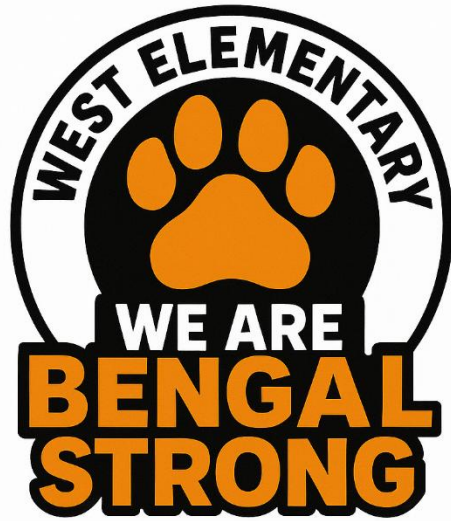


# West Elementary Student Handbook



We are Bengal Strong!

- 🐾 We work hard & do our best
- 🐾 We are kind to ourselves & others
- 🐾 We make safe choices

Mission: At West Elementary, we inspire learning and growth in a safe, caring community where every step forward matters.

Vision: Our vision is to inspire a love of learning in a community where every child feels valued, respected, and empowered to succeed

## **ASBESTOS MANAGEMENT PLAN (AHERA)**

To protect students and employees from exposure to asbestos, Mountain Home School District No. 193 adopts the following asbestos management plan for the maintenance, inspection, and removal of asbestos-containing materials in the district's school buildings.

### **BUILDING INSPECTION**

A periodic surveillance of asbestos-containing building materials will be performed in all district buildings every six (6) months. A complete re-inspection of all buildings containing asbestos will be completed every three (3) years.

### **REMOVAL**

If removal of asbestos during renovation is warranted or a school building will be demolished, the districts will comply with the Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP).

### **RECORDKEEPING**

The district and each school administrative office will maintain a complete, updated copy of its management plan. The plan will document recommended asbestos response actions, the location of any asbestos within the school, and any action taken to repair and remove the material.

Asbestos management plan records will include:

- The name and address of each school building and whether the building has asbestos-containing building material, and the type of asbestos-containing material;
- The date of the original school inspection;
- The plan for re-inspections;
- Blueprints that clearly identify the location of asbestos-containing building materials that remain in the school;
- A description of any response action or preventive measures taken to reduce asbestos exposure;
- A copy of the analysis of any building, and the name and address of any laboratory that sampled the material;
- The name, address, and telephone number of the district's designated person; and
- Documentation regarding inspections, re-inspections, response actions, and periodic surveillance are included in the AHERA Binder, which is in each building and the district office;
- AHERA reference notices are included in the student handbooks and are available during registration;
- A copy of the AHERA Notification letter is sent to the MHEA President, Parent Group President, and a copy of those notification letters are placed in the AHERA binder, which can be found in each building and at the district office.

These records will be kept by the district for the duration of building ownership and will be transferred to any successive owners.

### **TRAINING**

All district maintenance and custodial staff will be provided with asbestos awareness training. All individuals working on asbestos-related activities will be trained and accredited in accordance with Environmental Protection Agency (EPA) standards.

All administrators, contractors, maintenance, and custodial staff are required to review the *Asbestos Management Plan* located in each facility and complete the *Notification of Asbestos Operation and Maintenance* form before initiating work in any building.

#### REVIEW

Mountain Home School District is required by the Asbestos Hazard Emergency Response Act (AHERA) to maintain and update its asbestos management plan to keep it current with ongoing operations and maintenance, maintain periodic surveillance, inspection, re-inspection, and response action activities, and perform small repairs, and manage abatement activities for materials containing Presumed Asbestos Containing Materials (PACM) or Asbestos Containing Materials (ACM), in addition to informing employees and contractors that District facilities may contain PACM or ACM.

#### ANNUAL NOTICE

The district will provide written annual notification to parents/guardians, teachers, and employee organizations on the availability of the school's asbestos management plan and any asbestos-related actions taken or planned in the school.

Additionally, the district will provide each student and parent/guardian with a copy of this policy at the time of enrollment through publication in the student handbook, and by posting on the district website.

#### PLAN INSPECTION

The public has the right to inspect the asbestos management plan. The plan will be available for inspection during regular business hours at the district office or school administrative office(s). The district and its schools may charge a reasonable cost to make copies of the management plan.

#### DISTRICT CONTACT

The Maintenance Director/Foreman is responsible for ensuring that each school follows this policy. The Maintenance Director can be contacted by phone: (208) 587-2598.

#### **ABSENCES FOR TEN OR MORE DAYS - ALL GRADES**

Due to ADA formula calculations and the less than desirable financial situation of the school district, students absent for ten (10) days or more count against the funding received. To help improve this area of school funding, all students who are absent for ten (10) days or more without a doctor's note or who are home/hospital bound, will be disenrolled from school.

It is the parent/guardian's responsibility to contact the school as soon as possible to notify the school of their child's lengthy absence and to make arrangements to continue the child's education.

Prior to disenrolling a student, the school will send a letter to the most recent address on file informing the parent/guardian of the impending disenrollment. The letter will also inform the parents that the grade at the end of the tenth day will be the grade recorded in the student's cumulative/permanent record.

If a secondary student, especially those students who are in jeopardy of losing credits, withdraws from school ten (10) days before the end of semester, the student will need administrative approval for early completion of the semester.

## **ASSESSMENTS**

Accurate assessment of student achievement is essential in ensuring academic growth for all students. Mountain Home School District utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel. These data are used in determining placement, participation in extension and remediation programs, and communication of progress as measured against Idaho Core Standards and district curricula. Students are required to participate in State and local assessments.

## **ATTENDANCE, ABSENCE, & TRUANCY**

Please call or send a written note to excuse student tardies and/or absences. In circumstances that require your child to be absent for an extended period of time, please check with the school office and teacher to arrange for assignments to be made up.

**For the complete Attendance Policy and Procedure, please refer to the Mountain Home District Website.**

## **BALLOONS, FLOWERS, AND GIFTS**

Balloons, flowers, and gifts brought to the school for students on special occasions will be held at the school office until the end of the day. These items are not to be taken to the classroom during the day. Students will be called to the office to see their gift and reminded to stop by and pick it up at the end of the day. Due to safety issues, students will not be allowed to take balloons on the bus.

## **BELL SCHEDULE**

### **Regular School Day**

Kindergarten - 4<sup>th</sup> Grades: 8:25-3:00

AM Preschool classes: 9:00-11:00

PM Preschool classes: 12:00—2:00

### **1:30 early dismissal School Day**

Kindergarten - 4<sup>th</sup> Grades: 8:25-1:30

AM Preschool classes: 8:50-10:20

PM Preschool classes: 11:00-12:30

### **Breakfast Schedule**

7:55-8:25 AM

### **Lunch Schedule**

Kindergarten~ 11:10-11:55

1<sup>st</sup> Grade~ 11:25-12:10

2<sup>nd</sup> Grade~ 11:35-12:20

3<sup>rd</sup> Grade~ 11:45-12:30

4<sup>th</sup> Grade~ 11:55-12:40

## **BULLYING, HAZING, & HARASSMENT**

The Board is committed to maintaining an educational environment that protects and promotes dignity, individual worth, and mutual respect for each individual, and is free from harassment. Each District student, employee, or visitor deserves the opportunity to participate or work in a safe, supportive atmosphere that promotes equal opportunities, free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive.

It shall be a violation of this policy for any District student, employee, or visitor to bully, haze, or harass another individual through any means, including technology, while on any District premises or at any District sponsored activity, regardless of location. Those who violate this policy may be subject to disciplinary action and/or referral to law enforcement where appropriate.

**For the complete Bullying, Hazing, & Harassment Policy, please refer to the Mountain Home District Website.**

## **BUS PASSENGER RULES**

### **Boarding and Departing the Bus**

- Arrive at the bus stop five (5) minutes before the bus arrives.
- Board and leave the bus only at your assigned school or home stop.
- You must remain at your school to be eligible to ride the bus home.
- Wait in a safe place, off the road, clear of traffic and away from the bus stop.
- Cross only in **FRONT** of the bus, at least 15 ft and when instructed by the driver.
- You must be at least 15 feet in front of the bus to cross and only at the direction of the driver.
- Observe traffic and safety requirements when walking to and from the bus stop.
- Wait in an orderly fashion and avoid "horseplay" and other inappropriate behaviors.

### **Student Behavior On The Bus**

- No bullying/ harassment of other students or driver.
- Go directly to an available or assigned seat, be seated and remain seated until the bus comes to a complete stop before unloading.
- Keep aisles and exits clear. (Back packs, books, Instruments, etc. will be placed on your lap. **ANY TYPE OF SPORTS BALL MUST BE INSIDE YOUR BACKPACK**).
- Keep body parts and other objects inside the bus windows.
- Use normal speaking voice, NO screaming or yelling.
- No passing or throwing objects on, in or from the bus. Place trash in can when bus is stopped.
- No eating, drinking or chewing gum on the bus.
- Do NOT open or close overhead vents.
- Appropriate dress is required at all times. (school district dress code).
- No destruction of property or vandalism.

### **Respecting The Rights and Safety Of Others**

- No physical contact or public display of affection (fighting, hitting, kissing, hugging, etc.) Keep your hands and feet to yourself.
- No swearing or profane language. (Cussing or obscene gestures allowed on or off the bus towards others. No spitting on or out the bus.

- No flammable items on the bus. (Butane, curling irons, hair spray, nail polish or remover, perfume, cigarette lighters, weapons, etc.)
- No hazardous materials look-like weapons, or items that could be used as a weapon, nuisance items or animals on the bus. This includes skateboards, rollerblades, longboards, scooters (non and electric) and ebikes.
- No drugs, alcohol, or tobacco products on the bus or at the bus stop.

### **Obey Driver Promptly And Respectfully**

#### **CONSEQUENCES OF BUS CONDUCT REFERRALS**

First Referral: Telephone and/or letter with/to parent and /or student.

Second Referral: Telephone and/or letter contact with parent and student, five days suspension from the bus. Conference may be required.

Third Referral: Telephone and/or letter contact with parents and student, ten days suspension from the bus. Conference may be required.

Fourth Referral: Telephone and/or letter contact with parents and student, permanent suspension for the remainder of the school year. Conference may be required.

**\*\*NOTE: IMMEDIATE FIVE (5) DAY SUSPENSION FOR FIGHTING OR HITTING OTHER STUDENTS ON THE BUS OR AT THE BUS STOP!**

Consequences CAN/WILL be accelerated depending on nature of incident & at the discretion of the bus company. Suspension from a school bus also includes any school bus used for school functions (field trips, sports etc.)

#### **COMPUTER AND NETWORK SERVICES ACCEPTABLE USE POLICY**

**For the complete Computer and Network Services Policy and Procedure, please refer to the Mountain Home District Website.**

#### **CONTACTING THE SCHOOL**

Parents are encouraged to contact the school (208) 587-2595) whenever they have questions or concerns. The specific teacher is the first contact of information about your child's progress. He/She has the information most readily at hand and sees your child daily. If you want to schedule a conference with a specific teacher or the administrator, it is suggested that you call in advance to see if they are available.

**If you need to change your child's after school plans, please contact the school prior to 2:00 PM, so we can ensure the message is delivered.**

#### **DISEASES-EXCLUSION OF STUDENTS WITH COMMUNICABLE, CONTAGIOUS, & INFECTIOUS DISEASES**

For the complete Diseases-Exclusion of Students with Communicable, Contagious, & Infectious Diseases Policy and Procedure, please refer to the Mountain Home District Website.

**DISEASES-EXCLUSION OF STUDENTS WITH HEAD LICE, PARASITES, & OTHER TRANSMITTABLE & INFECTIOUS CONDITIONS POLICY**

For the complete Diseases-Exclusion of Students with Head Lice, Parasites, & Other Transmittable & Infectious Conditions Policy and Procedure, please refer to the Mountain Home District Website.

**DRESS CODE**

The Mountain Home School District has the responsibility of establishing a school environment that enhances the teaching/learning process. Parents and students also share in this responsibility. In an effort to provide a safe and orderly school environment, and in response to a desire to keep district schools free from threats or harmful influences of any individual or groups that advocate substance abuse, violence, or disruptive behavior, the following Dress Code procedure and a list of Prohibited Items will be in effect in all district schools.

The basic rule to be followed will be that clothing must be in good taste, following community and school standards in attire. Students and staff are expected to dress in a clean, neat, modest, and safe manner. Inappropriate attire is defined as dressing in manner that disrupts the educational process, threatens the learning environment, or endangers the health or safety of students, or any other persons. A formal school setting will be maintained and proper clothing worn by students will assist in maintaining this atmosphere. Students dressing in a manner that disrupts school, or contributes to a safety hazard, will be referred to the school administration. Students will be asked to remove, or cover, inappropriate clothing. If this is not possible, those students will be sent home following notification of parents. Incidents involving dress code violations will be handled on an individual basis.

1. Appropriate footwear must be worn at all times.
2. Skirts, dresses, and shorts must be appropriate for the school setting. No shorter than mid-thigh.
3. Garments, or jewelry, with slogans or pictures promoting the use of drugs, alcohol, tobacco, or any illegal substance will not be allowed. Obscene, vulgar, or offensive messages of any kind on clothing or person are not allowed.
4. Garments such as halter-tops, bare midriffs, tube tops, see-through tops, tank tops, spaghetti straps, and plunging necklines (front and/or back) are not allowed.
5. Pants or shorts will not have holes above the level of mid-thigh.
6. Hats or other headgear will not be worn in the school building. Headgear worn to school must be immediately remove upon entering a building and stored in a locker or backpack. Hats or headgear will be confiscated if worn inside a building.
7. Jewelry which may present a safety hazard or which may present a distraction in the school is not suitable for school wear.
8. Bracelets and/or neck bracelets, chokers, etc., that have spikes or studs, either blunted, flat, or pointed, will not be allowed.
9. Chains of any size, either worn or attached to clothing or body, are strictly prohibited.
10. Gang attire, or clothing worn in a manner to denote gang allegiance, is strictly prohibited.



These basic Dress Code and Prohibited Items List do not infringe on student's rights to freedom of expression, but rather encourage students to dress for success and come to school properly prepared to participate in the educational process.

Students who feel they have been treated in an unfair manner may follow the procedures stated in the district's *Student Grievance* policy.

Your support and cooperation are imperative to provide a safe and orderly environment in which your children can learn.

*Students at West Elementary are asked not to wear coats, jackets and large sweatshirts in the building. Pajamas are not allowed at West Elementary.*

**ADMINISTRATORS HAVE THE FINAL SAY ON WHAT IS APPROPRIATE AND WHAT IS NOT.**

#### **DRUG, ALCOHOL, & TOBACCO/NICOTINE USE POLICY**

For the complete Drug, Alcohol, & Tobacco/Nicotine Use Policy and Procedures, please refer to the Mountain Home District Website.

#### **EMERGENCY CLOSURE**

In case of an emergency closure, parents/guardians will be notified by the district, through phone calls, emails, and text messages using the contact information provided in Parent Portal.

#### **EMERGENCY PROCEDURE**

In case of an emergency the alarm system will be sounded. The teacher will escort the students quickly to the nearest exit. The students will stand away from the building and will remain there until signaled to return to the building.

Drills on evacuation will be held to familiarize the students with the procedure. Fire extinguishers are located throughout the building for student protection. They are only to be used in case of emergency.

#### **FERPA**

#### **IMPLEMENTING THE FAMILY EDUCATIONAL RIGHTS (FERPA)**

#### **AND PRIVACY ACT OF 1974, P.L. 93-380**

#### **AND MANAGEMENT OF STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) has specified that student records are confidential, with some exceptions. Parents and eligible students (students over the age of eighteen (18)) will be provided an annual notification of their rights under FERPA. The annual notice, published on the school district website, will contain information regarding, and within 45-days of a written request, the right to inspect their children's records, the right to seek an amendment of a record, the right to consent to disclosures of personally identifiable information, with certain exceptions, and the right to file a complaint with the U. S. Department of Education.

Educational Records are defined as those records directly related to a student and maintained by this District or by a party acting on behalf of this District. Educational records include, but are not limited to, the cumulative file, special education records, and disciplinary records.

Educational records do not include records of instructional, supervisory, and administrative personnel and education personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

The cumulative file of each student is maintained at the building level for this school district. The building principal, individual teachers, and special education personnel may also have a file containing particular educational records.

A non-custodial parent's access to records and information pertaining to his or her minor child will not be denied solely because the parent is not the child's custodial parent unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. However, information concerning a minor child's address will be deleted from all records supplied to a non-custodial parent if the custodial parent has advised the school district in writing to do so. (IC 32-717A)

Names, addresses, and telephone numbers of secondary school students will be provided to military recruiters, as required by Federal Law, or an institution of higher education upon request, unless the parent, or eligible student, denies access. (§ 544 National Defense Authorization, Oct 2002, P.L. 107-107)

It is the policy of Mountain Home School District to assure the provisions of FERPA are adhered to. FERPA permits the school to destroy such records without notice to the parent. To facilitate implementation of this policy, procedures for the management of student records have been established. These procedures are available to all patrons, students, and school district employees.

### **HOMEWORK POLICY**

West Elementary recognizes the need for a homework policy, because of parent concern and teacher diversity on the subject. It is our goal to make homework a meaningful educational tool that will encourage self-discipline, independence, responsible behavior, time management, good work habits and will supplement and reinforce school learning. Homework should be something the student can complete independently, with little to no assistance and should take no longer than 30 minutes.

As a rule, we expect students to make every effort to turn in quality work on time. If issues arise preventing this, late work will be accepted at the teacher's discretion, however, the grade will be deducted.

### **IMMUNIZATION REQUIREMENTS AND FORMS**

**For the complete Immunization Requirements and Forms Policy and Procedure, please refer to the Mountain Home District Website.**

### **INCLEMENT WEATHER – BUS OR PRIVATE VEHICLE**

This procedure applies to students who arrive late for school due to bad roads caused by inclement weather.

Students who are tardy due to late buses will be marked as an excused tardy (no absences). If students are marked excused tardy due to late buses, then those students who arrive by private vehicle late will also be given an excused tardy (no absence).

### **INCLEMENT WEATHER-GUIDELINES FOR KEEPING STUDENTS INDOORS**

These procedures are intended as guidelines only. Administrators are expected to consider health and safety issues, wind chill factor, adequacy of clothing, age of children, and other pertinent factors when making the determination whether or not to curtail or cancel outside activity.

- +10°-Students will not be admitted into the building until the admit bell rings. Students will go outside for all recesses.
- 10° to 0°-Students will be admitted into the building early in the morning and will have limited recess activity.
- 0° and below-Students will be admitted into the building early in the morning and will have very limited recess.

During periods of rainy or snowy weather, students will be allowed into the building depending on the precipitation levels.

### **LIBRARY**

Library books are furnished free of charge for student use and may be checked out during scheduled school hours. It is the student's responsibility to take care of the books and return them when due. A charge will be assessed for lost or damaged books and materials.

### **LOST OR DAMAGED ITEMS**

West Elementary will not replace or provide restitution for lost or damaged personal belongings. **Please remember to mark your child's personal belongings using the child's full name.**

The lost and found rack is located in a designated area. Please have your child stop by and look through the items if he/she has an article missing. Unclaimed articles left at the end of each nine-week period will be donated to local organizations.

### **MEAL INFORMATION**

Meals may be purchased in the cafeteria prior to school Monday through Friday. It is strongly recommended that meals be purchased by the week or the month, which helps eliminate lost or forgotten money. Parents can purchase meals on Meal Time, [www.mymealtime.com](http://www.mymealtime.com).

#### **Free or Reduced Meals**

Application forms are available on Meal Time, [www.mymealtime.com](http://www.mymealtime.com) or at the school office and **must be completed and turned in each year.** Notification of approval/disapproval will be sent by mail from the School Administration office. Students are expected to pay the regular price for meals

until requests have been approved. If you have any questions, please contact the School District Lunch Coordinator at (208) 587-2573.

#### Meal Pricing

Breakfast: \$1.80/Reduced Pay \$.30

Lunch \$3.65/Reduced Pay is \$.40

Adults Lunch: \$5.10

Milk: \$.75

#### Meal Charges

Charging breakfast and/or lunch is not encouraged and only allowed in emergency situations. Students are expected to have money in their accounts. Charges are paid through the lunchroom.

Parents are welcome to join their child for lunch any time. Parental comments and suggestions regarding school meals are welcomed. Please direct calls/notes to the building principal, lunchroom supervisor, or school district lunch coordinator, at (208) 587-2573.

***All food and drink are to remain in the cafeteria!!***

#### MEDICATION PROCEDURES

**For the complete Medication Policy and Procedure, please refer to the Mountain Home District Website.**

#### MOVIES AND VIDEOS

Students may be shown movies and videos with a "G" rating without parental notification. Notes will be sent to parents notifying them of any video or movie with a different rating than "G". Parents will be asked to respond if they do not wish to have the child view that video.

#### PARENT PORTAL

Power School Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, lunch menus, and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students. Parents must create an account.

#### PARENTAL RIGHTS IN EDUCATION

The Mountain Home School District No. 193 Board of Trustees recognizes the fundamental rights and responsibilities of parents as primary stakeholders to make decisions regarding the upbringing and control of their children. Accordingly, the Board of Trustees adopts this policy to promote the involvement of parents and guardians of children enrolled in the district's schools.

**For the complete Parental Rights in Education Policy and Procedure, please refer to the Mountain Home District Website.**

### **PARKING AND LOADING/UNLOADING**

West has designated a loading/unloading zone for parents to bring their children to school in front of the school on W. 2<sup>nd</sup> North. The curb has been marked, and no parking is allowed before or immediately after school is in session. No cars will be allowed to enter the parking lot in front of the school during this time. This area is for bus and daycare loading and unloading only.

All students will enter the school grounds on the cafeteria side of the parking lot. Students who are eating breakfast can enter through the cafeteria door. Otherwise, students will walk to their assigned playground.

### **PLAGIARISM**

Plagiarism Definition (Webster's New College Dictionary): Plagiarism is the act of copying or stealing someone else's words or ideas and passing them off as your own work. Examples of plagiarism: copying a paper from the internet and putting your name on it, buying a term/essay paper from someone else and using it as your own, and/or paraphrasing materials without correctly attributing the source or research text.

1<sup>st</sup> offense: Reprimanding the student orally and reminding them what plagiarism is and requiring the work to be redone. Parents will be notified by the teacher.

2<sup>nd</sup> offense: The student will receive a zero and parents will be notified by administration.

### **PROTECTION OF PUPIL RIGHTS ACT (PPRA), STUDENT PRIVACY, AND PARENTAL ACCESS TO INFORMATION**

The Protection of Pupil Rights Act (PPRA) affords certain rights to parents and students eighteen (18) years of age or older ("eligible students") with regard to surveys, if the survey is funded in whole or in part by a program of the U.S. Department of Education that ask questions of a personal nature.

PPRA requires schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with a Department of Education funded in whole or part, survey, analysis, or evaluation in which their children participate, and that schools and contractors obtain prior written parental consent before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the eight areas identified below.

The PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and/or psychological problems of the student or the student's family, or potentially embarrassing to the student or the student's family;
3. Sex behavior and/or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or

8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Further, the PPRA addresses the collection and use of information from students for marketing purposes and certain non-emergency medical examinations. The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

These requirements do not supersede any of the requirements of FERPA.

#### ANNUAL NOTIFICATION REQUIREMENTS

The PPRA requires that parents or eligible students be directly notified at least annually at the beginning of the school year, by direct mailing, e-mail, website, or etc., of their right to consent or opt-out of the participation in certain school activities, physical examinations or screenings that the school may administer to students, and the specific or approximate dates of each activity. Mountain Home School District (MHSD) will meet this requirement by publishing this notification, at the beginning of the school year, on the school webpage and in the Mountain Home Newspaper, as well as having it available during registration.

#### RIGHT TO INSPECT

Parents or eligible students have the right to inspect, upon request, and prior to any administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; or any instrument used in the collection of information; a survey created by a third party before the survey is administered or distributed by a school to students; any instructional materials used in connection with any survey that concerns one or more of the protected areas; and any instructional material used as part of the educational curriculum for the district and students; any physical examinations or screenings that the school may administer to students. This does not apply to academic tests or academic assessments.

#### RIGHT TO CONSENT OR OPT OUT

Parents or eligible students, upon completion of the Consent/Opt-Out for Specific Activities Form, have the right to opt-out of participating in events or activities involving the collection, disclosure, or use of personal information for marketing, sales, or providing the information to others for these purposes, or distribution purposes; any non-emergency, invasive physical examination or screening (any physical examination or screening that is permitted or required by state law is permitted without parental notification) that is an attendance requirement, or administered by the school and scheduled by the school in advance, or not necessary to protect the immediate health and safety of the student, or of other students; the administration of any survey containing one or more of the eight protected areas of information listed above and that is not funded in whole or in part by Department funds to include a third party (non-Department of Education funded) survey. If the survey is funded as a whole or in part by Department of Education funds, the district must obtain active consent, and may not use an opt-out form.

The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal

information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
5. The sale by students of products or services to raise funds for school-related or education-related activities; and
6. Student recognition programs.

It is the policy of MHSD to assure the provisions of PPRA are adhered. To facilitate implementation of this policy, procedures have been established. These procedures are available to all patrons, students, and school district employees.

#### DEVELOPMENT OF POLICIES

MHSD will, when necessary or as required, and with parental input, adopt policies regarding the rights set forth in the PPRA, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or distribution purposes and in compliance with FERPA.

#### **PROHIBITION OF WEAPONS POLICY**

Mountain Home School District No. 193 is committed to providing a safe environment for all students and staff when they are at school, on or near owned or contracted school property and school buses, or at school-sponsored activities regardless of location, and as interpreted by the School Board of Trustees. The District's commitment includes the prohibition against any weapons or other objects/substances which may pose a threat to the health and safety of other students, staff members, or visitors, or could be used to disrupt the educational process. It also includes the prohibition against willful threats of violence directed at schools, school buses, school activity venues, school staff and/or students regardless of the point of origin and delivered by any means of communication.

The Board has no tolerance for individuals who use, threaten to use, possess, or bring a firearm, destructive device, weapon, dangerous instrument, explosive, or look-alike weapon on any District premises, or at any District sponsored activity, regardless of location, or store them in their personal vehicle on school campuses or for individuals who assist others in doing any of the above. For the purposes of this policy, no tolerance means that consequences will occur if this policy is violated, and that the consequences will be commensurate with the circumstances of each situation.

The Board delegate's authority to the Superintendent, principal or designee to determine when exceptions will be made, and permission will be given for an individual or a group to bring any of the weapons listed above to school. Such permission will be based on a determination by the Superintendent, principal, or designee that the circumstances do not constitute a threat and/or disruption to the health, safety and/or educational process of other individuals and that adequate safeguards are in place.

## **PROMOTION POLICY**

For the complete Promotion Policy and Procedure, please refer to the Mountain Home District Website.

## **SCHOOL SAFETY AND DISCIPLINE**

Mountain Home School District No. 193 believes each student deserves the opportunity to learn to his/her full potential. In order to achieve this, no student will be allowed to hinder any other student's opportunities to learn and/or cause any unsafe conditions or acts that hinder any other student's opportunities to learn. Mountain Home School District No. 193 believes each employee has the right to attend work in an atmosphere that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Each employee deserves the right to work, educate, mentor, guide, etc., students without being harassed, threatened, intimidated, bullied, etc., by other school district employees, school district students, visitors/guests. Mountain Home School District No. 193 believes all visitors/guests deserve the right to visit without being harassed, threatened, intimidated, bullied, etc., by school district employees, school district students, and other visitors/guests. Mountain Home School District No. 193 School Board of Trustees holds school district employees, school district students, and visitors/guests, to this school district policy and any correlating policies and procedures.

**ZERO TOLERANCE:** Mountain Home School District No. 193 has adopted a zero tolerance stand against the following including, but not limited to:

1. Weapons and look alike weapons at school, on or near owned or contracted school property and school buses, or at school-sponsored events regardless of location, and as interpreted by the School Board of Trustees. Willful threats of violence directed at schools, school buses, school activity venues, school staff and/or students regardless of the point of origin and delivered by any means of communication. (see item B)
  2. Violence, abuse, sexual or gender-based harassment/abuse/assault, threats, inappropriate behavior, discrimination, intimidation, harassment, bullying, cyber/technology bullying/harassment, inappropriate texting, sexting, hazing, etc., acts including, but not limited to, adult/teen/adolescent dating violence/abuse (unhealthy relationships), inappropriate use of cellular, digital, technological, and electronic devices at school, etc., hereinafter designated as Unwelcome and/or Inappropriate Behavior/Remarks/Actions/Conduct/Retaliation on or near owned or contracted school property, or at school sponsored events regardless of location, and as interpreted by the School Board of Trustees is prohibited. (see item C).
- Discrimination and Harassment includes, but is not limited to race, color, creed, national origin, sex, sexual orientation, gender identity or expression, religion, age, physical or mental handicap or disability, ancestry or genetic information, protected veteran status, marital status, citizenship status, pregnancy, financial status, membership in any professional organization, political beliefs, use of lawful products while not at work, any other characteristics protected by law. Discrimination is a felony.
  - Bullying, harassment, and/or abuse is defined as any unwanted aggressive or any intentionally harmful behavior and any action or conduct that includes, but is not limited to sufficiently severe,



pervasive, or persistent so as to interfere with or poses a threat to the health and safety of students, or visitors, and/or is disruptive to the educational process of the Mountain Home School District, and/or limits the ability of an individual to participate in or benefit from the district's programs and/or intentionally causes grief; intentionally causes intimidation; intentionally causes fear; intentionally causes the lessening of self-worth. Bullying can lead to discrimination.

- Cyber and Technological (cyber-technology) abuse includes, but is not limited to, the behavior used to harm, threaten, intimidate, control, harass, monitor, coerce, stalk, or victimize, except as otherwise permitted by law, that is perpetrated through, but not limited to the internet, social networking sites, spyware, global positioning system (GPS) tracking technology, cellular phones, or instant/text messages. Cyber-Technological abuse includes, but is not limited to, monitoring; unwanted or repeated calls or text messages; non-consensual access to email, social networking accounts, text or cell phone call logs; and pressuring for or disseminating private or embarrassing pictures, videos, or other personal information.
- Anyone who believes that he/she has been the recipient of illegal discrimination or harassment, based on race, color, national origin, sex, sexual orientation, gender identity or expression, religion, age, disability, genetic information, protected veteran status, political beliefs, or marital or family status may file a grievance in accordance with this and the appropriate Grievance Policies and Forms.

3. Verbal or written bomb threats, or placing or detonating a bomb at school, on or near owned or contracted school property, or at school sponsored events regardless of location, and as interpreted by the School Board of Trustees. (see item D)

Idaho Code 18-3313 false reports of explosives in public or private places is a felony.

4. Drug/Alcohol/Controlled substances at school, on or near owned or contracted school property, or at school sponsored events regardless of location, and as interpreted by the School Board of Trustees. (see item E).

5. Student use of cellular, digital, and electronic communication and entertainment devices must not violate the district's Computer & Network Services Policy and Procedures. (see item F).

- A student may possess a cellular, digital, or electronic communication or entertainment device in school, on school property, and at school-sponsored activities, provided that during school hours and on school vehicles the device remains off (not just placed into private or silent mode) and stored out of sight. (see item F).

**For the complete School Discipline and Safety Policy, please refer to the Mountain Home District Website.**

### **SEARCHES, SEIZURES, AND INTERVIEWS**

**For the Searches Seizures, and Interviews Policy, please refer to the Mountain Home District Website.**

### **SEXUAL HARRASSMENT**

**For the Sexual Harassment Policy and Procedure, please refer to the Mountain Home District Website.**

## **STUDENT ILLNESS AND INJURY**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. The district does make student medical insurance available to families for purchase. Brochures outlining the coverage and premiums are available at registration and at the school office. Parents, please be prepared to pay for your child's possible medical expenses.

In the event of serious illness or injury to a student at school, the parents will be notified as soon as possible. Parental permission is necessary for the treatment other than emergency procedures. Please be sure that updated telephone numbers are always on file at the school office.

## **STUDENT USE OF PERSONAL COMMUNICATION DEVICES**

Mountain Home School District No. 193 recognizes the value and importance of electronic communication, online presence, and innovative technology tools to enhance the learning experience and work environment within the district. However, student use of personal electronic communication devices during school hours may interfere with or disrupt the educational process.

"Personal Communication Device (PCD)" includes, but is not limited to, personal cell phones, tablets (e.g. iPads and similar devices), personal computers, smart watches, laptops, iPods/MP3 players, electronic readers (e.g. Kindles and similar devices), smart glasses, and other similar devices or media players, without regard to the commercial name or manufacturer of the device, whether handheld, laptop or other computer usage, or combinations of any of the above. "Social media networks" include, but are not limited to, websites, web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public that does not fall within the district's technology network (e.g., Facebook, Twitter, LinkedIn, Flickr, YouTube, Instagram, Snapchat, blog sites, Wikipedia, etc.).

A student may possess a cellular, digital, or electronic communication or entertainment device in school, on school property, and at school-sponsored activities, provided that during school hours and in school vehicles the device remains off (not just placed into private or silent mode) and stored out of sight or with prior approval from the building principal; with teacher approval; during an emergency situation involving the immediate health/safety of a student or other individual(s); Athletic and other Extracurricular activities and events.

## **TITLE I PROCEDURE PLAN 5-WEST ELEMENTARY SCHOOL PARENT & FAMILY ENGAGEMENT** **PART I. GENERAL EXPECTATIONS**

West Elementary School is committed to the goal of offering a quality education to each student while meeting individual needs. We believe that all students can achieve academic success and grow to be productive citizens. Partnerships with parents, families, and the community will assist our school in meeting these goals. An effective school is a result of parents and families and the school working together to promote high student achievement.

West Elementary School will engage parents and families in regular, two-way meaningful communication addressing student achievement and ensuring:

- Parents and families play an integral role in assisting with their child's academic and social emotional growth.
- Parents and families are full partners in their child's education and are included, as appropriate, in decision-making, and on advisory committees to assist in the education of their child.

**For a complete Title I Procedure Plan-5 West Elementary School Parent & Family Engagement, please refer to the Mountain Home District Website.**

### **VISITORS**

Parents/guardians are welcome any time but must enter through the main doors and register in the Main Office when they arrive on campus. Students will not be released to anyone who has not checked in at the office and possess a visitor's badge.

**School policy prohibits the bringing of friends or relatives to school to visit.**

# Mountain Home School District No. 193

## 2026 - 2027

| July '26 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

| August '26 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         | 31 |    |    |    |    |    |

| September '26 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 |    |    |    |

| October '26 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 |

| November '26 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 |    |    |    |    |    |

| December '26 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |

|                           |
|---------------------------|
| Normal School Day         |
| End of Quarter / Semester |
| MHHS Graduation Day       |

August  
 6 PLC Day - No School  
 7, 10 Teacher Workdays - No School  
 11 1st Day of School

September  
 7 Labor Day - No School  
 18 PLC Day - No School

October  
 12 End of 1st Quarter  
 15 Parent / Teacher Conference  
 - 1:30 Dismissal  
 16 No School  
 19 PLC Day- No School

November  
 23-27 Thanksgiving  
 30 School Resumes

December  
 18 End of 1st Semester  
 21-31 Christmas Break - No School

January  
 1 Christmas Break - No School  
 4 PLC Day - No School  
 5 School Resumes  
 18 Martin Luther King & Human Rights Day - No School

February  
 11 Parent / Teacher Conference  
 - 1:30 Dismissal  
 12 No School  
 15 President's Day - No School  
 26 PLC Day- No School

March  
 10 End of 3rd Quarter  
 15-19 Spring Break - No School  
 22 School Resumes

April  
 2 PLC Day - No School  
 23 PLC Day - No School

May  
 19 End of 2nd Semester  
 - Last Day of School  
 20 PLC Day - No School  
 21 PLC Day - No School  
 21 MHHS Graduation Day  
 - 5:00pm - Tiger Field

|                             |
|-----------------------------|
| PD Day - No School          |
| Teacher Workday - No School |
| No School                   |

| January '27 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          |    |    |    |    |    |    |

| February '27 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           |    |    |    |    |    |    |

| March '27 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 | 31 |    |    |    |

| April '27 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
|           |    |    |    | 1  | 2  | 3  |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 |
| 25        | 26 | 27 | 28 | 29 | 30 |    |

| May '27 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | M  | Tu | W  | Th | F  | Sa |
|         |    |    |    |    |    | 1  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |
| 30      | 31 |    |    |    |    |    |

| June '27 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 |    |    |    |

Approved: January 20, 2026  
 Revised: February 17, 2026

|                                             |
|---------------------------------------------|
| Parent/Teacher Conference -<br>1:30 release |
|---------------------------------------------|