

**Plummer-Worley Joint School District No.  
44**

***Employee Handbook***  
**2025-26**

***Mission Statement***

***United as one community to learn, grow,  
and inspire.***

## Welcome

WELCOME to the 2025-26 school year with the Plummer-Worley School District!

This document has been designed with you in mind and is intended to help you successfully navigate the many procedures within the framework of the organization. Whether you are engaging students daily in a classroom setting or serving our students in the extended classroom on campus, we hope you find this guide useful and applicable. These procedures are a compilation of years of operation with all its successes and the occasional need to pause momentarily and address any oversights.

There is application within these pages for all of us who work here. If clarity is needed with what is written here, please ask a supervisor for guidance. If questions remain, do not hesitate to call the district office for clarification. The document was created to remove misunderstandings and we believe it should answer many questions. Our goal is to make this organization a unit that better serves our students and the surrounding communities.

Best Wishes in what promises to be a unique and successful year.

Respectfully,

Tara Lere, Superintendent

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The materials, statements, and policies included within are issues which the district feels should be highlighted and are not, in themselves, all inclusive. Please be informed that the district has an extensive Board Policy Manual that includes additional policies, rules, procedures, and regulations. If you wish to review this manual at any time, it is available at the district office, at each building office, and on our website at [www.pwsd.com](http://www.pwsd.com).

These materials provide a description of the Plummer-Worley School District's general policies and are not intended to and do not create a contract of employment in any manner. Neither these materials nor any of the district's policies or benefit plans should be considered a contract for purposes of employment or payment of compensation or benefits.

Classified, part-time (non-benefitted), and substitute employment at the Plummer-Worley School District is **AT WILL**, and either the employee or the district may end the employment relationship at any time and for any reason, subject to applicable district policy, or state or federal law.

All employees are responsible to comply with all applicable laws, rules, regulations, and policies.

Plummer-Worley School District reserves the right to revise or to terminate the policies and benefit plans from time to time, within its sole discretion, and without notice.

### Intent of Handbook

It is the purpose of this staff handbook to serve as a summary of the rules, regulations, policies, and procedures of the Plummer-Worley Joint School District. It is not intended as a comprehensive manual but is prepared for the purpose of providing essential information to staff deemed essential by the district administration. It is not a contract, and, as an informational guide only, has no authority. Although it is the intent of the administration that the information in this guide be as accurate as possible, if there is a conflict between the information in this manual and the governing district policy and procedures, district rules and regulations, State Department of

Education rules and regulations, or state or federal law, the latter will prevail over this manual. For that reason, if you see an inaccurate statement, please bring it to the attention of your building supervisor so it can be corrected.

The District Policy Manual is available on the district website at [www.pwsd.com](http://www.pwsd.com). You are encouraged to read the policy manual because it, in part, governs your employment.

**This handbook reflects School Board policy and is subject to change.**

<b>Board of Trustees</b>	
Paul Daman, Chairman	Zone 7
Ida (JR) Gustin, Vice Chairman	Zone 3
Michelle Grossglauser	Zone 1
Tami Gauthier	Zone 2
Jan Mitchell	Zone 4
Chris Smith	Zone 5
Ty Stotley	Zone 6

**Meeting Schedule - Board of Trustees**

July 14th, 2025	6:00pm
August 11th, 2025	6:00pm
September 8th, 2025	6:00pm
October 13th, 2025	6:00pm
November 10th, 2025	6:00pm
December 8th, 2025	6:00pm
January 12th, 2026	6:00pm
February 9th, 2026	6:00pm
March 9th, 2026	6:00pm
April 13th, 2026	6:00pm
May 11th, 2026	6:00pm
June 8th, 2026	6:00pm

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## Elementary Staff

### Elementary Principal

Ms. Kara Harkness

### Office Manager

Ms. Lisa Wilson

### Counselor

Ms. Jistine Hensley

### Preschool/Transitional Kindergarten

Ms. Josie Schultes - Teacher

TBA- Parapro

Ms. Megan Libby - Parapro

### Kindergarten

Ms. Joan Reynolds

Ms. Natalie Peterson

### First Grade

Ms. Kylie Allen

### Second Grade

Ms. Jennifer Giulio

### Third Grade

Ms. Madison Norman

### Fourth Grade

Mr. Paul Gorton

Ms. Michelle Studer

### Fifth Grade

Mr. Anthony Hunter

### Federal Programs

TBA - Title VI

### Success Center Staff

Ms. Rachel LaCroix – Director

Ms. Tapanga Rojas – Assistant

### Librarian

Ms. Sherry Chapman

### Specialists

**Reading** - Ms. Caralyn Olson

**Music** – Ms. Rebekah Hendricks

**PE/Health** – Mr. Caleb Harms

**Art** – Ms. Alyssa Shenefield

### Special Ed/Resource Staff

Ms. Laurie Flack - Teacher

Ms. Heather Stockton – Teacher

Ms. Ashley Schaefer, Parapro

Ms. Megan Libby, Parapro

## Food Services

### Food Service Director

Ms. Michelle Renfrew

### Kitchen Supervisor – Secondary

Ms. Akilah Harris

### Assistant Cook – Secondary

Ms. Kristine Diviak

### Kitchen Supervisor – Elementary

Ms. Ashley Anderson

### Assistant Cook – Elementary

Ms. Shawntaine Freeman

### Assistant Cook – Elementary

Ms. Jenalee Morris

## Pupil Transportation

### Transportation Director/Mechanic

Mr. Bob Curley

### Bus Driver/Driver Trainer

TBA

### Bus Driver

TBA

### Bus Driver

Mr. Les Hall

### Bus Driver

Ms. Melanie Gallagher

### Bus Driver

Mr. Melvin Gallagher

### Bus Driver

Mr. Jim Moos

**Middle School Staff**

**Secondary Principal**

Mr. Colin Pratt

**Office Manager**

Ms. Kim Duncan

**Counselor**

Ms. Jaclynn Watson

**Library**

Ms. Dawn Sifford - Parapro

**Athletic Director**

Mr. Tyler Petty

**Art**

Ms. Alyssa Shenefield

**Learning Support Teacher**

Ms. Norma Campbell

**Math**

Ms. JJ MacMillan

**Music**

Ms. Rebekah Hendricks

**Language Arts/Speech**

Ms. Heather Cummins

**Social Studies**

Mr. Michael Johnson

**Science**

Ms. Khrist Rojas

**PE/Health**

Mr. Jim Giulio

**Ag. Science & Technology**

Mr. Glenn Sailors

**Child Development**

Ms. Julie Miller

**Media Technology**

Ms. Michella Davenport

Mr. Joe Libby

**Federal Programs Support**

TBA - Parapro

**Special Education**

Ms. Rebecca Roberts -Teacher

Ms. Clare Livingston – Parapro

TBA- Parapro

## High School Staff

**Secondary Principal**

Ms. Carly Green

**Office Manager**

Ms. Devyn Moore

**Counselor**

Ms. Jaclynn Watson

**Library**

Ms. Dawn Sifford - Parapro

**Athletic Director**

Mr. Tyler Petty

**Art**

Ms. Alyssa Shenefield

**Ag. Science & Technology**

Mr. Glenn Sailors

**Child Development**

Ms. Julie Miller

**Media Technology**

Ms. Michella Davenport  
Mr. Joe Libby

**Language Arts/Speech**

Mr. Tyler Petty  
Ms. Bailey Gerhart

**Math**

Ms. Valerie Hayes  
Ms. Crystal Sperber

**Music**

Ms. Rebekah Hendricks

**PE/Health**

Mr. Jim Giulio

**Social Studies**

Mr. Brian Smith

**Special Education**

Ms. Rebecca Debski-Teacher  
Ms. Karen Hood-Parapro  
Ms. Corin Peone- Parapro

**Science**

Mr. Chester Lawrence

**Federal Programs Support**

TBA - Parapro

## Buildings and Grounds

**Maintenance Director** - Mr. Rich Wienclaw

**Custodian** – Mr. Elijah Harris

**Custodian** – Mr. Zach Ozuna-Wilbur

**Custodian** – TBA

**Custodian** - Mr. Tracey Way

## District Staff

**Superintendent of Schools**

Ms. Tara Lere

**Technology Director/Test Coordinator**

Mr. Carson Rossi

**Technology Assistant**

Mr. Joe Libby

**Business Manager/District Clerk/  
Insurance and Benefits**

Ms. Sara Allen

**Accounts Payable/Substitute  
Dispatcher/Transp. Secretary**

Ms. Kathy Sperber

**HR Director/Payroll/Board  
Policy**

Ms. Kaylee Giulio

**Special Education Coordinator**

Ms. Shaun Haggett

**Speech & Language Pathologist**

TBA

**Physical Therapist**

Ms. Brooke Lindsley  
Ms. Miriam Basey

**Child Care**

Ms. Kim Campbell – Director  
Ms. Nicole Middleton– Assistant

**School Nurse/Medicaid Specialist**

Ms. Mariah Morris

**Occupational Therapist**

Ms. Laura Longinotti

**School Psychologist**

Mr. Lawrence Rogien

### Lines of Communication/Confidentiality

The lines of communication begin with the immediate supervisor. Communication should be made promptly in order that all persons are appropriately informed.

Confidentiality must be respected at all times in discussing school-related matters. Three factors to be considered in confidentiality are:

- 1) The need to know;
- 2) The right to know; and
- 3) Liability.

Students should never be personally identifiable in email communications, even internal district email. If a student name is used in an email, or associated attachment, it must be password protected.

Email communication has been deemed public record and is discoverable in many public records requests and in litigation. Please use discretion in all email communications.

### Ethics/Professionalism

Ethics are standards of personal integrity that we expect of others and others expect of us. The following points are required of all District employees:

1. Any dissatisfaction with the school situation or policies will be expressed through proper channels:
  - a. Principal or Supervisor
  - b. Superintendent
  - c. Board of Trustees
2. Personal opinions and actions of co-workers will not be a source of public conversation among employees. Decision-making should be based on common courtesy, including input from and feedback to individuals impacted by decisions. Common courtesy practices may include responses such as letters, phone calls, personal notification, official announcements and/or memos.
3. Discussion of school policy, administrative decisions, co-workers, pupils, or parents should not be conducted in public (this includes social media). Such discussion shall be held in meetings and/or administrative-employee conferences and/or where all conversations are expected to be confidential.
4. All school personnel are expected to adhere to the ethical standards outlined in the "Code of Ethics" adopted by the Professional Standards Commission and published by the State Board of Education for the State of Idaho.

### Keys/Security/Care of the Classroom

Each staff member is issued appropriate keys for areas they are responsible. School keys are not to be loaned to, or in the possession of, students at any time or under any conditions. ***If you lose your keys, you are financially responsible for any re-keying and replacement keys.*** Loss or theft of any key(s) must be reported to the Superintendent immediately to ensure district security and safety. Adults (other than school personnel) must not be allowed the use of keys without the approval of the Superintendent. Keys **shall not** be copied.

Each staff member will be issued their choice of either a fob or key card which will be necessary to enter a main entrance. Photo ID is to be always worn during the school day.

Keeping the classroom neat and clean is a priority. Students and teachers should share in this responsibility. Large items should be off the floor and students should pick up paper scraps, etc. before dismissal. **Lock classroom doors and classroom windows when leaving for the day.** Do not use staples, tacks, or tape to hang material on the walls. Maintenance and custodial staff have large areas of responsibility so your assistance in this regard is greatly appreciated. It is important that staff not bring their own cleaning products due to the possibility of chemical reaction between different cleaning products. If you need a cleaning product, please contact the maintenance department, and use what is provided to you.

Personal items are your responsibility, and the district has no liability or responsibility for such. Please do not leave money or valuables unattended.

Personal furnishings and equipment must meet all UL/Fire and Safety requirements. Do not undertake any painting, wall papering, or other remodeling projects without the prior approval of your supervisor and the maintenance department.

### **In-District Communication**

In order to limit classroom disruptions, district communication may come through email when appropriate. It is expected that all staff will check their email regularly, preferably several times per day. Email may be checked when you are away from the district by logging into Office365.com using your district login and password.

### **Incoming Phone Calls**

To guard disruptions to the classroom, any phone calls for staff or students will be deferred to prep time, before and after school, or a message will be taken. Phone use is limited for staff and or/students to the conduct of school-related business. Teachers have their own phone numbers for calls. During class time, calls for teachers will be transferred to voice mail. It is expected of all staff that school phones will not be used for long distance calls. Calls of a personal nature should not occur during class time.

### **Student Use of Phones**

Students should not be allowed to use classroom phones for personal use. Arrangements for after school care or activities for elementary students should be made prior to coming to school. All elementary student calls must be made from the office. Elementary students should be discouraged from bringing cell phones to school. Specific procedures for student use of cell phones will be designated by the building principal.

### **Personal Electronic Devices, Including Cell Phones**

Staff are expected to refrain from use of their cell phones in the presence of students and personal devices should be silenced during the workday to prevent disruption of the learning environment.

### **IPODs, MP3s and Other Electronic Devices**

Electronic devices may only be used by secondary students before and after school and during lunch. Headphones may not be used in the hallways during transitional times or in individual classrooms. Violations of electronic devices at school will result in the surrender of the device and it will be returned only to parent/guardians. Elementary students should be discouraged from bringing any of these devices, or any other toy(s), to school. Additional information regarding the restrictions on cell phone use can be found in District Policy 3265 and student handbooks.

## Outside Communications

All communication with parents and the community must be highly professional. Please check all grammar and spelling for accuracy to provide parents with high quality correspondence. Keep a copy for yourself and give a copy to the principal. All teachers are expected to provide regular communication to parents including the academic focus and activities taking place in your classrooms.

## District Calendar/School Calendar/Workdays

The district-wide calendar is maintained by office staff. If you are planning an activity or special function, please provide all relevant information to the building office manager. All activities must be put on the master calendar so the office manager can provide information to parents without disrupting instruction, and to avoid conflicting activities for parents and students.

## Daily Work Schedule

The official workday for full-time, non-administrative certificated staff is 7:45 a.m. to 3:30 p.m., although this may vary depending on specific assignment. Instructional staff members are required to be available a minimum of 15 minutes before school begins in the morning and at least 15 minutes in the afternoon when students are present. Secondary teachers should be in their classrooms or directly accessible to students no later than five (5) minutes before the warning bell in the morning and shall remain in the classroom at least five (5) minutes after dismissal in the afternoon. If a staff member must leave the building during the day, they are responsible for notifying the building principal or office manager prior to departure.

## Evening Obligations/Certificated Staff

Certificated staff members are contracted for six evening obligations during the 2025-26 school calendar. Each of these events counts as one-half workday. These include the following, with the specific dates as noted on the approved district calendar:

2025-26		
Elementary	Middle School	High School
Open House	Open House	New Student/Freshman Orientation
Winter Program	Family Night	Music & Art Fest
Reading Event	Music & Art Fest	Senior Awards
Music & Art Fest	8 <sup>th</sup> Grade Promotion	Graduation
March PT Conferences	March PT Conferences	March PT Conferences
November PT Conferences	November PT Conferences	November PT Conferences

## Staff Development

Staff development is provided on a regular basis with the subject matter to be determined by the district administrative team. Suggestions for professional development topics should be emailed to the district administrative team.

## Staff Meetings

Regular staff meetings will be held at dates and times determined by the principal. The principal will develop the agenda for all meetings. If you have an agenda item, please email it to the principal prior to noon the previous day.

## Mailboxes

Each staff member is provided with a mailbox. Please check and empty your box daily. Mail from the district office is delivered and picked up after 1:00 p.m. Please have your outgoing mail in the box provided in the office by that time. If you have mail which needs to go out using the U.S. Postal Service after that time, please take it to the district office. All mail is metered at the district office.

## Parking

Staff parking is in the lot north of the high school, between the Catholic Church and the middle school, in front of the football field on the north side of E. Street, and at the west end of the elementary school. Please leave the parking spaces in front of the schools and the district boardroom available for visitors.

## Closed Campus

Lakeside is a closed campus for all grades PreK-8. No student may leave the school grounds unless physically checked out by their parent/guardian. Students must be picked up by an adult who is listed on their checkout list in Skyward and absolutely cannot be released to anyone else. Students are not allowed to walk anywhere during the school day without specific permission from a parent or guardian. Do not allow students to leave campus without administrative permission.

## Open Campus

Open campus is defined as a privilege for Lakeside High School students (9-12 grade) who are in good academic and behavioral standing and extended only to those who have a signed parental permission form on file in the High School Office, to leave the campus during lunch and not during class times, assemblies, leadership/character education or times when there is a substitute teacher in class. Off-Campus Waiver Forms are available in the High School Office. Specific requirements and other information can be found in the Lakeside High School Student Handbook.

## Dismissal Procedures

Elementary students will receive notes from the office around 2:00 p.m. if they have special instructions for going home. All students will line up in the prescribed order to go home. Elementary grade level teams will walk their students to the buses together. Teachers must do many visual checks of their class, provide reinforcement for appropriate behavior, and correct any issues. Proceed to the end of the sidewalk before having students board their buses. Teachers must confirm that students are on the bus.

Elementary students are dismissed at 2:37 p.m. and must immediately get on their bus. The buses run on a tight schedule and cannot return to pick up a child who has missed the bus. The classroom teacher has the ultimate responsibility to be certain all their students are on the buses.

Middle school and high school students are dismissed at 2:40 p.m. and will board buses in front of the Middle School building immediately thereafter.

### Student Release After Activities

After a game, contest, or activity, students may be released only to their parent or legal guardian. The parent/guardian must personally notify the coach, advisor, or supervising teacher in writing at the event. Any other transportation arrangement must be approved by the principal or athletic director at least one day in advance of the scheduled activity. If permission is granted by the principal or athletic director, the student must still be signed out after the activity on the Student Release Form.

### Hall/Bus Duty/Playground or Parking Lot Supervision

When supervising outside or in the gym, staff must spread out and move around, interacting with all students and possible visitors. Keep actively scanning the entire area, listen to student concerns, assist them if possible, or direct them to a person who can help. Be proactive and address small issues right away so they do not escalate. Provide positive feedback to students when you see acceptable interaction and/or responsible behavior. Elementary supervision begins at 7:30 a.m.

Two secondary staff persons will be assigned weekly to monitor hallways from 7:45 a.m. to 8:00 a.m. and buses from 2:40 p.m. to 3:00 p.m. Please check the posted schedule for your time. If you are absent or cannot be at your assigned duty, it is your responsibility to have another staff member on duty for you. Duty assignments are posted in the bulletin.

***NEVER LEAVE STUDENTS UNATTENDED.*** Leaving students unattended is a violation of board policy and places you and the district in a position of liability. If you must leave the classroom, it is your professional responsibility to make sure another staff member is available for supervision of your students. Do not leave parents or other volunteers in charge of students. Elementary teachers must walk their students to art, band, P.E., library, and the bus.

### Preparation Time/Breaks

All staff members receive a 30-minute duty free lunch period. Each teacher is provided with the equivalent of 40-50 minute preparation time each workday. It is expected that prep time will be used for the purpose of classroom-related business only, except in the case of emergencies.

### When You Are Absent

Benefitted employees are granted sick and personal leave which must be taken in accordance with district policy. You are responsible for completing an absence report **immediately** through Skyward. Notification should be made as early as possible and preferably before 6:30 a.m. by calling the sub line at 208-686-2109. If you are going to be gone for less than a full day, please give the exact times coverage is needed. If you have a preferred sub, please note that in the description of your absence report.

### Completion of Absence Reports

Absence reports are to be filled out online through Skyward in advance whenever possible. If you are absent, you must complete an absence report immediately and no later than the day you return to work. Instructions for submitting time off on Skyward can be provided upon request by the District Office. If you wish to have a specific sub, please put their name in the description field on your absence report. The district office will make best efforts to do so. Have a detailed plan for each day to see that your students are busy and productive when a substitute is here for you. The teacher is responsible for photocopying all materials including worksheets.

### Teacher Early Out Requests

Occasionally, teachers have late afternoon appointments that require leaving the site before 3:30 p.m. If this is

necessary, you may request in advance to do so. Medical appointments and emergencies are valid reasons for requesting an early dismissal. Completion of an Absence Report is still expected.

### Substitute Plans

Each teacher will keep an emergency lesson plan in the substitute folder. This file must be provided to the principal and will be used in emergency situations when lesson plans are not delivered for a substitute. **It must contain appropriate activities and materials for three (3) days.** Make a plan for a colleague to assist the sub as needed.

Your plan book should be on your desk and accompanied by a substitute folder containing:

- a. Class list
- b. Attendance
- c. List of helpful students
- d. Class schedules (include students who come and go from the classroom)
- e. Resource people (aides/tutors)
- f. Location of important items
- g. An up-to-date seating chart
- h. Emergency procedures: fire drills, accidents, etc.
- i. School rules/your own discipline methods or rules.

### Lesson Plans

Plan carefully. As per Charlotte Danielson, there is no substitute for good planning. The experienced teacher knows successful teaching requires careful and thorough preparation which is the primary purpose of the teacher prep period. Effective lesson delivery begins with careful preparation, including alignment with the standards, differentiating for a range of learners, and assessing what has been learned. Spend time in preparation of your daily lessons. Strive for depth and thoroughness. In accordance with district policy, all staff must use the board approved curriculum.

A lesson plan must contain: (1) state standard, (2) learning objective, (3) activity that meets the objective, (4) a description of the learning activities, (5) resources and material, and (6) measurement (formative and summative assessment). Please leave lesson plans on your desk during instruction and overnight. **Teachers are required to submit weekly lesson plans within the required time frame according to the building principal.**

#### ***Secondary:***

Along with lesson plans, Course Syllabi for all classes are to be submitted to the principal before the start of each semester. Each respective course syllabus is to be distributed/disseminated to all students at the onset of each class. Copies of course syllabi are to be available to parents and community members upon request. All syllabi are required to address the state standards being learned by the student and assessed by the instructor.

End of Course Exams are required for all core subject classes at the end of each semester. A copy of all "End of Course" assessments is required to be on file with the principal.

### Homework Guidelines

Teachers and administrators recognize the value of extending learning opportunities for students and endorse the concept of regularly assigned and monitored homework in all subjects of the curriculum. Students are provided with opportunities to devote increased time to skill reinforcement, supplementary inquiries, and enrichment experiences. Further, regularly assigned and monitored homework tasks serve to build students' study skills and habits, as well as creating a sense of personal responsibility for the learner's own education. Teachers will not

accept work past the determined deadline at full credit. However, they may accept the work for reduced points determined by each individual teacher based on the quality of the work; how late the assignment is; and the original points offered.

Homework assignments must be of a type that does not require teacher supervision or assistance but can be completed independently by the student. All homework shall be collected, evaluated in a timely manner, appropriately recorded, and returned to or shared with the student.

## Student Grades

Every teacher is required to keep accurate records of all student work and grades should be posted to Skyward daily at the secondary level, so they are available for parents to view through Student 360 at any time. The grade book is to be used to record completion of projects, skills or concept mastery, test scores, homework completion, attendance, and other data to be kept that may be reflected in progress reports, quarter, and semester grades. Any handwritten grade books are to be turned into the school for storage in June. A hard copy of computer books needs to be printed.

### *Elementary Grading Philosophy*

Elementary grading will be developmentally appropriate, aligned to state standards, and approved by the building principal. Grades are a measurement of academic achievement and not a reflection of personal bias.

### *Secondary Grading Philosophy*

This section has been outlined for teachers relative to the grading of students, so that a basic philosophy might be somewhat consistent with current educational research.

Grades are a measurement of academic achievement and not a reflection of personal bias. Regular progress reports will be available to students reflecting their progress, missing assignments, and grades. Teachers are responsible for the accuracy of grades issued.

Letter grades should be assigned for the following numerical equivalents:

A	93 - 100	A-	90 - 92		
B+	88 - 89	B	83 - 87	B-	80 - 82
C+	78 - 79	C	73 - 77	C-	70 - 72
D+	68 - 69	D	60 - 67	F	Below 60

Any exceptions to this scale should be explained to the specific class involved at the onset of that class; and at semester-end the changes should be adjusted to the scale above. Grading systems established by individual teachers will be by written policy available to each parent and student from the teacher.

## Academic Reporting

Good academic achievement and progress toward graduation should be the focus of all students, teachers, and parents. The following process will be used at Lakeside Middle School and High School to monitor and assist in keeping the parent and student informed of the student's academic progress:

1. Teachers will inform students of their grade on a weekly basis and will post grades and assignments to Skyward regularly.
2. Teachers will report all students' grades to the principal for the regular progress report which will be provided to parents. Appropriate comments are to be included in the progress report to give needed

additional information to the student as well as to the parent. Student athletes will receive grade checks on a two-week basis.

3. Parents can request a copy of their student's grade report at any given time.
4. Parents are encouraged to call the teacher if more information is needed.

All teachers will be given a schedule of the dates that grades are due throughout the school year. Teachers are responsible for having their grades submitted to the office in a timely manner. Late submission of grades is unacceptable.

Report cards will be mailed home at the end of each grading period.

### Course Credit

A "credit" is given for the successful completion of a subject requiring outside preparation and 60 hours of instruction. (One credit per trimester.)

### State Assessments

All students will take required state assessments at the direction of the district testing coordinator, building principal and other staff as needed.

### Conferences

Parent/teacher conferences are scheduled in November and March. Parents and teachers may schedule additional conferences and are encouraged to share concerns and successes throughout the year. Teachers should make every effort to contact the parents of each student to conference with them. If a parent is unavailable to attend, a phone conference or other options should be made available to them.

**Contact with parents throughout the year is vital.** All parents need to receive positive calls from teachers, developing a positive relationship. **Document all calls.** Objective documentation of actions with students and parents is necessary. Examples include records of parent contact, counselor referrals, attendance/truancy referrals, disciplinary referrals, progress reports, and the grade book. All documentation must be objective fact, not subjective feelings. All teachers will maintain documentation in Skyward.

### Staff Evaluations

**Certificated staff** will be evaluated utilizing the Charlotte Danielson Teaching Model and district policy as a guide. **Classified staff** will be evaluated in compliance with district policy.

### Professional Leave/Travel

Attendance at professional conferences is permitted as funds allow and upon administrative approval. Requests should be discussed first with the building principal. All arrangements for district travel will be made by the district office with expenses paid in accordance with district policy.

### Student Dress Code/Physical Appearance

In an effort to provide an atmosphere that enhances learning, instills discipline, prevents disruption, and avoids safety hazards, the district reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste for the activity in which the student is engaged. When a student's appearance

causes undue attention, is in poor taste, or causes a disruption to the educational environment, the student may be asked to change and may be subject to disciplinary action.

To maintain a safe, positive, gang-free environment that does not disrupt or distract from the educational purpose, the following regulations have been established to supplement the policy of the Plummer-Worley School District:

- Hoods or bandannas may not be worn in the school during the school day.
- Pants/shorts may not be excessively baggy and/or low riding and must be worn above the hip.
- Undergarments may not be visible at any time. Clothing, including jeans and leggings, which expose skin or undergarments below the shoulders or higher than three inches below fingertip length, are prohibited.
- Any form of sleepwear, as determined by administration, is not appropriate or allowed at school.
- Shirts must be modest, cover the tops of shoulders and midriff, and must not be excessively low in the front. No cleavage or undergarment may be showing. Prohibited items include but are not limited to spaghetti straps, halter tops, tube tops, bro tanks, racerback shirts, cut off jerseys, and cut off t-shirts.
- Shorts and skirts must be at least three inches below fingertip length.
- Clothing and personal items that promote, advertise, or display profanity, vulgarity, racially or sexually offensive/suggestive expressions, firearms or weaponry, drugs or drug culture, alcohol, vaping, or tobacco products are not allowed.
- Any items identified as gang related or gang "colors" will not be allowed. This includes the wearing of gang-related tattoos, tagging or marking of books and notebooks, and the use of hand gestures or signing which signifies gang activity. Any gang-related activity will be reported to the police and may result in suspension or expulsion from school.
- Contacts that alter/conceal the normal appearance of the eye are prohibited.

*Staff members are expected to maintain an appearance that sets a good example for students and conforms to the minimum standards outlined above.*

### **Audio Visual**

The use of all audio-visual equipment should be cleared through the librarian.

### **Field Trips**

Field trips must supplement grade level learning goals to be approved and are allowed as funding permits. Teachers should not duplicate trips that are given at different grade levels. Please include the principal in early discussion to decide whether to proceed with planning. If the trip is approved, please use the following procedures:

1. Submit all field trip plans to the building leadership team (with a copy to the office for scheduling purposes) at least two weeks before the date scheduled, including documentation of how the field trip supplements grade level learning goals. Information should include destination, grades involved, purpose, date, times of departure and return, names of chaperones, number of buses needed, and meal plans. Field trip request forms are available in the office.
2. Request for buses must be received at the district office two weeks before the day needed. Buses may depart after school begins and must return by 2:00 p.m.
3. Notify the lunchroom that their meal count may be affected so menus and quantities might be adjusted. Sack lunches (if needed) must be ordered from the cafeteria at least two weeks in advance. The names of

students must be included with the order. If you order a lunch for yourself or for parents, these must be paid for in advance.

4. Brief the students on manners and conduct that is expected. Practice the expectations and be proactive. Be proactive in your planning and plan for problems such as if the bathrooms are closed, inclement weather, etc.
5. Let the appropriate people know your class will be gone: paraprofessionals, specialists, the kitchen, the office, etc. and post it in the Communication Board for all staff and the calendars in the office. Staff members are responsible for covering their duties while they are absent on a trip.
6. Take a list of emergency numbers and information for each student attending along with student release forms for students who go home with their parents. Students should never be released without being signed out by the parent.
7. Make certain appropriate medicine kits accompany the event in the event of an accident requiring first aid.
8. Confirm your plans with your destination site the day prior to leaving. When recruiting chaperones for elementary field trips, request chaperones ride the busses to and from the destination as well as participate in the learning event.
9. Chaperones must be approved by the building principal, and/or board members before the trip occurs. At minimum, there must always be two chaperones. If more than ten students are in attendance, additional chaperones will be approved by the building principal and/or school board members. Additional requirements can be found in district policy 3460.
10. Cash or money collected for field trips must be receipted by the teachers and brought to the office daily. A check will be issued from the office. Please inform the office manager at least five days in advance so a check can be prepared, even if all the money is not in yet.
11. Each student must have a field trip permission slip signed by a parent or guardian and approved by appropriate teaching staff. A list of all students on the bus must be submitted to the school office, bus driver and district office prior to departure.

## **Budget**

### **Receipt of Monies - Elementary**

Throughout the school year, large amounts of money are involved relating to fund raisers, book orders, student fees, field trips, etc. The following procedure is to be followed in handling of said funds:

1. All money given to a teacher must be receipted by that teacher.
2. Money may not be left in the classroom unsecured or overnight.
3. All money must be turned in to the office and deposited daily.
4. Picture money will be kept by the teacher in an envelope provided by the company and given to the representative on picture day.

### **Receipt of Monies – Secondary Activity Funds**

Throughout the school year, large amounts of money are involved relating to athletics, fundraisers, pictures, etc. The following procedure is to be followed in handling of said funds:

1. All money given to a teacher will be receipted by that teacher.
2. Money is not to be left in the classroom unsecured or overnight.
3. All money will be turned in to the office and deposited daily.
4. Advisors shall cautiously supervise students involved with the handling of funds.
5. Two people (including advisor) must count cash boxes before locking up for the night.
6. Inventory sheets will be completed at the start and end of each event.

### Fundraisers

Fundraisers must be approved by the ASB and/or administration and will be placed on the district calendar. Outside sales will be scheduled on a rotational basis to limit the financial and/or time impact on families and the community. Priority for approval of fundraisers will be given to 1) student groups; 2) student support groups, i.e., PTO/Boosters; and 3) outside entities.

Fund raising through grant writing is encouraged, however, consultation with and approval from the principal is required prior to submission of a grant proposal. Items purchased with grant funds becomes the property of the school district.

### Supplies

Please contact your building's office manager regarding necessary supplies. The district will utilize bulk purchasing whenever possible to save money. If an item is not available, please submit a purchase order to your principal or supervisor utilizing the process below. It is also a good idea to check with co-workers or maintenance staff before ordering bookshelves, desks, etc. as items may be available in storage.

Please plan for what supplies you will need during the school day and take only what is necessary. If you notice we are running low on a particular item, please notify the Office Manager so we do not run out. Students should not be sent to the office for supplies during the school day.

### Copy Machines/Laminator

Please plan ahead. **Office staff are not available to make copies nor are students allowed to use the office equipment.** Do **not** send students to make copies. If you have a parent that is going to copy for you, arrange a time when you can show them how the copy machine works. With limited funding for supplies, you should make only necessary copies.

Be courteous. Allow those who only need a few copies to precede those with long runs. Teachers on their prep period have priority. Do not leave a mess for someone else to clean up or leave the machine empty. If the machine jams, please let the office manager know so that they can fix it or get someone to fix it. Do not start a large job and leave the copy room. Laminating will be completed by designated staff only and requires advance notice.

### Textbooks

Textbooks are inventoried through the library and will be assigned to students accordingly. Students should write their name neatly in the front of the book and check for damage. Any existing damage needs to be noted at checkout time. Books need to be monitored for condition changes regularly and documented. All books are turned in at the end of the term and assessed for condition. All damaged or lost books must be reported to the office.

## Purchasing

Audit practices require that **all purchases** have properly approved purchase orders completed **prior to purchase**. (Please attempt to purchase items locally if possible. If not, please follow the approved process for use of your individual district credit card.) Purchase orders need to be completed through Skyward. Instructions may be provided by the district office upon request.

**District purchase orders** are used for all items that are considered district expenses. A purchase order should be submitted online for the principal, business manager, and superintendent to approve. If the request is approved, it will be transmitted to the purchaser. When you receive your merchandise, please keep the packing slip or your receipt which shows the merchandise has been received and submit it to the district office with signature and date. This will prevent any extra time to track down necessary information needed to ensure that it is charged to the proper account. **If any merchandise is purchased prior to approval, the staff member will not be reimbursed.**

**All purchase orders for the current fiscal year must be submitted no later than the last Friday in May. Late purchase orders will not be approved.**

## Student Funds

**Activity purchase orders** are used for expenditure of student funds. Because of the nature of the activities, the class/club treasurers, advisor, and principal signatures must be on the purchase order. The purchase orders may be obtained from the ASB advisor prior to administrative approval of the planned activity. **This is all to be done prior to making a purchase.** Your students are not authorized to purchase items and charge them to the school without going through the proper procedures. This should eliminate receiving a bill and not knowing what it is for or who has charged it. **If a purchase is made without prior approval, the person who incurred the charge will pay for it out of their own pocket – student or staff.**

## Committees/Class or Club Advisors

All teachers are expected to participate on committees, action teams, in advisory positions, or other activities related to schoolwork, and building our school community. Individual participation in these activities will be determined at the building and district levels.

## Special Requests

**OFFICE:** All office requests must be submitted to the office manager a minimum of two days prior to the desired completion date. Examples include cash boxes, Skyward reports, checks for payment, etc.

**CUSTODIAL/MAINTENANCE:** Any requests for maintenance or service in the classroom or damaged property should be brought to the office first. Please complete a work request and submit it to the building principal. Do not make your requests directly to the maintenance or custodial staff.

**FOOD SERVICE:** Any requests for special meals (field trips, etc.) must be submitted to the food service director at least two weeks prior to the activity.

**TRANSPORTATION:** Any requests for an activity bus must be submitted to the building principal for approval at least two weeks in advance. The building principal will forward the request to the transportation department.

## Visitors to School

Parents and community members are encouraged to visit our school. Visitors are encouraged to set up classroom visitations in advance with the teacher. **All visitors must check in at the office and wear a visitor pass.** A clipboard is kept on the office counter for all visitors to sign in. Students will not be allowed to bring visitors to school except in extraordinary circumstances approved in advance by the building principal.

## Volunteers

Volunteers are an important part of our school. A volunteer can work with students under teacher supervision, assist the librarian, or help in other settings. Volunteering is designed around one's schedule. Applications are available in the school office and must be completed by the volunteer and processed at the district office prior to service. In compliance with District policy 4600F3, all volunteers are required to complete the fingerprinting process and background check before appearing to volunteer.

## Staff Lounge

A lounge is provided for staff members to use during breaks or lunchtime. When using this room, please clean up after yourself. Each staff person will be assigned a week or two to be responsible for keeping the lounge neat and tidy. Please check the posted schedule for your time. **This room is off limits to students.** Keep the doors closed.

## Food Services

Staff members may have payment for meals deducted through payroll. Please see the district office to complete the necessary paperwork if you wish to utilize this option. If you desire an ala carte item, please order it from the cafeteria by 9:30 a.m. You may wish to visit the cafeteria in advance to familiarize yourself with the options.

## Professional Library

Staff may check out materials for a maximum of one month. The library staff will provide you with a list as they come due. If no one else needs them, they can be checked out again. There is a growing professional collection in our library that everyone is encouraged to use. If you have a suggestion for additions, please advise the librarian or principal by email.

Please do not take materials out of the library without checking them out. If the library staff is not available for check-out, please note the check-out on the clipboard provided so it can be recorded in the automated system. If a staff member loses, damages, or fails to return a library book, they are responsible for the replacement cost.

## Snow Days/Emergency Closures

When conditions are of such severity to require a delay or closure, the district may use a one or two-hour delay so a more appropriate decision can be made on school closures. A decision will be made by 6:00 a.m. whether to close school for the day or delay the start of school for one or two hours. This will pertain to all students and staff. Any changes in our regular schedule will be announced via telephone call to staff. Please do not depend on television or radio stations as they do not always report accurate information. **All staff members will receive a computer-generated phone call from our emergency alert system if school is to be cancelled or delayed. Because of this, it is very important you keep us notified of any changes to your home or emergency phone numbers.** If we announce that school is delayed for 1 or 2 hours, there may be a possibility that school will be canceled if weather conditions continue to worsen, or the roads cannot be cleared. If school is delayed, breakfast will not be served in the school cafeteria.

## Earthquake Drills and Procedures

In the event of an earthquake, action must be taken immediately at the first indication of ground shaking. Therefore, earthquake preparedness measures and earthquake drills are important. Their purpose is to help both students and staff learn how to react immediately and appropriately. During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects.

1. **If indoors-Stay indoors.** Move away from windows, shelves and heavy objects or furniture that may fall. Take cover immediately under desks, tables, counters, and open doorways. In halls, stairways, or other areas where cover is available, move to an interior wall. Turn away from windows, kneel alongside wall, and clasp hands
2. firmly behind neck. **DO NOT RUN OUTDOORS, until the “All clear” signal has been given.**
3. **If outdoors-Stay outdoors.** Move to an open area away from the building and overhead power lines. Lie down or crouch low to the ground.
4. In the event of a building collapse, stay where you are. Help is coming.

## Fire Drills

Fire drills will occur regularly with students exiting the building under the structured supervision of their teacher. Students are to walk quietly to their assigned areas where teachers will take roll to account for each student. Teachers are to carry with them the Emergency Operation Procedure binder. If a student is missing, the teacher should contact the area leader right away using red and green cards. Area leaders are the building office manager in front, and the building principal in the back. An evaluation of each fire drill will be shared with students shortly after each drill. Teachers will teach students how and where to go in case of a fire drill. Fire drills will also occur during the after-school program. Those students proceed to the nearest exit and stay with adults.

## Power Outages

In the event the power should go out during the school day, we will treat the situation as a “lock down”. A decision to lift the lockdown will be made by the building principal and staff will be notified. Until that time, all students are to be kept in the classroom and not allowed to leave for any reason. A power outage does not typically result in dismissal of students.

## Lockdown

All staff members are provided with a copy of the district’s Emergency Operation Procedure (EOP), and it will be reviewed with your supervisor during building/departamental meetings. If you have any questions about procedure, please discuss it with your immediate supervisor immediately.

In the event of an evacuation, it is your responsibility to have your EOP binder with you and to follow all procedures set forth therein.

## General Student Information

### Library

All students visit the school library on a regular basis to check out books or do research. The number of items a student may check out varies according to grade level. The main goal of the library program is to encourage the enjoyment of reading for pleasure and to gain knowledge.

Students are responsible for keeping books safe and dry. Any lost or damaged books will result in a fee for the replacement or repair of the book(s). Please help your students stay current with book returns so they may continue to check out books.

## Student Records

In accordance with the Federal Educational Rights to Privacy Act (FERPA), school student records are confidential, and information from them shall not be released other than as provided by law. State and federal law grants students and parents certain rights, 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. A complete copy of FERPA is available on the district webpage.

Directory information shall be limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any request for information should be directed to the office. No other staff is authorized to release any information except to the parent of the student.

## Student Health and Medication

District policy number 3510 outlines procedure for school employees to assist in the self-administration of a prescription or over the counter drug for a pupil provided it is in compliance with written instructions, provided from home in its original container, and if the parent/guardian consents in writing. Parents must fill out forms at the time the medication is brought to the school office. All prescription medication must be submitted in person by a parent/guardian (in filled prescription labeled containers with unit dosages to the office). All dosages will be administered and recorded through the office medication log.

## Emergency Medical Care

A serious medical emergency exists for anyone having the following conditions:

- Difficulty in breathing or is choking
- Shock due to excessive bleeding, severe pain, fracture, or insulin reaction
- Bleeding difficult to control
- Unconsciousness beyond ordinary fainting, ingestion of toxic substance, drugs, or alcohol

### Action:

1. Follow first aid practice to assist student and use universal precautions. Do not move student unnecessarily.
2. Promptly have someone notify the school office to gain assistance. We have First Responders on staff to provide assistance.
3. Remain in charge until student is turned over to responsible person.

4. Student should be identified, and office manager or other staff person requested to call parent. Parent should be advised of accident, extent of injury, and given specific directions for reaching student. If a parent cannot be located, telephone person given as "Emergency Number to Call". **DO NOT HANG UP TELEPHONE** until parent or emergency person has all necessary information clearly.
5. Involve more than one staff member in extreme emergencies. **DO NOT** delay medical care because a parent cannot be reached. Timing is important! School personnel should be empowered to use best judgment.
6. **DO NOT** use personal or school vehicles for transporting a critically ill or injured student. Ambulance arrangements can take the child more quickly. If a private or school car must be used, be sure that another staff person or parent accompanies the driver and child. If a parent cannot be located, a school staff person should accompany the pupil in the emergency vehicle or follow in a car. A school staff person should inform the parent about the incident and procedures being followed.

Student accident report forms are in the office and will be completed immediately. In the event a staff member is involved in an accident, staff are required to complete an Accident Report as well.

### Recess

All elementary students have scheduled recess time daily.

### Food/Drinks and Parties

Food and drinks in the classroom during regular class time must be approved by the principal. This applies to students and staff. Any damage as a result of the food/drinks being present in the classroom will be assigned to the staff member in charge. Class parties and events may receive prior approval from the principal. Parties are at the discretion of the classroom teacher and the principal.

### Movies

Movies and videos are appropriate only when they supplement the curriculum. All movies must have a grade appropriate rating or have been ordered through the Idaho State Library. Please inform the principal in writing when you are showing a full-length feature film. YouTube videos are only permissible when being used in lessons and in accordance with Standards appropriate for the grade level.

### Lost and Found

All unclaimed items should be brought to the lost and found area. Please urge students to check this area when they lose something.

### Head Lice

If you think a student may have head lice (small, gray, crawling insects with small, sticky eggs which cling to hair shafts) send the child to the office discretely with a note (tape it shut) stating your concern. The nurse or office manager will check the student to verify. A student with head lice will be sent home with a note describing how to treat the infestation and will not be readmitted to school until they have been verified free of nits by a medical facility. **Remain calm - lice do not jump.**

Remember that the student is not at fault. It is important that we avoid unnecessary embarrassment for the child. We can just say, "He had to go home" or "She was sick" in explaining it to our students. Do not under any circumstances check the child's hair in front of other children or make an issue about head lice. This should not be a general item of conversation. Staff members who have siblings of the child will be made aware and the children in their rooms will be checked. Please consider the student's feelings and always remain professional.

## Student Attendance

Attendance will be taken within 10 minutes of the beginning of each secondary class period and no later than 8:30 a.m. for elementary students. Teachers are required to keep a daily attendance log of students and must enter attendance into Skyward in a timely manner. Students are NEVER to be on a teacher's computer and should not enter attendance – this includes student aides. It is the teacher's responsibility to ensure the accuracy of the attendance as safety phone calls are made to parents of all absent students.

## Tardies/Truancies

All students arriving late must have a tardy slip from the office or tardy kiosk prior to being admitted to class. Please familiarize yourself with the student attendance policy accessible on the district website (various 3000 policies) and in student handbooks.

Prompt action on the part of all members of the staff is necessary if the truancy problem, which begins in the early grades, is to be solved. To this end, teachers must be alert to attendance problems throughout the school year. Please notify the building principal if you suspect truancy. Secondary students who are caught skipping class are not allowed to make up that absence.

## Withdrawal of Students

When a student leaves our district or prior to graduation, proceed as follows:

- Check in all textbooks (with each teacher in the building).
- Check in library books.
- Check in all district-owned electronic devices to the office.
- Turn in all athletic equipment and/or uniforms.
- Check for money owed, i.e.: picture money, athletic fees, library fines, etc.
- Check with music, art, and P.E. teachers for equipment or supplies to be returned.
- After all of this is completed, the office will complete the student withdrawal and the student will be listed as **WITHDRAWN** the next school day and staff will be notified.

## Discipline

All students will receive student handbooks that have been developed covering expected student behavior and consequences for misbehavior as addressed by district policy. **Teachers are responsible for teaching the student handbook during the first week of school.** Teachers have the primary responsibility for classroom management and discipline of pupils enrolled in their classes but should consult with the principal when necessary.

1. The appropriate sections of the Student Handbook shall serve as guides for teachers when it becomes necessary to involve the principal in positive as well as negative behavior activities.
2. Disciplinary forms are provided for use in situations which cannot be resolved between the student and teacher and should be completed ***before*** the principal acts. Disciplinary forms as well as "Excellence" forms are available in the main office.
3. **Teachers are expected to contact parents early in the process to get the problem resolved** and enlist parental help and guidance. It is important to **communicate positive traits or feelings regarding the student when the initial conversation with parents begins.**
4. The teacher should consult **the building principal** to appropriately describe the actions requiring a referral.

### ***Removal of a Student from a Classroom***

When a student needs to be removed from your room you must:

1. Call the principal or building office manager to advise them if you believe a student needs to be removed

- from your room.
2. The principal or principal designee will arrive at your room to assess the situation and take appropriate steps. If the principal or designee determines it is necessary to remove the student, they will escort the student to the appropriate location and take further action as deemed appropriate.

### ***Unusual Disciplinary Matters***

Guns, ammunition, knives, fireworks, lighters, and other dangerous items are not to be brought to school, onto a school bus or to any school sponsored activity by students. **All staff members** are authorized to confiscate such items and notify the building principal immediately. Pursuant to Idaho Code 18-3302(l) and 33-205, appropriate disciplinary action may include suspension from school, reporting to authorities for prosecution a misdemeanor, and or expulsion from school.

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 event, or any activity or event which bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function, or event; or
- Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or student, or an interference with school purposes of an educational function.

### ***Student Substance Abuse/Possession***

The Board recognizes that use of 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 a violation of district policy for a student to be in possession of or under the influence of controlled substances, illegal drugs, vape device, or alcohol, as that term is defined in Idaho Code 37-2732C. If you suspect a student of violating this policy, please contact the building principal or designee immediately. The situation will be assessed and dealt with consistent with district policy.

### **Drug-Free Workplace**

All district workplaces are drug, alcohol, marijuana, and tobacco/vape free. Employees and guests are prohibited from unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance or alcohol while on District premises or while performing work for the District. Further information is in the district policy manual.

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug or alcohol abuse, employee-assistance rehabilitation program.

### **District Technology**

**Usage:** All employees will sign a Technology Use Agreement which describes the responsibilities and privileges of users of Lakeside Schools' technology resources, referred to here as "District Network." Lakeside Schools (District) provides technology resources for the educational and professional benefit of its students and staff. Commercial use, such as promoting and/or advertising any business, personal, or political issue is strictly prohibited. District Network may not be used to promote or solicit for any political or charitable cause or organization unless it is a District or school-approved cause.

The District's Board Policies on technology govern the use of District Network and the terms of this agreement, regardless of whether those policies are explicitly spelled out in this agreement.

Students and staff are required to comply with this Technology Use Agreement and District technology policies to use the District's technology resources. District administration, faculty, and/or staff reserve the right to deny or suspend User access if User breaks the terms of this agreement. Severe infractions may result in termination of employment or school expulsion. User will be informed of the suspected violation and given an opportunity to present an explanation. User may request a review hearing of a building administrator within seven (7) days of such suspension or termination.

**Internet Safety:** To promote the safety and security of users of District Network, and to ensure compliance with the Children's Internet Protection Act (CIPA), blocking and filtering protection measures and security controls are used to the extent practical. With the approval of the building principal, educators may request that Technology Services staff temporarily or permanently unblock access to sites containing material which is appropriate for valid educational purposes.

District does not condone or permit the use of materials which are defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal, and User may not knowingly bring such materials into the school environment. System administrators and Lakeside Schools do not have control of information residing on other systems.

Students' and employees' home and personal Internet use can have an impact on the school and on other students and employees. If personal internet expression – such as a threatening message to another person, or a violent web site – creates a likelihood of material disruption to the school's or District's operations, the User may face disciplinary action and criminal penalties.

**Student Supervision:** Staff members are responsible for supervising student use of technology in a manner appropriate to the students' age, and students are responsible for obtaining permission from a District staff person prior to use of District Network. Staff may NOT permit students to use staff accounts.

**Privacy:** Personal information about any student or staff member should be assumed to be confidential, and User should never disclose or transmit such information via District Network except in strict compliance with the law and District policy. However, User should not expect that files and information will always be private. System operators have access to stored data including e-mail, and sophisticated or privileged users on the network may gain access to such data. System administrators will not intentionally inspect the contents of personal files or e-mail or disclose such contents to other than the author or an intended recipient, without the consent of the author or intended recipient, unless required to do so by law or policies of District, or to investigate complaints regarding data which is alleged to contain impermissible material. System administrators reserve the right to monitor all activity on District Network and to cooperate fully with Lakeside Schools, local, state, or federal officials in investigations concerning any data stored on, received, or transmitted via District Network. District electronic systems/devices, including cell phones, computers, personal pads, and the like are District property. Any use of District property and data created thereon, becomes the property of the district and there is no expectation of privacy to the creator of such data or documents.

### **Equal Opportunity and Non-Discrimination**

The District provides equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

The District will make reasonable accommodation for an individual with a disability known to the district, if the individual is otherwise qualified for the position, and can fulfill the essential functions of the job with reasonable accommodation, unless the accommodation would impose an undue hardship upon the District.

Inquiries regarding discrimination should be directed to the District 504 Coordinator. Specific written complaints should follow the Uniform Grievance Procedure which can be found in the District Policy Manual.

***District 504 Coordinator:***

Shaun Haggett  
Special Programs Coordinator  
P. O. Box 130  
Plummer ID 83851  
208-686-1621

***Accommodation of Individuals with Disabilities***

Individuals with disabilities shall be provided a reasonable opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

The District will take reasonable measures to see that each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

Individuals with disabilities should notify the Superintendent or building principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

**Video Surveillance**

The Plummer-Worley Joint School District may use video surveillance in and around all buildings that are school district properties. Therefore, there is no expectation of privacy on or in school facilities.