the safety of all, visitors are required to check in with the office and wear a visitor's badge while in the building.**

SCHOOL CLOTHING, HEADCOVERINGS

Items of clothing to be removed at school should be labeled with the child's name. Such items include mittens, overshoes, scarves, coats and caps. The student's name on each item of clothing ensures against mistaken identification of articles.

Hats, bandanas, headscarves, etc. will not be worn in the building from 7:30 a.m. to 4:00 p.m.

CELL PHONES, SMART WATCHES, ELECTRONIC DEVICES

Electronic devices, such as cell phones, radios, walkmans, or similar items are allowed to be brought to school, but are expected to be powered completely off, concealed and secured in backpack, lockers etc. during the school day. If a student is caught playing games or using his/her electronic devices, such as phone or watch for any unauthorized use, the electronic device will be confiscated. **The school accepts no responsibility for theft, loss or damage of an electronic device.**

First violation:	Item will be returned to the student at the end of the day.
Second violation:	Item will be returned only to the parent/guardian..
Third violation:	Item will be confiscated and returned at the end of the school year. Other disciplinary action may include detention or suspension.

Possession of an electronic communication device by a student is a privilege which may be forfeited by any student not abiding by the terms of policy 310.17.

GRADES

The following grade scale is in effect for elementary students:

100-99= A+	98-92 =A	91-90 = A-
89-88 = B+	87-82 = B	81-80 = B-
79-78 = C+	77-72 = C	71-70 = C-
69-68 = D+	67-62 = D	61-60 = D-
59-0 = F		

HOMEWORK

Homework is an extension of the regular school program. It is the responsibility of the student to complete homework on time. Homework assignments supplement and reinforce classroom learning.

Parents can assist by encouraging their children to complete their homework as soon as possible after returning home from school and by providing time and space for such activity. Homework is generally assigned starting in the first grade and increases each year.

LOCKERS

School lockers, desks, cubbies, etc. are the property of the district. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Students may be held responsible for the cost of any damage to the desk, lockers etc. Elementary students who are issued a locker are not allowed to padlock the lockers. Students are encouraged to keep valuables at home.

USE OF TRAINED DOGS

All persons are responsible for the security of any vehicle, locker, desk, bag or other items they possess or bring on to district property or to a district sponsored event. No person shall possess, place, keep or maintain any article or material that is prohibited by law or district policy in items, lockers, vehicles, desks or bags assigned to them or under their control while on district property or at a district sponsored event.

In an effort to keep the school free of drugs, the district may use specifically trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff any person. Trained dogs' sniffing cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable cause for a search of the locker or car only if the dog is reasonably reliable in indicating that contraband is present. Only the dog's official handler will determine what constitutes an alert by the dog. The above inspections shall be unannounced and may be made at the discretion of the Superintendent or his designee.

SEARCH AND SEIZURE

School officials may search a student's outer clothing, pockets, property, lockers, desks, cubbies, etc. by establishing a reasonable cause or securing the student's voluntary consent. Vehicles on school property shall be considered "articles on school property and subject to search with 'reasonable cause.'" General inspections for cleanliness may be conducted at random throughout the school year. The search is reasonable if it meets both of the following criteria:

- The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
- The scope of the search is reasonable related to the circumstances that justified the search in the first place.

Illegal items, which present a reasonable threat to the safety and security of others, may be taken into custody by the administration or designee. Illegal items will be turned over the proper authorities. Items left at any time unattended such as backpacks may be inspected at any time by Administration or a school official without obtaining permission from the student.

CHILD ABUSE AND NEGLECT

Teachers and supervisors will report all suspected cases of child abuse or neglect to the principal who will investigate the report and take the necessary actions as covered and required by law. School employees are required by law to report any suspected case of abuse or neglect to authorities.

Child abuse is any injury to a child that is a non-accidental physical injury or sexual abuse.

Child neglect is a failure to provide a child with the basic necessities of life, such as food, adequate clothing, shelter and medical care. Neglect also covers leaving a child home alone when the child is not prepared to take care of himself/herself or handle an emergency.

BIRTHDAY TREATS

Birthday treat activity, if scheduled, will be held at a time designated by your child's teacher. Contact your child's teacher **beforehand** if you intend to bring birthday treats to school to ensure safety of students with allergies. Glass containers are not allowed on school buses, either to or from school. Food items should meet standards as outlined in Policy 470.17 which states, "Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually." Genesee Elementary School encourages healthy eating.

MONEY, VALUABLES, TOYS, AND OTHER ARTICLES

Students should not bring valuables to school. Neither the school nor the teacher can be responsible for lost, damaged, or stolen items. The school is not responsible for lost articles of clothing, mobile devices, cell phones, musical instruments, bicycles or other personal items. Remember if your child brings toys or other articles to school, he/she must be willing to share them with other students and realize that such toys or articles may be lost, stolen, or broken.

PROGRESS REPORTS

Reports on progress in the elementary school classes consist of two parent-teacher conferences (first and second semester) and report cards (all four nine weeks). Either the parent or the teacher may schedule additional conferences as needed throughout the school year.

EXTRACURRICULAR ACTIVITIES

Student activities related to the school or use of school district facilities must have prior approval of the school's administration and/or the Board of Trustees. The school reserves the right to deny any student participation in any extracurricular activity. Such denial will be based on reasonable cause.

Transportation to and from out-of-town activities will be provided by the school. Students must ride school transportation in both directions. A group member may return home with his or her parent(s) only if the parent personally presents a written note to the coach/teacher at the away site. Exceptions will be granted only by pre-arrangements through the administration. Failure to maintain this standard will result in the loss of privilege to participate.

Elementary students who attend high school activities are encouraged to attend with parents or guardians and remain seated during such activities. When in the gymnasium, they are expected to remain in the building. Elementary students are not to be dropped off at the gym/building during high school activities without a person of responsibility.

STUDENT APPEARANCE

Cleanliness of body and clothing is essential to a good educational environment. Poor personal hygiene and/or inappropriate dress may detract from the educational process and the person will be asked to correct the situation. Shoes are required; no slippers or pajama like clothing. Body odor and cleanliness may be addressed if it becomes a distraction to the educational process. We encourage parents to talk to students about hygiene as they grow and mature. If parents are unable to provide the necessary resources to assist students, please contact the Administrator or school staff for assistance.

STUDENT DIRECTORY FILE

During registration, emergency phone numbers and doctor preferences are requested. The school should be notified if a change is made in the address or phone number of a student or designated person to call if parents cannot be reached. It is vitaly important that we have up-to-date information at all times in cases of emergency.

SCHOOL SUPPLIES

Your child's teacher will communicate the list of supplies your child will need for school. Remember to replenish your child's school supplies as the year progresses. **A list of supplies is available on the district website.**

BACKPACKS

Backpacks are not allowed on the floor in the gym foyer, cafeteria, office hallways, or other places designated by administration. Do not place backpacks, books, coats on the stage area in the MPR. Students are encouraged to not overload their backpacks so the weight is excessive.

FUNDRAISING

When school-sponsored organizations wish to raise funds or collect goods for non-profit charitable groups, the student organization needs approval from the building administration. All fund raising requests must be submitted to Administration for prior approval.

Fundraising activities that are prohibited:

- No student can be required to participate in a fundraiser.
- No fundraising can be done for personal benefit.
- Going door to door for sales is prohibited.

RETENTION (Policy 320.7)

In grades K-6, pupils will advance one grade level each school year provided they meet or exceed one or more of the following criteria:

- Standards of academic achievement as identified by the Idaho State Board of Education and measured by the Idaho Standards Achievement Test in the areas of Math, Reading, and Language Usage.
- Progress as identified on the student's Individual Education Plan.
- Recommendation by the regular classroom teacher and principal.

The teacher and principal will meet with the parent/guardian as early in the school year as possible and prior to any decision being made to provide ample opportunity for student remediation and parent input.

WITHDRAWAL PROCEDURES

When a student withdraws from school, there are established procedures to be followed. These procedures are as follows:

- 1) Notify the school of your intent to withdraw at least three (3) days in advance of leaving.
 - 2) Check in all texts, library books, and other materials belonging to the school.
 - 3) Pay all the outstanding fines or lunches owed*
 - 4) Pick up a withdrawal slip from the office. You will take this withdrawal slip with you to your new school.
 - 5) Be sure all personal belongings are removed from school.
- *Records will not be sent to new district until all outstanding fees are paid.**

SAFETY EVACUATION AND LOCK DOWN PROCEDURES

Instructions regarding the evacuation of the school building in case of fire or other emergencies will be provided to all staff members. Evacuation and/or lock down procedures are held at least twice per year. Instruction concerning fire alarm signals, proper exits and evacuation routines is provided to students.

STUDENTS LEAVING THE SCHOOL GROUNDS DURING SCHOOL HOURS

The school day for the elementary school is from 8:00 a.m. to 3:15 p.m. Students are expected to remain on school grounds from the time they arrive until the end of their school day. Under controlled conditions and circumstances, students may leave the school grounds during the hours the school is in session. Permission must be granted from

the administration office. Parents/guardians need to come to the office and sign out their child (ren) if leaving early. Parents are to remain in the office and the office will call the child (ren) to the office to be picked up.

If a student is to follow other than his/her normal procedure for going home at the end of the day, that procedure must be communicated to the teacher and/or office. If the student is expected to ride a different bus route, the student must have a note from the parent/guardian or the office must be contact with the specific information, so a bus pass can be issued.

STUDENTS AT RECESS/COLD WEATHER

All students should be properly dressed for the weather at the times. **Students will be expected to go outside if weather (including wind chill) is 15 degrees or above.** All students will be outside during recess except those with a doctor's excuse or a note from home explaining an illness. Parent excuses may be granted a maximum of 2 days without a doctor slip. Students will be expected to bring a book/work to the office if they are excused from recess.

It is staff responsibility to determine if weather conditions are adverse for outside activities. If conditions are not conducive to outside play, the students will be taken to the gym for recess. Every effort will be made to have outside recess in our district.

EMERGENCIES AT SCHOOL

If your child becomes ill or has a serious accident at school, you will be notified. If you or another person designated by you cannot be reached, your child will be referred to your family doctor. If the doctor cannot be located, your child may be transported for emergency medical care. It is important that the school has the name of your family doctor on file.

The school should have the correct telephone numbers for the home and place(s) of employment of the father and mother. The name of a neighbor or relative should be given to the school. It is the responsibility of the parents or guardians to report changes in phone numbers, addresses, or names of persons to be contacted.

HEALTH PROBLEMS

The school should be informed of any allergies, reactions, chronic illnesses, or serious medical conditions which may create medical emergencies. **If the parent/guardian wants the school to administer prescribed medication during the school day, the parent/guardian must submit a written request to the school. The medication must be in its original container. The student's name, prescription number, doctor, and directions must be clearly set forth on the container. The medication will be kept in the school office.**

If the parent/guardian wants the school to administer non-prescription medication, the parent/guardian must request in writing to the school that non-prescription medication be given during school hours. Specific directions for administering the medication and the parent/guardian's signature must be received before any medication will be given to the student. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container. Recommended dosage will not be exceeded without a physician's orders. The medication will be kept in the school office.

A pupil with asthma or other potentially life-threatening respiratory illness may self-administer medication administered by way of a metered-dose inhaler prescribed by a physician. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.

HEAD LICE

Students who are found to have nits or head lice will be sent home immediately. Students may return once treated. We do ask that parents continue to check their child(ren) on a regular basis in order to prevent an outbreak in classrooms.

STUDENT INSURANCE

The school does not provide insurance for students. Parents can find resources for insurance on <https://www.ehealthinsurance.com/idaho-health-insurance/health-plans/student#!>

SAFETY TO AND FROM SCHOOL

Children should be encouraged to practice good safety habits at home and in school. Safety instruction is given at school and safety measures are practiced in the building and on the playground. You can help your child develop good and healthy safety habits by providing instruction at home.

- 1) If your child walks to school . . .
 - A. Help your child learn the safest route to and from school.
 - B. Encourage your child to use the intersection or crosswalk when crossing the road.
 - C. The student should walk on the left side of the street facing oncoming traffic if there are no sidewalks.
 - D. Encourage your child to come home immediately after school is dismissed.
 - E. The student should obey traffic signs and look both ways before crossing the road.

- 2) Remind your child to . . .
 - A. Never accept rides or gifts from strangers.
 - B. Report to a teacher, a police officer, the bus driver, or to any adult you know any strangers seen loitering on foot or in a car near the school.
 - C. Always try to remember what the stranger(s) looked like and how he/she was dressed.

- 3) If your child rides a bicycle . . .
 - A. The child should ride on the right side of the street. Bicycles are vehicles and should be operated to traffic signs, signals and regulations.
 - B. Riders should be in single file.
 - C. The bike should be in good working order, including the steering, brakes, and seat adjustment, tire inflation and drive mechanism.
 - D. Bicycles are not to be ridden on school grounds at anytime during the school day.
 - E. Genesee School encourages helmet use for ALL bicycle riders.

LIBRARY

Instruction in the use of the library is provided with the help of the school librarian. The children learn how to select and care for the books and other library materials. Students may check out books from the library and they are responsible for any such materials. Any concerns about materials in the library should be first addressed with the librarian and then may proceed to the administrator of the building.

ENROLLMENT

Children are eligible to enter pre-kindergarten if they will reach the age of four (4) years on or before the 1st day of September of the current year.

Children are eligible to enter Kindergarten if they will reach the age of five (5) years on or before the 1st day of September of the current year.

Children may enter the first grade if they will be six (6) on or before September 1st of the current school year. Entrance in the first grade may be delayed until age seven, at which time; attendance is required by state law. Attendance for the first time in the first grade must begin at the opening of the school year except in cases of excused absences.

Pupils enrolling are required to submit birth certificates and vaccination records when they enroll.

OPEN ENROLLMENT

The district will participate in the enrollment option program described in Section 33-1402, Idaho Code, subject to the following conditions:

- A. Actual student enrollment will be considered before approving an out-of-district application request. As a guide the district has established the following class sizes as a target number for year to year operation.
 - 13:1 Grade PK
 - 23:1 Grades K - 2
 - 25:1 Grades 3-6

- B. Class ratios used for admitting students with disabilities into the District's Special Education Program shall be:
 - 20:1 Special Education Services
 - 25:1 Speech/ Language Pathologist Services
 - 20:1 Physical Therapy/ Occupational Therapy

EMERGENCY DELAY/ CLOSURE

Occasionally, extremely bad weather or other emergency conditions will be cause for the school to delay or close. If this happens before students leave for school, the delay/closure will be broadcast on the following stations:

KRPL,KVTV, KRCL, KMOK, KZFN, KHTR, KQQQ, KOZE, ZFUN, KHQ, KXLY, KREM, Big Country Radio 97.7

If parents think school may be closed, they should listen to one of these stations. If school is dismissed early and students are sent home, parents who are gone during the day should be sure their children know where to go. Emergency closures will also be posted on Genesee School's web site and Genesee School District Facebook page.

FIELD TRIPS

Occasionally, teachers and club advisors take students on field trips. Before a child will be permitted to accompany the class on a field trip, he/she will bring home an explanation of the trip for your information and permission. Children will ride on district owned transportation to and from the activity. Children may ride home with his or her parent(s) only if the parent personally presents a written note to the teacher or advisor at the away site. No younger or older siblings are allowed to attend the school sponsored field trip.

SPECIAL EDUCATION PROGRAMS

Genesee School District uses the Multi-Tiered System of Support (MTSS) model to meet students' needs. It is intervention and results focused. Collaborative teams use problem-solving to develop interventions that have specific goals that can be measured, assessed, and determined to be effective. Information about MTSS can be obtained through the Principal, Title I teacher, or resource room teachers.

Some programs for exceptional students are available through the district. The programs include resource rooms to provide intervention, primary instruction, supplemental instruction, Title I, speech therapy, limited psychological services, limited physical therapy and occupational therapy on a regular basis.

CURRICULUM (GRADES KINDERGARTEN THROUGH SIX)

MISSION:

The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.

Reading - The reading program uses a phonic/linguistic approach to teaching reading. As the sound of each letter is taught, words are formed so the student begins reading immediately. Language structure and comprehension skills are incorporated with the decoding skills so the student can enjoy reading quality literature. The program blends all of the communication arts in a way that points students toward a total understanding of the English language.

Phonics - The reading program is taught as part of the overall reading and spelling programs. In addition, our reading series that will be used in the primary grades does utilize phonics.

Writing/ Language - The objective of the Writing/ Language program is to help students learn to use spoken and written English effectively and confidently and to develop an appreciation of good literature and poetry.

Penmanship - Manuscript writing, which consists of a series of straight lines and circles, is taught at the kindergarten through second grade level. During the latter part of the second grade, cursive writing is introduced. Cursive writing is the rounding of letters and joining them together in flowing strokes. Cursive writing is required in grades three through six.

Health - Health is an integrated part of the curriculum designed and taught on each grade level according to appropriate needs. Drug awareness and education programs are taught at all grade levels.

Art - Art is an integral part of the child's total educational program. In many instances, art projects are correlated with other student learning areas.

Music - Our music program includes textbooks, records and charts. All elementary students receive music instruction. Band is offered to fifth and sixth grade students.

Physical Education - The physical education program concentrates on human movement. Every student receives structured physical education weekly.

Mathematics - The mathematics program is designed to help the students master basic facts, processes and skills through a scope and sequence basis. Problem solving and manipulating are an integral part of the total program.

Science - Science is taught in grades K - 6. There are life, earth and physical science units. The emphasis is on hands-on activities in each of the grades with topics increasing in complexity as the student progresses through the grades.

Social Studies - All students are taught a current social studies program coordinated through the grades. They study patriotism, geography, politics and economics. Preparation is also given to understand and live in our changing world. An introduction to other cultures and societies is included. The fourth grade has a one-semester course in Idaho history.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

GENERAL

It is the policy of this District to conform to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) by allowing parents and eligible students access to the appropriate education records and maintaining procedures to accommodate the rights of access, amendment and challenge while protecting the privacy of students enrolled in the District and their parents from unauthorized disclosures of such information.

RIGHT OF ACCESS

Parents of the student or the student if he or she is 18 years of age ("eligible student") shall have the right of access at reasonable times and places to the education records of the student maintained by the District. This right of access includes the opportunity to inspect and review the records upon request; the right, upon reasonable request, to an

explanation and interpretation of the record; and the right to obtain copies of the record for a reasonable fee, or if failure to receive a copy would effectively prohibit the exercise of the right to inspection and review then such copies will be produced at no cost.

A student's natural parents, guardian, or individual holding proper power of attorney acting on behalf of the parents or guardian, in their absence, shall be given access to a student's Education Records for the purpose of inspection and review. Until the school is advised and given authority, of the judicial withdrawal or limitation of rights, the school will afford the right of access to both parents.

PROCEDURE FOR INSPECTION AND REVIEW

The parents or eligible student may inspect and review the student's educational record by filing a written request to inspect and review on forms provided by the District. While oral requests by the parents or eligible student to inspect and review may be honored by the District under exceptional circumstances, a written request procedure will generally be required. All requests for access or disclosure, whether written or oral, will be noted and maintained in the student's permanent education record.

LIMITATION TO ACCESS

The parents of a student or eligible student will be given access only to the Education Records of that particular student. If information pertaining to any student other than the one making the request appears in the requested record, copies of the records with redactions pertaining to other students will be provided to the Parent/Eligible Student from the record before disclosure. Students will not be allowed access to information concerning his/her parents' financial status.

COST

A copy of the record will be furnished at the rate of five cents per page. A copy of the record will be furnished at no cost to the parents or eligible student if necessary to protect and provide the right to inspect and review the record.

RECORDS MAINTAINED. LOCATION AND PERSONNEL RESPONSIBLE FOR RECORD

The following information is maintained in the District's Education Records: Type of Record, Location of Record, Record Custodian and/or Responsible Person.

DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION

The District will not disclose to anyone other than the parents, student or designated employees and officers of the District, personally identifiable information without the prior written consent of the parents or eligible student, unless the disclosure of such information is specifically authorized by FERPA.

The District will disclose personally identifiable information to and allow inspection of the student's record by the employees and officers of the District who have a legitimate educational interest for having access to the records. The employees and officers who will have access to the records shall include those persons set forth in the Annual Notification of Rights.

Legitimate education interests shall include those instances set forth in the Annual Notification of Rights.

FERPA provides that "directory information" may be disclosed without the prior written consent of the parents or eligible student. "Directory information" includes the following or similar information relating to a student:

- (1) Student name, address and telephone number;
- (2) Parents'/guardians' names and addresses;
- (3) Date and place of birth;

- (4) Grade level;
- (5) Gender;
- (6) Major Field of study;
- (7) Participation in officially recognized activities and sports;
- (8) Weight and height of members of athletic teams;
- (9) Dates of attendance;
- (10) Degrees and awards received;
- (11) Most recent previous education institution attended by the student.

RECORDS OF REQUESTS AND DISCLOSURES

The District will maintain a list of each request for or disclosures of the education record or of personally identifiable information. This list will be available for inspection and review by the parents or student upon request.

RIGHT TO SEEK AMENDMENT OF THE EDUCATION RECORD

If the parents or eligible student believes that information contained in the student's education record is inaccurate, misleading or otherwise violation of the privacy or other rights of the student, the parents or eligible student may request, in writing, that the record be amended by the District. The District will furnish a Form for such request. Within ten days after receipt of the Request for amendment, the Building Principal [or other authorized school official] will decide whether to grant or deny the request and inform the parents or eligible student of his decision.

If the request is granted in whole or in part, the District will amend the education record consistent with the decision as soon as possible and destroy all non-conforming information.

If the request is denied in whole or in part, the District will advise the parents or eligible student of its decision and of the parents' or eligible students' right to a hearing pursuant to a formal challenge.

NOTICE OF INTENT

If a parent or eligible student initiates a formal challenge to the record, the District will give the parent or eligible student written notice of the date, place and time of the hearing within fourteen (14) days after the receipt of the Request for Hearing. The hearing will be held within thirty (30) days after receipt of the Request for Hearing. In the event the parents or eligible student require additional time in which to prepare for the hearing, the school may grant such additional time as is reasonable to allow the parent or eligible student to effectively exercise his or her rights after receipt of a request for such extension.

The board of trustees, or its designee, will appoint a hearing officer to preside at the hearing and present recommendations to the Board. The appointee may be any person, including an official of the District, who does not have a direct interest in the outcome of the hearing.

The parents or eligible student will be given a full and fair opportunity to present all relevant evidence, including witnesses, and may, at its own expense, retain counsel or other assistance to represent him or her at the hearing. The superintendent or other authorized agent of the District will present all relevant evidence, including witnesses, and may be assisted by counsel to the District.

A verbatim record of the hearing shall be made by tape recording or other suitable means. A copy of the transcript tapes may be provided to any requesting party, at his or her own expense.

Following the conclusion of the hearing, the hearing officer shall prepare a written recommended summary of the evidence, decision and reason for decision recommendation which, together with a copy of the transcript and accompanying documents, shall be submitted to the Board of Trustees for review and ratification. The hearing officer's recommendation shall include a summary of evidence presented at the hearing and a statement of the reasons for forming the basis of such recommended decision and shall be submitted to the Board within fifteen (15) days following the final submission of the matter.

The Board shall review the recommendations of the hearing officer in open session of a duly constituted meeting of the board and shall make a final decision on the challenge based upon the record thereof. If the Board modifies or rejects the recommendations of the hearing officer, the Board shall place upon the minutes of the meeting a statement of the reasons forming the basis of the final decision of the Board.

If it is determined that the information challenged is in fact inaccurate, misleading or violates the student's rights, the Board shall instruct the superintendent to amend the student's record and to advise the parents or eligible student, in writing, of the revision of the record. The parents or eligible student shall be advised of any action taken by the Board relative to the challenge.

If the amendment requested in the challenge is denied, the District shall advise the parents or eligible student and advise them of their right to place a statement in the student's record explaining any reasons for disagreement with the Board's decision or otherwise commenting on the contested material.

The Statement of Explanation (or Statement of Record) will be placed in the student's permanent file and if the contested information is subsequently disclosed by the District, the explanatory statement shall accompany such disclosed information.

TRANSFER OF STUDENTS

It is the policy of the District to honor requests for transfer of records to schools in which the student seeks or intends to enroll. In connection with the transfer of records to other schools, the District shall make a reasonable effort to notify the parents or eligible student that the record is being transferred unless the parents or eligible student initiated the request for transfer. Notice of the pending transfer will be sent to the parents' or eligible student's last known address. A copy of material to be transferred shall be made available to the parents or eligible student, upon request or within twenty-one (21) days after a request for transfer of such records is received from the other school

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination and is prohibited in the Genesee School 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, imposed on the basis of sex, 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 who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, or administrator who will assist them in the complaint process. Supervisors or teachers 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.

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 is given an 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 Superintendent. The Superintendent shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

Compliance Officer: Wendy Moore, Genesee School District, Box 98, Genesee, Idaho 83832, 208 285-1162.

A Discussion of Sexual Harassment

I. What is Sexual Harassment? It is unwelcome sexual behavior that makes a student/person feel uncomfortable or unsafe. It can fall into any of three categories: Physical, verbal, or non-verbal.

<u>Physical</u>	<u>Verbal</u>	<u>Nonverbal</u>
pinching	threats	gestures
grabbing	insults	sexual pictures
touching	comments about a person's body	winking
standing too close	sexual jokes, suggestions, remarks	making sexual body movements
patting	pressure to go on a date	staring at someone's body
hugging	whistles or rude noises	
kissing	sharing stories of sexual exploits (real or imagined)	
	spreading rumors or gossiping about someone	
	obscene phone calls	

II. Isn't most of the behavior listed above "normal kids' stuff"? No. Sexual harassment creates fear and anger that can affect people for years—it's not harmless fun. Research shows that harassers who are not stopped may go on to commit violent crime such as rape and assault.

III. What is the difference between sexual harassment and flirting? Flirting occurs between two people who are equal in power—both people agree to flirt, and both enjoy it. Harassment makes one person feel uncomfortable and less powerful.

IV. Sexual harassment makes the target/victim feel bad. Victims often feel afraid, ashamed, helpless, put down, and/or angry.

V. If the target or anyone else asks you or tells you to stop, or that what you are doing is making them uncomfortable, YOU MUST STOP. To do otherwise would constitute sexual harassment.

VI. Sexual harassment is a form of sex discrimination, and is therefore illegal. There are potentially severe disciplinary consequences here at school for sexually harassing a student or school employee.

VII. Sexual harassment is a violation of a person’s civil and constitutional rights—it may be a criminal offense in some cases, including possible fines and/or jail time.

VIII. Sexual harassment is **never** the victim’s fault.

IX. REMEMBER ONE BASIC RULE OF THUMB: **It’s probably sexual harassment if the person the behavior is directed at feels uncomfortable or threatened. IT DOESN’T MATTER WHAT THE HARASSER INTENDED.**

TITLE IX COMPLIANCE INFORMATION

Title IX of the Elementary and Secondary Education Act states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”.

Any student (or parents of a student) may file a complaint regarding rights under Title IX by contacting the District Title XI compliance officer: Wendy Moore, Supt., Genesee Joint School District No. 282, PO Box 98, Genesee, ID 83832. Phone: 208-285-1161 or wmoore@sd282.org.

DISABILITIES POLICY - STUDENTS WITH DISABILITIES

Under The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Genesee School District is prohibited from discriminating against students on the basis of a disability. Genesee provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The school district ensures that students who need or are believed to need special education or related services will be identified, evaluated and provided with appropriate educational services.

Section 504 also stipulates that students with disabilities have the right to participate in school sponsored extra curricular programs and activities to the maximum extent appropriate to their needs.

Under Section 504 and IDEA, students with disabilities have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, Genesee will educate students with disabilities within their regular school program.

Students with disabilities and their parents have a number of rights and protection. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to Mrs. Christy Castro, Special Education Teacher, 208-285-1161 or ccastro@sd282.org.

GENESEE SCHOOL DISTRICT - Internet Use Policy (Policy 310.9)

Internet access is available to students and staff in the Genesee School District. We believe Internet access offers vast, diverse and unique resources to both students and staff. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting millions of computers all over the world and countless individual Students use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs. Teachers have a professional responsibility to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

Because the Internet is a fluid environment, the information which will be available to students is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purchase, availability, and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content.

Full district internet policy may be found as www.sd282.org – Policy 310.9. Any questions regarding internet use policy may be directed to Jim Bayer, Technology Director at 208-285-1162 or jbayer@sd282.org.

Internet Usage: Statement of Purpose for Elementary Parents

The Genesee School District believes that all students should have access to technology. Modern technology tools enhance student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills. Our goal in providing these services is to enrich the educational development of our students.

We educate students about appropriate online behavior including awareness and response to cyberbullying and interacting with others on social websites. We expect students to act in a responsible, efficient, courteous, and legal manner. All school Internet use is filtered and monitored. Additionally, we monitor the safety and security of students when using electronic communications. We take steps to prevent unauthorized access by students and to prevent unauthorized disclosure, use, and dissemination of students' personal information.

Some of our students' materials, drawings, and other creations may be published online. As per District policy, identifying student information will not accompany any publically published materials. Students may also have videos and/or other materials taken for class use or class activities.

Definitions

The Genesee Elementary Technology Acceptable Use Agreement references tech tools, Web 2.0 tools, and electronic communication.

- ✓ **Tech Tools:** Digital tools and equipment that are used in Genesee School District classrooms and schools including such electronic devices as computers, laptops, iPads, iPods, interactive white boards, document cameras, digital cameras, etc.
- ✓ **Electronic Communication:** Communication transmitted by means of an electronic device.
- ✓ **Web 2.0 tools:** As part of 21st century learning, teachers and students may be using Web 2.0 tools. Examples include social networks, blogs, wikis, video casts, podcasts, and web applications. This Technology Acceptable Use Agreement refers to students' careful and proper **use** of Web 2.0 tools

Genesee Elementary Technology Terms of Agreement

Acceptable uses of technology are devoted to activities that support teaching and learning. Using tech tools correctly and responsibly is very important.

As part of the Genesee Elementary Technology initiative students will be asked to follow the following rules.

1. I promise to use all tech tools and equipment carefully and not damage, change or tamper with any hardware, software, settings or the network.
2. I promise never to use any form of electronic communications to harass, frighten, or bully anyone, and I promise to never be a cyber bully.
3. I promise to use the tech tools and the Internet for schoolwork only. I will only use the programs, applications and websites that my teacher has approved.
4. I promise not to share my passwords with anyone other than a trusted adult.
5. I will not view, send or display inappropriate messages or pictures.
6. I promise to tell an adult if I read or see something that is inappropriate.
7. I promise to obey copyright laws.

8. I will not use my personal email or social networking account at school.
9. I will not use my personal electronic device at school without permission of a staff member.
10. I promise to print only when my teacher tells me to.
11. I promise to only use the school file or folder assigned to me.
12. I promise to follow the rules for proper online behavior and to interact with others safely when using Web 2.0 tools.
13. I understand that if I break any of my promises, I might not be able to use electronic devices or tech tools in my classroom or school.

PARENTAL NOTIFICATION

1. At the beginning of each school year, the district will notify parents that they may request, and the district will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including the following: 1) whether the teacher has met state licensing criteria for the grade-level(s) and subject area(s) taught, 2) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived, 3) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree, and 4) if the child is provided services by paraprofessionals, their qualifications.
2. The school will provide information to every parent on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken.
3. The school will give timely notice if the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
4. The school will notify parents of each student enrolled in an elementary or secondary school identified for improvement, corrective action or restructuring that the school has been so identified. The notice shall include: an explanation of what the identification means, how the school compares in terms of academic achievement with other schools in the district and in the state, the reasons for the identification, what the school is doing to address low achievement, what the district and state will do to help the school, how the parents can become involved in addressing the school's academic issues, and an explanation of the parents' option to transfer their child to another public school or to obtain supplemental educational services for the child.
5. If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school. The district will provide annual notice to parents of the availability of these services, the identity of approved service providers of these services and a brief description of the services, qualification and demonstrated effectiveness of each provider.
6. The district Title I Parent Policy (463.6) will be distributed to parents of children participating in the Title I program.
7. The district will involve parents in violence and drug prevention programs. Each school will notify parents of the content of safe and drug-free school programs and activities other than classroom instruction. A parent may object in writing and the school will withdraw the student from the program or activity.
8. The district will notify parents about their right to access all assessment data (except personally identifiable information), questions and current assessment instruments. Parents of children selected to participate in any National Assessment of Educational Progress assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question.
9. Parents will be informed that they have the right to inspect third party surveys before they are distributed to students. The district will take measures to protect student privacy when surveys ask for certain sensitive information. Parents will be notified that they have the right to inspect any instructional materials; administration of physical examinations or screening of students; collection, disclosure or use of personal information from students for the purpose of marketing or selling information; and the right to inspect any instrument used to collect personal information before it is distributed to students.
10. The district will give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: 1) activities involving the collection, disclosure or use of personal student information for the purpose of market or selling information, 2) administration of surveys that contain requests for certain types of sensitive information, and 3) any non-emergency, invasive physical examination that is required as a condition of

attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of students.

11. Genesee administers the following screenings at these approximate dates. If you want further information of what the screenings involve, contact the district office. Kindergarten Round Up-April.
12. The District will annually notify parents that the District will facilitate the transfer of disciplinary records, with respect to suspension or expulsion to any private or public school for any student enrolled or seeks, intends, or is instructed to enroll, on a full-or part-time basis, in the school.

HOMELESS STUDENTS (Policy 475.4)

The McKinney-Vento Homesless Assistance Act ensures that all children and youth who are homeless receive a free, appropriate public education and are given meaningful opportunities to succeed in our schools. Each local educational agency (LEA) for homeless youth, shall ensure that homeless children and youth enroll in, and have a full and equal opportunity to succeed in, schools of that LEA.

Removing Barriers: The Genesee Joint School District will ensure that costs do not prevent students from participating in activities by waiving fees; using funds for homeless students comparable to those used to allow other low income students to participate; pay for equipment and fees with district funds or appropriate funds, such as the McKinney-Vento grant funds; seeking scholarships, using donations; or holding fundraisers.

Transportation: It is the district's policy that transportation will be provided to and from the school of origin for a child or youth experiencing homelessness. Transportation will be provided including during pending disputes. Districts will work with the student's home district to share transportation vehicles or costs associated with travel. Decisions will be made on the best interest of the student.

Services: Children and youth experiencing homelessness will be provided services comparable to those services offered to other students within the district:

- Transportation
- Title One - Part A services
- Educational services such as Special Ed, ELL etc.
- Vocational and Technical Education
- Gifted and Talented programs
- Before and after school programs

If you know of a child experiencing homelessness, please contact the district office or Supt. Moore at 208-285-1161.

2023-2024 GENESEE ELEMENTARY SCHOOL HANDBOOK ACKNOWLEDGEMENT

Student Name _____

As parent / guardian of the above named student, I hereby acknowledge receipt and review of the Genesee Elementary School Handbook for the 2023-2024 school year. I understand the information and policies as explained in the handbook. I

understand that my child will be subject to the disciplinary consequences outlined in the handbook.

Parent / Guardian Signature

Date

Parent / Guardian Printed Name