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POLICY - 3000 SERIES
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Goals

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

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

School Climate

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

To provide such an educational setting, this Board of Trustees has adopted policies and procedures, as mandated by the Idaho State Board of Education in the following areas:

1. School Climate
2. Discipline
3. Violence Prevention
4. Student Harassment
5. Student Health
6. Gun-free Schools
7. Substance Abuse--tobacco, alcohol, and other drugs
8. Suicide Prevention
9. Drug-free School Zones
10. Building Safety including Evacuation Drills

The Board of Trustees will review these policies and procedures on an annual basis to determine whether or not they are meeting the needs of the students, School District, and community.

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Goals (continued)

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Students will be notified, in writing, of changes to the above policies and procedures that may result in a disciplinary action, modification of academic criteria, or other direct consequences to the student. Notification of changes will be provided at least five (5) days before such changes become effective. The Student Handbook will inform students and their parent/guardian of the District policies and school rules and regulations regarding school climate.

Legal Reference:

I.C. 33-506

I.C. 33-1612

IDAPA 08.02.03.600

Policy History:

Adopted on: 1/8/07

Revised on: 11/12/07, 1/16/09

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Entrance, Placement and Transfer

3005

School Age

All students enrolling in kindergarten must be five (5) years old on or before September 1 of the school year in which the student enrolls. All students enrolling in first grade must be six (6) years old on or before September 1 of the school year in which the student enrolls. Any student five (5) years old who completed a private or public out-of-state kindergarten for the required four hundred fifty (450) hours, but has not reached the "school age" requirement set forth above will be allowed to enter the first grade.

For resident students with disabilities, who qualify for special education and related services under Public Law 94-142 and subsequent amendments thereto, and applicable state and federal regulations, "school age" will begin at the age of three (3) and continue through the semester of school in which the student attains the age of twenty-one (21) years.

Proof of Identification and Age Required

Upon enrolling a student for the first time in this District's elementary or secondary schools, the school shall notify, in writing, the person enrolling the student that within thirty (30) days a certified copy of the student's birth certificate or other reliable proof of a student's identity and birth date must be provided to the school. If other reliable proof is provided, rather than a birth certificate, that proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of a student's identity and birth date may include, but is not limited to, a passport, visa, or other governmental documentation setting forth a student's identity.

If the person enrolling the student fails to comply with the proof of age and identification requirement, the school shall immediately notify the local law enforcement agency of such failure, and shall notify the person enrolling the student, in writing, that he/she has ten (10) additional days to comply.

The school shall immediately report to the local law enforcement agency any documentation or affidavit received to prove the student's identity and age which appears inaccurate or suspicious in form or content.

Students shall not be denied enrollment solely because the documentation or affidavit appear inaccurate or suspicious, or the student is homeless.

A parent/guardian enrolling a student in this district who fails to provide the required documentation of a birth certificate to this district after being requested by the local law enforcement agency may be found guilty of a misdemeanor, but the student's ability to attend district schools is not impacted.

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

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Entrance, Placement and Transfer (continued)

3005

Missing or Runaway Child Report

If a school receives notification by the Idaho State Police of a missing or runaway child report regarding a particular student, the school shall flag the student's record in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing or runaway child. The school shall immediately report any request(s) concerning flagged records or knowledge as to the whereabouts of the missing or runaway child to the local law enforcement agency. The school shall remove the flag on a student's record upon notification by the Idaho State Police that the missing or runaway student has been returned.

Immunization Requirements

Immunization Certification Statement

At the time of first admission to any public school within this District, and before attendance, all students must present an immunization certification statement signed by a physician or a physician's representative stating the type, number, and dates of immunizations received. Alternatively, at the request of the parent or guardian, the District will access the voluntary statewide registry of immunization status maintained by the Idaho Department of Health and Welfare to verify whether the student has received the required immunizations.

Required Immunizations

All students attending school in this District are required to have the following immunizations:

1. One (1) dose of Measles, Rubella, and Mumps vaccine administered to the student on or after his or her first birthday; and
2. Diphtheria, Tetanus, Pertussis (DTP), Diphtheria, Tetanus (DT Pediatric) and/or Tetanus, Diphtheria (Td). Any combination of four (4) or more doses of DTP (Diphtheria, Tetanus, Pertussis), DT (Diphtheria, Tetanus) and/or Td (Tetanus, Diphtheria) vaccine, unless fewer doses are medically recommended; and
3. Three (3) or more doses of Polio vaccine, unless fewer doses are medically recommended; and
4. For children born after November 22, 1991, three (3) doses of Hepatitis B vaccine, unless fewer doses are medically recommended.

Schedule of Intended Immunizations

A statement must be received from a parent/guardian of any student who is not immunized, excepted or exempted, and who is in the process of receiving, or has been scheduled to receive, the required immunizations. The statement must be provided to the school at the time of first admission and before attendance providing the following information:

Entrance, Placement and Transfer (continued)

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1. Name and age of the student;
2. School attending and grade in which the student is enrolled;
3. Type, number, and dates of immunizations to be administered;
4. Signature of the legal parent/guardian providing the information; and
5. Signature of a physician or physician's representative.

If a student is admitted to school and fails to continue the schedule of intended immunizations, that student will be excluded from school until documentation is presented setting forth the administration of the required immunization(s).

Exemption from Immunization

A student who supplies documentation to the District of one (1) or more of the following conditions is not required to undergo the required immunizations:

1. Laboratory proof of immunity to any of the seven (7) childhood diseases set forth above;
2. A signed statement of a licensed physician stating that the student has had Measles or Mumps disease diagnosed by the physician upon personal examination;
3. A signed statement of a licensed physician that the student's life or health would be endangered if any or all of the required immunizations are administered; or
4. A signed statement of the parent/guardian setting forth the following information:
 - a. Name of the student; and
 - b. A statement of objection on religious or other grounds.

Exclusion from School

A student not in compliance with this policy upon first admission in preschool or in kindergarten through grade twelve (K-12) will be denied attendance by this District. Any student denied attendance will not be allowed to attend any schools within this District until he or she is in compliance with this policy.

This District will exclude from school students who are diagnosed or suspected of having a contagious or infectious disease and students who have been exposed to contagious or infectious diseases for which they have not been immunized. This District will also close school on order of the State Board of Health or the local health authorities.

Reporting Requirements

A copy of a report of each school's immunization status, by grade, will be submitted to the State Department of Education on or before November 1 of each school year. The following information shall be reported:

1. School and enrollment identification information including:
 - a. Inclusive dates of reporting period;
 - b. Name and address of school, School District and county in which located;
 - c. Grade being reported and total number of students enrolled in each grade; and
 - d. The signature and title of the person completing the report form.

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Entrance, Placement and Transfer (continued)

3005

2. Total number of students enrolled and attending school in each grade who:
 - a. Meet all of the required immunizations;
 - b. Do not meet the immunization requirement but are in the process of receiving the required immunizations; or
 - c. Have claimed an exemption to the required immunizations.

Placement

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

Transfer

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

Elementary Grades (K-8): Any student transferring into the District will be admitted and placed on a probationary basis for a period of two (2) weeks.

Should any doubt exist with teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two (2)-week probationary period, the student will be subject to observation by the teacher and building principal.

Secondary Grades (9-12), Credit Transfer: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation.
2. Length of course, school day and school year.
3. Content of applicable courses.
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction).
5. An appropriate evaluation of student performance leading toward credit issuance.
6. Final approval of transfer credits will be determined by the high school Principal, subject to review upon approval by the Superintendent and Board of Trustees.

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Entrance, Placement and Transfer (continued)

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Cross Reference: 3125 Education of Homeless Children

Legal Reference:

Art. IX, 9, Idaho Constitution- Compulsory Attendance at School
I.C. 18-4511 School Duties—Records of Missing Child—Identification Upon Enrollment—
Transfer of Student Records
I.C. 33-201 School age
I.C. 33-512
I.C. 39-4801 Immunization required
I.C. 39-4802 Exemptions
I.C. 39-4803
IDAPA 16.02.15

Policy History:

Adopted on: 1/8/07

Revised on: 1/16/09

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Open Enrollment

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This is an open enrollment District and tuition will be waived for out-of-district students who attend this District's schools pursuant to the terms of this policy.

Application

This District will take no action to prohibit or prevent application by its students to attend school at another District.

A student's parent/guardian must apply annually for admission to a school in this District on a form provided by the State Department of Education. The application, accompanied by the student's accumulative record, must be submitted to this District by February 1 for enrollment during the following school year. The notice of application must also be given to the home District.

The Superintendent or designee will review and accept or deny the applications. This District will notify the applicant within sixty (60) days and, if the request for enrollment in this District or enrollment in another school is denied, the denial will include a written explanation. The denial of an application for open enrollment is not appealable to the Board.

Upon agreement between the home School District and this District, the deadline for applications may be waived.

Transportation

For those students attending this District's schools from out-of-district, the parent/guardian will be responsible for transporting the student to and from the school or to an appropriate bus stop within this District.

Participation in Extracurricular Activities

No student will gain eligibility to participate in extracurricular activities in violation of policies governing eligibility as a result of enrollment option transfer to this District.

Ineligible Students

If a student applies and is accepted in this District from out of district, but fails to attend, that student will be ineligible to again apply for an enrollment option in this District.

A student who has been suspended or expelled, or who may be lawfully denied enrollment, is ineligible for enrollment in this District pursuant to the provisions of this policy.

This District is concerned about its class size and the effect that enlargement of the student-teacher ratios will have upon the educational program. Therefore, this District has determined

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Open Enrollment (continued)

3010

that admission of students in excess of the following ratios would work a hardship on the District, its teachers, staff, students, and educational program:

<u>Grade</u>	<u>Ratio</u>
K-3	20:1
4-6	25:1
7-12	160 students per teacher per day

An exceptional student education class ratio will be 8:1.

Non-resident students will have their applications denied if it is determined by administration that a hardship exists, as defined by the ratios set forth above or other extenuating circumstances.

Non-resident students residing in licensed homes, agencies, or institutions will be received and admitted if the facility is located within the District. However, this provision will not inhibit the Board from prescribing non-discriminatory pre-conditions or standards of admission when necessary to protect the health, safety, and welfare of its existing students and/or to protect its educational processes.

Homeless children and youth, as defined in the Steward B. McKinney Homeless Assistant Act (PL 100-77), may attend any District or school within a district without payment of tuition when it is determined to be in the best interest of that child.

Legal Reference:

I.C. 33-205 I.C. 33-201 School age
I.C. 33-1401

Policy History:

Adopted on: 1/8/07
Revised on: 11/12/07, 1/16/09

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Part-Time Attendance / Dual Enrollment

3030

For purposes of this policy the term “non-public school student” is any student who is enrolled in a non-public school (including a home school or private school), enrolled in a public charter school or enrolled in a post-secondary institution.

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

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

Admittance

The parent/legal guardian of any non-public school student wishing to admit their son/daughter in this District for any academic or nonacademic program must register the student and provide the following prior to acceptance of any such student:

1. Birth certificate;
2. Evidence of residency within the District;
3. Immunization records (or an appropriate waiver); and
4. Student records from the previously attended public school, if any, and any other records providing academic background information.

Extracurricular Activities

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

1. Eligibility standards must be met the same as other regular full-time students;
2. The non-public school student must, on any state board of education recognized achievement test, portfolio, or other mechanism, demonstrate composite grade-level academic proficiency;
3. The non-public school student must achieve a minimum composite, core or survey test score within the average or higher than average range as established by the test service utilized on any nationally-normed test. The minimum score on each assessment is the fifth (5th) stanine for the battery total score. The parents or guardian of a dual enrollment student are responsible for obtaining third party testing for their child at their expense in accordance with I.C. 33-203 and State Board of Education rules. Demonstrated proficiency shall be

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Part-Time Attendance / Dual Enrollment (continued)

3030

- used to determine eligibility for the current and next school year, not to exceed a period of twelve (12) months from the date the test results are released;
4. Non-public school students must be provided the opportunity to take state tests or other standardized tests given to all regularly enrolled public school students when pre-arranged with the principal of the building where the student is registered. A fee may be assessed to cover extra administration costs.
 5. A non-public school student will be subject to the same requirements as public school students regarding school attendance on the date of an activity. If the non-public school student is not scheduled to attend academic courses in the District on activity days, the non-public school student's primary education provider shall provide assurance to the District that such student has met the attendance requirements in the non-public school academic setting.

Priority

Priority for enrollment, when school programs reach maximum capacities, will be given to students enrolled on a regular full-time basis. If a number of non-public school students request admission into the same class, they will be accepted on a first-come basis. In the event the class enrollment position of a non-public school student is needed for a regular full-time student during the course of the year, the full-time student will have priority for the position beginning with the semester after the need is identified. Students with disabilities residing in the District who are attending private or home schools will be accepted in accordance with state and federal statutes.

Average Daily Attendance

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

Transportation

All non-public school students will be eligible for District transportation services. A public charter school student or nonpublic student, upon admission to a school in this District, may ride a school bus on regularly scheduled routes (including activity bus routes) and use regularly established bus stops or stops which would require no deviation from the regularly established bus route. No alteration of routes will be made to specially accommodate a dual enrollment student. If a dual enrollment student attends only part time, the District may furnish transportation at the regularly scheduled time closest to the time period for which a student is enrolled (i.e., morning busing for a.m. classes or afternoon busing for p.m. classes). The District will not provide such transportation if there is no available space, if the furnishing of such transportation would cause a deviation or alteration of the regularly established bus routes or stops or if the furnishing of such transportation would require the purchase of additional or substitute equipment.

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Part-Time Attendance / Dual Enrollment (continued)

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Graduation

In order to graduate from this District, all non-public school students must meet the grade and other graduation requirements the same as regular full-time students.

Mixed Curriculum

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

IDEA/ADA/Section 504 Students

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

Dual Enrollment

The Idaho Legislature has determined that high school students should be encouraged to enroll full-time or part-time in nonsectarian courses or programs in eligible postsecondary institutions in order to promote rigorous academic pursuits and to provide a wider variety of options to high school students.

Definitions

Postsecondary institution: A public or private postsecondary institution in Idaho accredited by a reputable accrediting association, including two-year trade and technical schools, and residential liberal arts colleges or universities that offer two-year or four-year programs and grant degrees.

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Part-Time Attendance / Dual Enrollment (continued)

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Secondary school: A high school within this district.

Course: A course or program of instruction taken at a postsecondary institution.

Postsecondary credit: Credit from courses taken by a student at a postsecondary institution. This credit does not apply towards this district's graduation requirements.

Secondary credit: Credit from courses taken at a postsecondary institution that is applied towards this district's graduation requirements.

Dual credit: Credit from courses taken at a postsecondary institution that applies to both the postsecondary institution and to this district's graduation requirements.

Enrollment

Any 11th or 12th grade student in this district (except a foreign exchange student attending this district under a cultural exchange program) may apply to a postsecondary institution to enroll in nonsectarian courses. If the institution accepts the student, it is required by law to send written notice to the student and this district within ten (10) days of acceptance. The notice will also include information regarding the course and hours of enrollment, and, if the student is taking the course for credit, the institution will provide information about payment.

To assist this district in planning, a student should notify the district by March 30 of the student's intent to enroll in a postsecondary institution during the next school year. However, failure to notify the district does not preclude a student from enrolling in a postsecondary institution.

In no event will this district pay for students to attend postsecondary institution courses.

Counseling

Prior to a student enrolling in courses at a postsecondary institution, this district, to the extent possible, will provide counseling services to students and their parent/guardian to ensure that they are fully aware of the risks and possible consequences of such enrollment. The person providing the counseling will encourage students and their parent/guardian to also use available counseling services at the postsecondary institution prior to the semester of enrollment to ensure that the student's anticipated plans are appropriate and adequate.

Student Information

By March 1 of each school year, this district will provide general information regarding postsecondary enrollment options to all 10th and 11th grade students.

This district will provide the following information to interested students during a counseling session prior to enrollment at a postsecondary institution:

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Part-Time Attendance / Dual Enrollment (continued)

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1. Who may enroll;
2. What institutions and sources are available under this program;
3. The decision-making process for granting academic credits;
4. Financial arrangements for tuition, books, and materials;
5. Eligibility criteria for transportation aid;
6. Available support services;
7. The need to arrange an appropriate schedule;
8. Consequences of failing or not completing a course in which the student enrolls;
9. The effect of enrolling in this program on the student's ability to complete the required high school graduation requirements;
10. The academic and social requirements that must be assumed by the student and the parent/guardian.

Prior to enrolling, the student and his or her parent/guardian must sign a form stating that they have received the information set forth above and that they understand the responsibilities that must be assumed in enrolling in this program.

Credit Criteria

A student may enroll in a postsecondary course for secondary credit, for postsecondary credit, or for dual credit. At the time a student enrolls in a course, he or she must designate the type of credit desired. This district will grant academic credit to a student enrolled in a course for secondary credit if the student successfully completes the course. The following credit limitations apply:

1. An 11th grade student may enroll in postsecondary courses for secondary credit for a maximum of two (2) academic years.
2. A 12th grade student who enrolls for the first time in postsecondary courses may receive secondary credit for a maximum of one (1) academic year.
3. A student may enroll in courses at a postsecondary institution for secondary credits approved by this district. If the student's enrollment decreases his or her instructional time in this school district to less than four (4) hours a day, the student will nevertheless be counted as participating in school district instructional time for four (4) hours a day for purposes of average daily attendance (ADA).

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Part-Time Attendance / Dual Enrollment (continued)

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4. A student who has completed course requirements for graduation, but who has not received a diploma, may participate in postsecondary enrollment options.
5. In no event may a student who has graduated from this district participate in postsecondary enrollment options.
6. Secondary credits received at a postsecondary institution will be counted toward the graduation requirements and subject area requirements of this district.
7. Each student is required to provide the secondary school with a copy of the student's grade in each course taken for secondary credit at a postsecondary institution.
8. When a course taken for secondary credit is successfully completed, a student's secondary school record will reflect such success and will also reflect that the credits were received from a postsecondary institution.
9. A student may request that his or her secondary school record include evidence of successful completion and credits granted for a course taken for postsecondary credit. In this case, the secondary school record will reflect that postsecondary credits were received from a postsecondary institution.
10. Four (4) semester college credits equal at least one (1) full year (two (2) semester credits) of high school credit in that subject. Fewer college credits may be prorated at the discretion of the building principal.
11. If a student enrolls in the same postsecondary institution from which he or she received secondary credits, the institution will award, without charge, postsecondary credit for any course successfully completed. Other postsecondary institutions may award such credits, without charge, at their discretion.

At its discretion, this district may enter into an agreement with a public or private postsecondary institution to provide nonsectarian courses, taught by a secondary teacher or postsecondary faculty member. Such courses may be offered at a secondary school or other location and may be offered for secondary credit, postsecondary credit, or dual credit.

Postsecondary faculty instructing a course for postsecondary, secondary, or dual credit will not be required to obtain a teaching certificate, nor will the postsecondary faculty be deemed an employee of this district for any purpose under law.

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Part-Time Attendance / Dual Enrollment (continued)

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Legal Reference:

I.C. 33-203 Dual enrollment
I.C. 33-1001, et. seq. Average Daily Attendance
I.C. 33-5501, et. seq.
IDAPA 08.02.03.111.13 Dual Enrollment

Policy History:

Adopted on: 1/8/07
Revised on: 1/16/09

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Compulsory Attendance

3040

Parents or guardians are responsible to have children (7 through 16) enrolled and in attendance in a public, private, or parochial school. This school must meet the certification and standard requirements of the State of Idaho.

The Board of Trustees is responsible for the education of all school-aged children within District boundaries. Therefore, it reserves the right to insure comparability of services at all other schools.

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

Legal Reference:

- Art. IX, 9, Idaho Constitution – Compulsory Attendance at School
- I.C. 20-510 Information-Investigation-Petition
- I.C. 33-201 School age
- I.C. 33-202 School attendance compulsory
- I.C. 33-203 Dual enrollment
- I.C. 33-204 Exemption for Cause
- I.C. 33-205 Denial of School Attendance
- I.C. 33-207 Proceedings against parents or guardians

Policy History:

Adopted on: 1/16/09
Revised on: 10/10/11

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Attendance Policy

3050

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding Excellence in Education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

Make Up Regulations

1. Absence: Students will be given one day for every day missed to make up work when they are absent. Extra days may be given at the discretion of the teacher. Parents are encouraged to request assigned work by contacting the school.
2. All Out-of-School suspensions: A suspended student loses credit for all classwork during the suspension. However, any previously assigned homework and or tests may be turned in or taken for credit immediately upon the student's return.
3. All make up is the responsibility of each individual student.

Attendance Accounting

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

The attendance of each student shall be recorded daily. In kindergarten through 6th grade the individual classroom teacher shall record attendance and at the end of the school year record attendance on permanent records. In grades seven (7) through twelve (12), attendance shall be handled by office personnel daily and recorded at year's end on permanent records.

Absence Policy

Excused absences are absences from school with the parent/guardian's knowledge and consent, which may include, but are not limited to, illness, medical appointments, illness or death in the family, authorized school activities, or other pre-arranged absence. Except in the case of unexpected excused absences, a written excuse from the parent/guardian must be presented to the school administrative office. If the excused absence is unexpected, verification

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Attendance Policy (continued)

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from the parent/guardian must be presented to the school administrative office upon return to school.

Unexcused absences are absences without the knowledge and consent of the student's parent/guardian.

Truancy. Absence without a legitimate excuse shall be deemed truancy. A habitual truant is any pupil who repeatedly has violated the attendance regulations established by the Board of Trustees or other governing body operating the school attended. A child of compulsory school age may also be considered an habitual truant if the child's parents or guardians, or any of them, have failed or refused to cause such a child to be instructed as provided in Idaho Code 33-202.

A. All absences are subject to review. Patterns of excessive absences, unexcused absences, and/or truanancies may result in denial of credit in the related class or classes as well as being subject to appropriate disciplinary action.

B. Students with ongoing attendance problems will be referred to the principal to determine action to be taken.

C. After six (6) absences in a quarter, or if lack of attendance is negatively affecting the pupil's academic success, the building administrator is hereby authorized by the Board of Trustees to refer students to Attendance Court.

D. After four (4) unexcused absences, the building administrator is hereby authorized by the Board of Trustees to refer pupils to the Prosecutor's Office as habitually truant.

90% Attendance

It is the intent of the Board of Trustees to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. It is also the intent of the Board of Trustees to have the regular classroom teacher present whenever possible. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task attributes directly to learning.

All students must be in attendance in each classroom 90% of the time when that class is in session. No credit will be granted to students missing more than nine (9) days per semester. The administration shall adjudicate absences where the total number of days is brought below 9 days through doctor's excuses and legitimate illness.

The school shall provide written notice of absences to the student's parent/guardian not less than quarterly, and more frequently if the student's attendance drops below ninety-five percent 95% and/or the student is at risk of losing credit or promotion, or of being expelled due to habitual truancy. Students not meeting the ninety percent (90%) attendance requirements will not receive credit or be promoted even though they may have passing grades.

The following absences shall not be used for denial of credit:

- A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students

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Attendance Policy (continued)

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- participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular.
- B. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Appeal Board;
 - C. Subpoenas to appear in court or court-ordered, out-of-District placements for special services;
 - D. Illness or hospitalization verified by a doctor's statement.

90% Attendance Appeal Process

The parent/guardian who has valid reasons to believe that all or part of the absences are the result of extraordinary circumstances may file a written request for review by the building attendance committee. Such request must be made within five (5) days of receiving notice of the denial. The building attendance committee will review the records and the circumstances and determine whether or not the student will receive credit or be promoted. The attendance committee will consist of the building Principal, school counselor, and three (3) teachers designated by the Principal.

The decision of the attendance committee may be appealed to the Superintendent. This appeal must be submitted to the Superintendent within ten (10) days after the attendance committee submits its decision. The Superintendent will render a decision on the appeal within ten (10) days after receiving the appeal.

The decision of the Superintendent may be appealed to the Board for a final decision. The appeal must be filed with the Superintendent's office within ten (10) days after the superintendent notifies the parent/guardian of his or her decision. The Board will address the appeal in executive session. The parent/guardian will have an opportunity to appear before the Board for an informal hearing. The parent/guardian will be given an opportunity to present written or oral information as to why the student should not be denied credit or promotion. The parent/guardian does not have the right to be represented by an attorney, present evidence, or cross-examine witnesses. Upon reviewing the decision of the attendance committee and Superintendent, and the basis for the appeal by the parent/guardian, the Board will uphold or overturn the Superintendent's decision, issuing a written decision within ten (10) days. The Board's decision will be final.

The student will be allowed to continue to attend classes pending the Board's determination in this matter.

If a student has lost credit due to excessive absences and the parent or guardian feels there is an extenuating circumstance, he or she may appeal to the Board of Trustees.

In reviewing written documentation during the appeal hearing, the committee will consider the following: (1) attendance for the preceding semester and/or year, (2) grade(s) earned in the

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Attendance Policy (continued)

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class(es) where credit was lost and other grades, (3) made-up work completed, and student's attitude toward school, and (4) extenuating circumstances. The Board decision and acceptance or rejection of extenuating circumstances is final.

Attendance Impact on Driving Privileges

Any student younger than eighteen (18) years of age but at least fourteen and one-half (14½) years of age applying for a driver's license or an instruction permit must provide written verification from this District to the Idaho Department of Transportation that he or she is enrolled in school and meets this District's attendance requirements. Written verification will be obtained from the student's school.

In the event a student fails to meet the enrollment and attendance requirement of this policy, the building Principal or designee will provide written notification on a form provided by the Idaho Department of Education to the student and parent/guardian of this District's intent to request that the Idaho Department of Transportation suspend the student's driving privileges because the student has dropped out of school and has failed to comply with the enrollment and attendance requirements.

The student or parent/guardian will have fifteen (15) calendar days from the date of receipt of the notice to request a hearing before the building Principal or designee to review the pending suspension of driving privileges. The requested hearing will be held within thirty (30) calendar days after the receipt of the request.

The building Principal or designee may grant a hardship waiver of the requirements of this policy for any student for whom a personal or family hardship requires that the student have a

driver's license for his or her own or his or her family's employment or medical care. The building Principal or designee will take into account the recommendations of teachers, other school officials, guidance counselors, or academic advisors prior to granting a waiver. Such hardship waiver must be requested by the student or parent/guardian at the initial hearing.

If the building Principal or designee denies a hardship waiver, that decision may be appealed to the Board of Trustees within seven (7) calendar days of receipt of the Principal's or designee's decision. The hearing before the Board will be held at a mutually convenient time. The Board will have the authority to uphold the decision of the building Principal or designee, or reverse the decision and grant the hardship waiver.

The Board authorizes the Superintendent or designee to notify the Idaho Department of Transportation of all students not complying with enrollment and attendance requirements or who have been granted a hardship waiver.

Students of Mennonite and Amish faiths are not required to comply with school attendance requirements for purposes of obtaining an Idaho driver's license, driver training permit or instruction. Such students must be reported to the Idaho Department of Transportation as not

Attendance Policy (continued)

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being enrolled in school and not in compliance with this District's attendance policy. The Idaho Department of Transportation will make the determination as to whether a religious exemption applies.

Legal Reference:

Family Educational Rights and Privacy Act 34 CFR Part 99

Wisconsin v. Yoder, 406 U.S. 205 (1972)

I.C. 33-202

I.C. 33-206

I.C. 33-207

I.C. 33-211

I.C. 33-506(1)

I.C. 33-1002

I.C. 49-326

I.C. 49-303

I.C. 49-305

I.C. 49-303A

I.C. 49-310

Idaho Department of Transportation letter, October 4, 1996

Policy History:

Adopted on: 1/8/07

Revised on: 11/12/07, 1/16/09, 10/14/13

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Education of Homeless Children

3060

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The Trustees must assign and admit a child who is homeless to a school in the District regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The Trustees may not require an Out-of-District attendance agreement and tuition for a homeless child.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students shall have access to services comparable to services offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which the student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education, as well as programs for gifted and talented students; and
5. School nutrition program.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent or designee shall appoint a liaison for homeless children.

A “homeless child” is defined as provided in the McKinney Homeless Assistance Act.

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to the District’s homeless liaison/coordinator. Thereafter a written complaint must be filed in accordance with the District’s Uniform Grievance Procedure.

Cross Reference: 3210 Uniform Complaint Policy

Legal Reference:

Elementary and Secondary Education Act (2001)
McKinley-Vento Homeless Assistance Act (2001, Section 724(g)), as amended by the No Child Left Behind Act of 2001, 42 USC 11431, et seq.
I.C. 33-1404 Districts to Receive Pupils
State Superintendent of Public Instruction Memorandum dated March 7, 2005, re: Dispute Resolution Process for Homeless Students

Policy History:

Adopted on: 1/8/07

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Revised on: 1/16/09

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Students of Legal Age

3070

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

Admission to School

The residence of an adult student who is not residing with a parent or guardian shall be considered the residence for school purposes.

Field Trips/Athletic Programs

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

Absence-Lateness-Truancy

Absence notes, normally signed by parents or guardians, may be signed by adult students. Excessive absences shall result in consequences according to policy 3050 and will be reported on the report card.

Suspension/Expulsion

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

Withdrawal from School

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

Permission to Inspect Student Records

Adult students may request permission to inspect their school records if they are eligible students according to FERPA.

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Students of Legal Age (continued)

3070

Report Cards

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

Excuses from School

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

Financial Responsibility

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

Policy History:

Adopted on: 1/16/09

Revised on:

Nonresident Student Attendance Policy

3080

Students may attend school in other than the resident student's school under the provisions of Policy 3010.

Idaho Youth Rehabilitation/Child Protective Act

Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency or institution located within the District shall be enrolled and shall not be charged tuition.

Homeless Children

Homeless children as defined by the Steward B. McKinney homeless assistance act (P.L. 100-77), may attend any school District or school within a District without payment of tuition when it is determined to be in the best interest of such homeless child.

Other conditions

The Board will not admit any student prior to viewing that student's records from the student's previous school Districts.

The District has the option of accepting a nonresident student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

The Board will not admit any student who is expelled from another school District.

Legal Reference:

- I.C. 33-1400 et seq. Transfer of pupils
- I.C. 33-205 Denial of school attendance

Policy History:

Adopted on: 1/16/09
Revised on:

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Foreign Exchange Students

3090

[RESERVED]

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Programs for At-Risk/Disadvantaged Students

3100

The District shall designate one at-risk coordinator to collect and disseminate data regarding dropouts in the District and to coordinate the District's program for students who are at high risk of dropping out of school.

Each school year, the at-risk coordinator shall prepare a dropout reduction plan that identifies:

1. the number of District students who dropped out in the preceding regular school term;
2. the number of students in grades 1-12 who are at risk of dropping out;
3. the District's dropout rate goal for the next school year;
4. the dropout reduction programs, resources and strategies to be used during the school year.

The Board shall review and approve the plan annually.

At-Risk Students

In determining whether a student is at high risk of dropping out of school, the District will consider the student's academic and attendance performance as well as whether the student is adjudged delinquent; abuses drugs or alcohol; is a student of limited English proficiency; receives compensatory or remedial education; is sexually, physically or psychologically abused; is pregnant or a parent; is an emancipated youth, is a previous dropout, is a court or agency referral; stops attending school before the end of the school year; is an underachiever; is unmotivated; or exhibits other characteristics that indicate the student is at high risk of dropping out of school.

Programs and District Plan

The District will provide a remedial and support program for any student who is at risk of dropping out of school.

The District will have a plan designed to retain students in a school setting. The District plan will be the responsibility of the Superintendent or the designated at-risk coordinator and will:

1. emphasize a comprehensive team approach that includes the Superintendent, Principal, parent/guardian, teacher, student, community service provider, business representative, or others;
2. include objectives designed to meet the identified needs of at-risk students and to retain those students in school;
3. be designed to use community resources that are available to serve at-risk youth;

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Programs for At-Risk/Disadvantaged Students (continued)

3100

4. provide for parental involvement, such as participation in developing student academic plans and training programs for parents; and
5. provide for review of individual profiles for at-risk students.

The District plan may also:

1. include alternatives; and
2. provide for the referral of students who drop out to other programs;

Alternative high school programs conducted during the school year shall be conducted off-site or scheduled at a time when school is not in session and shall comply with the State Board of Education Rules Governing Thoroughness (IDAPA 08.02.03.110).

Legal Reference:

IDAPA 08.02.03.110 Alternative Secondary Programs

Policy History:

Adopted on: 1/16/09

Revised on:

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Public School Choice

3130

Pursuant to the No Child Left Behind Act (NCLB), District students are eligible to transfer to another school if their school of origin has been identified as being in need of school improvement (not meeting adequate yearly progress (AYP) for a second year in a row), corrective action, or restructuring. Choice is also available to students enrolled in a school that has been determined to be persistently dangerous or if the student has been the victim of a violent crime on school property.

Public school choice shall be offered to all students until the school is no longer identified for improvement. Students who transfer to another school as a result of school improvement may remain in that school until the student has completed the highest grade in the school.

This District will offer more than one choice, if more than one school, including charter and magnet schools, is eligible to receive students. The District will not disregard academic entrance requirements for students seeking to enroll in magnet schools.

Students may not transfer under school choice to schools that have been identified for needs improvement, corrective action, or restructuring, or identified as persistently dangerous.

If there are no schools to which students can transfer because all are in school improvement, there is only one school in the District serving that grade, or due to the rural or isolated nature of the District, parents shall be notified that the school is in need of improvement and that the students are eligible for school choice, but no choices are currently available. Parents shall also be informed of the alternative of supplemental services for eligible students. This District will work with neighboring districts, to the extent possible, to establish a cooperative agreement which would allow inter-district choice.

Notice Requirements

The District will mail information regarding school choice issues directly to all parents of impacted students well before the beginning of the school year. A reasonable deadline will be established by which parents must respond to the opportunity to exercise school choice. Parents must submit their decision regarding school choice in writing and the school will confirm receipt of the communication.

Students Receiving Priority

All students must have the opportunity to exercise school choice if the school of origin is in needs improvement. However, the District shall give priority to the lowest achieving students from low-income families. The District shall appoint a committee to determine how such prioritization will be applied. The committee may allow the lowest achieving low-income students first choice of schools, and give such students priority for transportation if available funds are limited. Students may be rank-ordered within a group of low-income families by achievement levels as evaluated by an objective educational measure of student achievement. Students will not be rank-ordered based solely on family income.

Public School Choice (continued)

Implementation of School Choice

Final decision-making regarding the selection and enrollment of eligible students in school choice shall be at the discretion of the District after taking into account the parents' preferences of choices offered. To the extent practicable the District will respect those preferences in making decisions regarding provision of transportation as well as enrollment. Parents are not guaranteed their first choice of schools.

Transportation

The District is responsible for paying all or a portion of the transportation necessary for the implementation of public school choice but not to exceed twenty (20%) percent of the Title I Part A allocation received by the District which may be spent on choice-related transportation and supplemental services.

The District is no longer obligated to pay for transportation after the end of the school year in which the school of origin is no longer identified as being in need of improvement.

Students With Disabilities

The District may offer students with disabilities different options for school choice than nondisabled students if determined necessary to meet their needs for a free, appropriate public education.

Reporting Requirements

Reporting of the number of students and schools participating in public school choice shall be reported as required to the State Department of Education and in public reporting.

Legal Reference:

No Child Left Behind Act, Section 1116

Public School Choice, Draft Non-Regulatory Guidance (U.S. Dept. of Education, Dec. 4, 2002)

Policy History:

Adopted on: 1/8/07

Revised on: 1/16/09

TROY SCHOOL DISTRICT #287

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Student Rights and Responsibilities

3200

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Cross Reference: 3370 Searches and Seizure
 3330 Student Discipline

Legal Reference:

I.C. § 33-205 Denial of school attendance
Tinker v. Des Moines Ind. Sch. Dist., 89 S.Ct. 733 (1969)

Policy History:

Adopted on: 1/8/07
Revised on: 11/12/07, 1/16/09

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Uniform Complaint Policy

3210

Board members may listen to the problems brought to their attention by a patron of the District, and should encourage patrons and employees to review particular problems with the Building Principal or Superintendent. A Board member may bring any matter for review to the attention of any member of the administration and/or to the attention of the Board sitting as a whole.

It is the Board's desire that administrative procedures for settling complaints and grievances be an orderly process within which solutions may be pursued. Further, that the procedure provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that members of the community be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Community members, parents, employees, and others should use this complaint procedure if they believe that the Board, or its employees or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy.

Exceptions:

Individuals with complaints alleging illegal discrimination should follow the procedure described in Policy 1360.

Individuals seeking to resolve differences dealing with educational services available under Section 504 of the Rehabilitation Act should follow the procedure described in Policy 1370.

The District will endeavor to respond to and resolve complaints without resorting to this complaint procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, coach, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal or Supervisor

If the complaint is not resolved at Level 1, the complainant may file a written complaint stating: 1) the nature of the complaint, and 2) the remedy requested. It must be signed and dated by the complainant. The Level 2 written complaint must be filed with the Principal or Supervisor within

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sixty (60) days of the event or incident, or from the date the complainant could reasonably become aware of such occurrence.

Uniform Complaint Policy, continued

3210

(If the complaint alleges a violation of Board policy or procedure, the Principal or Supervisor shall investigate and attempt to resolve the complaint. If either party is not satisfied with the Principal's or Supervisor's decision, the complaint may be advanced to Level 3 by requesting in writing that the Superintendent review the decision. This request must be submitted to the Superintendent within fifteen [15] days of the Principal's or Supervisor's decision.)

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Principal or Supervisor shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The Superintendent or appointee shall serve as Nondiscrimination Coordinator, and will assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

The District will maintain a complete written record of each complaint, the manner in which it was investigated, and the manner in which it was resolved. Such records will be maintained pursuant to the District's record retention policy unless circumstances dictate that the file should be retained for a longer period of time. Written records, to the extent appropriate, will be maintained in a confidential manner in any affected employee's personnel file.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the Principal or Supervisor. The parties shall be afforded the opportunity to either dispute or concur with the Principal's or Supervisor's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the Principal or Supervisor, the recommendation will be implemented. If the Superintendent rejects the recommendation, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Uniform Complaint Policy, continued

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board is final.

Legal Reference:

- I.C. 33-506(1) Organization and government of the board of trustees
- I.C. 33-511 Maintenance of Schools
- I.C. 33-512 Governance of Schools
- I.C. 33-517

Policy History:

Adopted on: 1/8/07
Revised on: 11/12/07, 10/13/08, 11/10/08, 5/9/11, 7/11/11

Student Use of Buildings: Equal Access

3220

The school buildings of the Troy District are open on scheduled hours. No student should be in the buildings outside those hours unless chaperoned by an adult employee. No student should be present in unauthorized areas (i.e. those areas not commonly used for educational classes). Should this occur, students are subject to suspension or expulsion.

Non-curriculum-related secondary school student organizations may conduct meetings on school premises without intervention on the basis of the religious, political, philosophical or other content of the meeting.

The following criteria must be met:

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

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

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

Legal Reference:

Elementary and Secondary Education Act (2001)
20 U.S.C. 4071 Equal Access Act
Board of Education v. Mergens, 110 S.Ct. 2356 (1990)

Policy History:

Adopted on: 1/8/07
Revised on: 11/12/07, 1/16/09

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Student Clubs: Equal Access

3225

The Board of Trustees regards student clubs and organizations as an important part of the education and development of students.

Definitions

As used in this policy and related procedure:

1. "School" shall mean any school in the Troy School District.
2. "Club" shall mean a sponsored club or a non-sponsored or non-curriculum club of students of the school who wishes to organize and meet form common goals, objectives, or purposes, but does not include school activities.
3. "Sponsored Club" shall mean a club which is directly under the sponsorship, direction, and control of the school.
4. "Non-sponsored or non-curriculum Club" shall mean a student initiated club which is not under the sponsorship, direction or control of the school or any student initiated club that does not directly relate to the body of courses offered by the school.
5. "non-participating capacity" shall mean a person may not promote, lead or participate in any meeting.

The school within the District shall provide equal access and a fair opportunity for clubs to organize and to meet on school premises during the times established for such meetings.

Sponsored clubs shall be sponsored by a member of the faculty, staff, or administration of the school. The District shall not sponsor clubs which advocate particular religious or political beliefs or ideas. Any such clubs shall be non-sponsored or non-curriculum, and must engage a school employee to monitor their activities while on the premises. The school and the school District shall not be identified or associated with the goals, objectives, activities, beliefs, or opinions of any non-sponsored or non-curriculum clubs or its members. Any club whose activities are deemed by the Principal to be disruptive of the everyday operations of the school will not be allowed to initiate meetings, nor continue to meet on school premises.

Equal Access Regulations

The following general guidelines will be observed in approving, establishing, and operating student clubs at Troy School District schools.

1. Each proposed club must complete and submit a request form to the Principal or designee stating the name, specific purpose of the club, the membership requirements, the activities of the club and meeting dates and times. Each proposed club shall have the student group perform a risk management assessment of the proposed club activities. The Principal or designee will forward the request to the school district. The School District with board approval shall respond to the request, accept or reject the application, and designate the club as either a sponsored club or non-sponsored or non-curriculum club.
2. Student participation in club activities and attendance at club meetings shall be voluntary and shall be limited to those students who are currently enrolled in the school district. All student groups meeting on school premises are required to open membership to all

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Student Clubs: Equal Access (continued)

3225

interested and/or eligible students. Clubs shall be allowed to meet on school premises from 7:00 a.m. to 8:00 a.m., during the noon hour, and from 3:30 p.m. to 5:00 p.m. on days when school is in session. The time and place of all club meetings shall be subject to available space, conflicting activities and programs, and the availability of the faculty sponsor or monitor. Students shall be responsible for ensuring the presence of a faculty sponsor or monitor prior to every meeting. Clubs will be allowed to meet on school premises during other times of the day only in extraordinary or exceptional circumstances as may be determined by the Principal or designee.

3. All clubs must comply with provisions of the school's student constitution, if applicable.
4. No hazing of students shall be permitted.
5. The Principal or designee may deny the opportunity of any club to meet on school premises, and may deny permission of any non-school person to meet with or speak to a club on school premises, when there exists a substantial likelihood of material and substantial interference with the orderly conduct of educational activities within the school, or if the meeting or activities in the meeting are, or will be, in violation of any law or ordinance.
6. The Principal, designee, or student council (if appropriate) may temporarily or permanently terminate the opportunity of any club to meet on school premises in the future if the club has materially or substantially interfered with the orderly conduct of educational activities within the school, if the activities of the club have violated any law or ordinance, or if the club has violated any provision of this policy.

For sponsored clubs, the following guidelines will apply:

1. Each sponsored club will have a faculty or staff member appointed as sponsor. The sponsorship shall be approved by the principal or designee.
2. All activities of the club must have prior approval of the sponsor.
3. Club funds shall be subject to deposit, audit and disbursement in accordance with the regulations of the school district.
4. The content and placement of club posters or advertisements shall be approved by the club sponsor.

For non-sponsored or non-curriculum clubs, the following guidelines will apply:

1. The formation of non-sponsored or non-curriculum clubs shall be student initiated. Nonschool persons may not direct, conduct, control or regularly attend activities.
2. Recognition by the Troy School District of a non-sponsored or noncurriculum club is not an endorsement of the aims, policies, or opinions of the student organization or its members.
3. The school or District's name will not be identified with the aims, policies, or opinions of the student organization or its members.
4. Notices of meetings of non-curricular student organizations may be posted only on a designated bulletin board used by all nonschool-sponsored organizations. No announcements shall be made over the public address system or in any school-sponsored publications.
5. No funds shall be expended by the school for any such meeting beyond the incidental cost associated with providing a meeting place.
6. Every club must have a District employee volunteer as a monitor to the club. The monitor shall be responsible for monitoring the meetings to assure that attendance at the

Student Clubs: Equal Access (continued)

3225

meetings is voluntary, to assure that the meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school, and to assure that order and discipline are maintained. Monitors shall attend the meetings of non-sponsored or non-curriculum clubs that are political or religious in nature in a non-participatory capacity.

7. No school employee shall be compelled to be a monitor of a non-sponsored or noncurriculum club.
8. Club posters or flyers need to have a disclaimer, and poster content and placement shall be approved by the Principal or designee.
9. The Troy School District shall not be identified or associated in any way with the goals, objectives, activities, or opinions of any non-sponsored or noncurriculum clubs to raise money.

Legal Reference:

20 U.S.C. 4071-4074 Equal Access Act

Policy History:

Adopted on: 1/16/09

Revised on:

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Student Government

3230

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

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

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

Legal Reference:

I.C. 33-506(1)

I.C. 33-512(12)

Policy History:

Adopted on: 1/8/07

Revised on: 11/12/07, 1/16/09

Student Publications

3240

Journalistic experience in a school setting should be calculated to develop the background of skills and understanding which will equip a student for the responsibilities of the free press in our society. Students must recognize, however, that a school-sponsored newspaper is unique and different from other newspapers in at least four ways.

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

The concept of “freedom of the press” under the First Amendment has application with regard to school-sponsored publications. However, the United States Supreme Court has established that school Districts may exercise editorial control over the style and content of school-sponsored newspapers without violating the First Amendment. All school-sponsored publications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The District recognizes that there are valid and necessary reasons to exercise such prepublication editorial control and to impose reasonable restrictions on student speech in school-sponsored publications. Thus, the following guidelines apply to all school-sponsored student publications.

1. School-sponsored publications are those publications, including, but not limited to, school newspapers, yearbooks, and athletic programs, which may fairly be characterized as part of the District’s curriculum, whether or not they occur in a traditional classroom setting. Generally they include student publications which are supervised by a faculty member and are designed to impart particular knowledge or skills to student participants and audiences. However, they also may include publications which students, parents, and members of the public reasonably perceive to be sponsored or approved by the District. The author’s name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.
2. The District will not restrict student freedom of expression when such expression is within the rules of responsible journalism and is consistent with the four factors outlined below. The Principal of each school shall meet with the publication advisor, student editors, and student writers to establish guidelines for achieving a maximum of student freedom of expression subject to the limitations set forth in this policy.
3. All publications must be reviewed and approved by the building Principal prior to distribution. The building Principal shall have the authority to determine the appropriateness of any particular item for publication. In exercising such authority,

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material will not be considered suitable for publication that is ungrammatical, inadequately researched, obscene, defamatory, advocates racial or religious

Student Publications (continued)

3240

prejudice, invades the privacy rights of others, is unsuitable for the audiences for which the publication is intended, contributes to the disruption or interruption of the educational process or the operation of the school, or otherwise is contrary to District policy or applicable federal or state law. The school Principal may also exclude material that may serve to associate the District with any position other than neutrality on matters of political controversy.

4. The Principal of each secondary school shall have the authority to determine whether advertising will be accepted for inclusion in school-sponsored student publications. The District has an important interest in avoiding the impression that it has endorsed a viewpoint at variance with its educational mission. Consequently, if advertising is accepted, each school Principal shall have authority to exclude certain categories of advertising. For example, drug, drug paraphernalia, or alcoholic beverage advertisements or any other advertisements that may be viewed as encouraging action that might endanger the health and welfare of students may be excluded. Similarly, advertisements which are factually inaccurate, defamatory, obscene, advocate racial or religious prejudice, contain either explicit or implicit sexual content or overtones, or are of poor production quality may be excluded. The school Principal may also exclude advertising that may serve to associate the District with any position other than neutrality on matters of political controversy.
5. In the event that the building Principal determines that material is not suitable for publication, students may appeal such decision to the Superintendent or designee. The decision of the Superintendent or designee will be final.
6. Copies of each issue of the student publication shall be sent to the Superintendent and each member of the Board of Trustees.

Legal Reference:

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
LaVine v. Blaine School Dist., 257 F.3d 981 (9th Cir. 2001)
Tinker v. Des Moines Independent School District, 393 U.S. 503 (1969)
Bethel School District No. 403 v. Fraser, 106 S. Ct. 3159 (1986)

Policy History:

Adopted on: 1/8/07
Revised on: 11/12/07, 1/16/09

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Distribution and Posting of Materials

3250

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff.

It is the District's policy to limit the distribution of materials to parent and student organizations sponsored by the District or other governmental agencies. Materials that provide information valued or needed by the District may also be distributed.

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

No staff member may distribute any materials on school property without prior approval of the chief school administrator. All materials distributed will clearly indicate their source. Nonschool-related materials will be plainly labeled, including a disclaimer that the activity is "not a school-sponsored activity."

All organizations must have the approval of the Superintendent or Principal before materials may be distributed. The Superintendent or Principal will use the guidelines listed above in the approval of the distribution of the materials.

In order to facilitate the distribution of materials with information about student activities offered in the community, each school will do the following:

1. Maintain a centrally located bulletin board for the posting of bulletins.
2. Maintain a table where flyers and other information can be made available to students.
3. Include announcements for student related activities in newsletters that go home to students. The announcements must be submitted one (1) week prior to the newsletter in which the announcement is to go home, must advertise a youth-oriented activity, and must be of non-religious or political nature.

It is the intent to post all notices and place flyers on the distribution table except those that are viewed by the Principal as likely to be disruptive, libelous or obscene.

Cross Reference: 3430 Distribution of Fund Drive Literature Through Students
 4240 Distribution of Fund Drive Literature Through Students

Policy History:

Adopted on: 1/16/09

Revised on:

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Student Dress

3260

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school.

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

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

Head coverings are inappropriate in the school building during regular school hours, unless the Principal or designee specifically makes an exception to the policy.

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

The Board of Trustees urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the school setting. Clothing is to be clean and in good repair. The Superintendent or designee is hereby authorized to promulgate regulations consistent with the provisions of this policy.

Interpretation and Implementation of Policy

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

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Student Dress (continued)

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Enforcement

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

Temporary Exceptions

In order to allow appropriate attire for a particular educational or school activity, the building Principal/designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a specially scheduled school event required a group of students to dress unusually on a particular day.

Legal Reference:

I.C. 33-506

I.C. 33-512

Policy History:

Adopted on: 1/8/07

Revised on: 1/16/09

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Electronic Communications Devices

3265

Cell phones, beepers, or other communication devices may be used only during breaks and between classes. All communication devices are to be powered off, and not visible, while classes are in session. (Exception: Headphone-equipped players may be used only with the expressed permission of the teacher.)

The use of the camera function of any electronic communication device to take, store, or transmit photographs is strictly prohibited at all times on school premises. It is the District's position that such activities may violate rights of privacy, and may be used to exploit personal information and compromise the integrity of educational programs.

Electronic communication device usage by students while riding to and from school on the bus, or during school-sponsored activity bussing, is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

The devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

Students are prohibited from using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations.

The District is not responsible for loss, theft, or destruction of devices brought onto school property.

Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Students who violate the provisions of this policy are subject to disciplinary action, including losing the privilege of bringing the device onto school property, detention, suspension, or expulsion. In addition, an administrator will confiscate the devices, which shall be returned only to the student's parent or guardian. If appropriate, police authorities may be contacted.

Policy History:

Adopted on: 1/16/09

Revised on: 2/14/11

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District-Provided Access to Electronic Information, Services, & Networks

3270

General

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

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

All district staff and students will abide by the licensing agreement that accompanies each piece of software purchased by this district or used on district equipment.

Curriculum

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

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

Acceptable Uses

Educational Purposes Only. All use of the District's electronic network must be (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. The computer network services provided by this District may not always meet student or staff requirements or be uninterrupted or error-free. It is provided on an "as-is, as available" basis. No warranties are made or given with respect to any service, information, or software contained therein.

Unacceptable Uses of Network

The following are considered unacceptable uses and constitute a violation of this policy:

1. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
2. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); harassment; employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
 - A. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
 - B. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
 - C. Students are prohibited from using non-District e-mail. Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.
 - D. District staff and students are not allowed to use privately-owned software on district equipment without prior approval by the systems administrator.

Internet Safety

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

The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices.

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

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

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District-Provided Access to Electronic Information, Services, & Networks (cont.) 3270

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Filtering

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

- Nudity/ pornography – prevailing U.S. standards for nudity, provocative seminudity, sites which contain pornography or links to pornographic sites
- Sexuality – sites which contain material of a mature level, images or descriptions of sexual aids, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads
- Violence – sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime-scene images
- Crime – information of performing criminal acts (e.g., drug or bomb making, computer hacking), illegal file archives (e.g., software piracy)
- Drug Use – sites which promote the use of illegal drugs, material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug. Exception: material with valid-educational use
- Tastelessness – images or descriptions of excretory acts (e.g., vomiting, urinating), graphic medical images outside of a medical context
- Language/Profanity – passages/words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files, adult humor
- Discrimination/Intolerance – Material advocating discrimination (e.g., racial or religious intolerance), sites which promote intolerance, hate or discrimination
- Interactive Mail/Chat – sites which contain or allow inappropriate email correspondence, sites which contain or allow inappropriate chat areas
- Inappropriate Banners – advertisements containing inappropriate images or words
- Gambling – sites which allow or promote online gambling
- Weapons – sites which promote illegal weapons, sites which promote the use of illegal weapons
- Body Modification – sites containing content on tattooing, branding, cutting, etc.
- Judgment Calls – whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material).

Filtering should also be used in conjunction with:

- Educating students to be “Net-smart;”

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- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using “Acceptable Use Agreements;”

District-Provided Access to Electronic Information, Services, & Networks (cont.) 3270

- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

The system administrator and/or building Principal shall monitor student Internet access.

Internet filtering software or other technology-based protection systems may be temporarily disabled by a school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted with the approval of the Principal, who will document and file the action, as well as the Technology Coordinator. The teacher is responsible for any content accessed by students while the protections system(s) are disabled.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Internet Access Conduct Agreements

The use of this district’s computer network service is a privilege, not a right. Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school each school year an acknowledgement of the rules of Internet Access prior to having access to the District’s computer system and/or Internet Service.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of

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goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet.

District-Provided Access to Electronic Information, Services, & Networks (cont.) 3270

Violations

If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building Principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final.

Legal References:

17 USC Section 1001, et seq. 17 USC Section 101, et seq.
47 USC Section 254(h)(1)
Marcus v. Rowley, 695 F.2d 1171 (9th Cir. 1983)
Children's Internet Protection Act, Sections 1703 to 1721, U.S.C. Section 254(h)(1)
I.C. 6-210
I.C. 18-2201
I.C. 18-2202

Policy History:

Adopted on: 1/8/07
Revised on: 1/16/09

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Equal Education, Nondiscrimination and Sex Equity

3280

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child. Any student may file a discrimination grievance using the procedure that follows this policy.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Officer, specified to be the District Superintendent. An individual with a complaint alleging a violation of this policy shall follow the Uniform Complaint Policy.

In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the District Title IX Officer, and will be carried in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of state and federal law.

Legal Reference:

I.C. 67-5909 Acts Prohibited

Policy History:

Adopted on: 1/16/09

Revised on: 6/11/12

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Sexual Harassment/Intimidation of Students

3290

It is the policy of this district to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

Students attending District schools are:

1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex (including sexual orientation), race, color, national origin, age, religious beliefs, ethnic background, or disability;
2. Prohibited from sexually harassing other students; and
3. Required to report, to the school principal or designee, harassment of which the student becomes aware.

This policy applies to all conduct on the district's premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events, and to conduct off the district's premises that has an adverse affect upon a student's educational environment.

Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination and is prohibited in the District. Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in the educational process;
2. Submission to or rejection of such conduct by an individual is used as a factor for educational decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Examples of sexual harassment include, but are not limited to, the following:

1. Unwelcome verbal statements of a sexual or abusive nature, including requests or demands for sexual activity, sexual jokes, and obscene comments, etc.;
2. Unwelcome, sexually motivated or inappropriate touching, pinching, or other physical contact;

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Sexual Harassment/Intimidation of Students (continued)

3290

3. Unwelcome sexual behavior or communications, accompanied by implied or overt threats concerning an individual's education;
4. Unwelcome behavior or communications directed at an individual because of his/her gender; and
5. Stalking or unwelcome, sexually motivated attention.

Reporting Sexual Harassment

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

The District will make every effort to insure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

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

In the event the harassment involves violent or other conduct which could be reasonably considered to be criminal in nature, the Principal or Superintendent will refer the matter to the local law enforcement agency.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy shall follow the Uniform Complaint Policy.

Juvenile Sex Offenders

If the Principal or designee becomes aware that a juvenile sex offender, as defined by Idaho Code, is enrolled in a District school, the Principal or designee shall take the following action:

1. Request information regarding the student's juvenile record and any information regarding the offense committed, adjudication, probationary status and treatment status from the Department of Law Enforcement and/or the Superintendent of Public Instruction.

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Sexual Harassment/Intimidation of Students (continued)

3290

2. Convene a meeting to determine what administrative action, if any, should be taken; the sole purpose of any such administrative action will be to protect the health and safety of all students.

The meeting will include individuals deemed necessary by the Principal or designee, including, but not limited to, the juvenile's teacher(s), school counselor, probation officer, and other individuals whose expertise may assist the principal in determining the safety risk posed by the juvenile. The Principal may also seek input from the juvenile and/or his or her parent/guardian. Among other administrative actions discussed, the members of the meeting may discuss whether written notice to other parents/guardians that a particular student is on the juvenile sex offender registry is warranted (see the section titled "Written Notice" in this policy). The meeting shall occur as soon as possible, but in no case more than five (5) school days from when the Principal or designee first becomes aware that a juvenile sex offender is enrolled in a District school.

After reviewing all factors, the Principal shall determine what action, if any, the school will take to supervise a juvenile sex offender under this policy. The Principal shall notify, in writing, the juvenile's parent/guardian of the determination and advise them that they may request a review by the Board. The Principal's determination may be reviewed by the Board, if requested by the parent/guardian within ten (10) days. The Board's decision is final.

Pending a decision as to what administrative action, if any, will be taken, the juvenile sex offender will be closely supervised at all times by a one-to-one aide or other means as appropriate. Decisions about administrative actions regarding juvenile sex offenders will be made on a case-by-case basis. The Principal will convene a meeting to review the administrative actions regarding juvenile sex offenders annually or more frequently, if determined to be necessary by the Principal.

Written Notice

If deemed necessary to protect students, staff, or other individuals, the District may provide written notice that a particular student is on the juvenile sex offender registry. The notice will be provided by sending a letter to the parents/guardians of students whose health and safety may need to be protected. The notice will identify the student and will contain the following cautionary statement:

The information contained in this notice was received from the Superintendent of Public Instruction in compliance with Juvenile Sexual Offender Registration Notification and Community Right-to-Know Act, Idaho Code 18-8401, et seq. The District is not able to guarantee the completeness and accuracy of the registry information. Any individual who uses the information to commit a crime, or cause physical harm to any person, or damage to property is guilty of a misdemeanor, and subject to imprisonment in the county jail for a period not to exceed one (1) year, or by a fine not to exceed one thousand dollars (\$1,000), or both.

Sexual Harassment/Intimidation of Students (continued)

Exemption From Civil Liability

School District personnel do not have a duty to inquire, investigate or disclose any information regarding registered sex offenders enrolled in the District, nor will School District personnel be held liable for failure to disclose any information regarding registered sex offenders to any person or entity. School District personnel who, acting without malice or criminal intent, obtain or disseminate information under the Juvenile Sex Offender Act are immune from civil liability for any damages claimed as a result of such disclosures made or received.

Penalties for Misuse of Information

School District personnel will not use information obtained pursuant to the Juvenile Sex Offender Act to commit a crime or to cause physical harm to any person or damage to property. Misuse of information regarding a juvenile sex offender may result in an individual being found guilty of a misdemeanor and subject to imprisonment for no more than one (1) year and/or a fine of not more than \$1,000.

Special Education

An Individualized Education Program (IEP) team will take appropriate action when dealing with a juvenile sex offender in these situations:

1. The student has a valid IEP.
2. The District determines that an evaluation is necessary to determine whether the student qualifies for Special Education and related services.
3. The parent/guardian requests that the student be evaluated for Special Education and related services.

TROY SCHOOL DISTRICT #287

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Sexual Harassment/Intimidation of Students (continued)

3290

Cross Reference: 3210 Uniform Complaint Policy

Legal References:

Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.
34 CFR Part 106
Franklin v. Gwinnett Co. Public Schools, 112 S. Ct. 1028 (1992)
Gebser v. Lago Vista Independent School District, 118 S. Ct. 1989 (1998)
Davis v. Monroe County Board of Education, 119 S. Ct. 1661 (1999)
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other
Students, or Third Parties (U.S. Dept. of Education Office of Civil Rights, January 2001)
I.C. 16-1619
I.C. 18-917A
I.C. 18-8301, et seq.
I.C. 18-8401, et seq.
I.C. 18-8323
I.C. 33-205
I.C. 33-512(6)
I.C. 67-5909 Acts Prohibited

Policy History:

Adopted on: 1/8/07
Revised on: 1/16/09

3000 - STUDENTS

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

3295

The Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, cyber bullying, or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the District.

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

Individuals may also be referred to law enforcement officials. Staff will be reported to the Idaho Teacher Standards and Practices Commission.

The Superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, as needed, and provisions to ensure notice of this policy is provided to students, staff and third parties.

Cross Reference: 3210 Uniform Complaint Policy

Legal References:

- 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments
- 34 CFR Part 106
- I.C. 18-917 Hazing
- I.C. 18-917A Student Harassment – Intimidation – Bullying
- I.C. 33-205 Denial of School Attendance
- I.C. 33-512 Governance of Schools
- I.C. 67-5909 Acts Prohibited

Policy History:

Adopted on: 1/8/07

Revised on: 1/16/09, 7/6/09

3000 - STUDENTS

Drug Free School Zone

3300

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

For purposes of this policy, "Drugs" shall mean:

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

In accordance with Federal law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. Furthermore, the Superintendent shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

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

In addition, use of tobacco products (including electronic cigarettes) is prohibited on school property and at school activities.

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

TROY SCHOOL DISTRICT #287

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Drug Free School Zone (continued)

3300

Cross Reference: 3330 Student Discipline

Legal Reference:

20 U.S.C. 3170 et. seq. Drug-Free Schools and Communities Act of 1986
Drug-Free Schools and Communities Act of 1988
PL 100-690 and all subsequent amendments
Individuals with Disabilities Education Act
PL 94-142 and subsequent amendments
Section 504 of the 1973 Rehabilitation Act
Americans with Disabilities Act
I.C. 20-516
I.C. 33-205
I.C. 33-210
I.C. 37-2705
I.C. 37-2732C

Policy History:

Adopted on: 1/8/07
Revised on: 1/16/09

3000 - STUDENTS

Gangs and Gang Activity

3310

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

A gang is defined as any group of two (2) or more persons, whether formal or informal, who associate together to advocate, conspire, or commit:

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

Students on school property or at any school-sponsored activity shall not:

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

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

Policy History:

Adopted on: 1/8/07

Revised on: 1/16/09

3000 - STUDENTS

Substance and Alcohol Abuse

3320

The Board recognizes that use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety and welfare of students and staff. It is the desire of the District to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the District relating to use, possession or being under the influence of alcohol or controlled substances, as that term is defined in statute (I.C. 37-2732C). It is the philosophy of the District that the District will help those who desire to help themselves.

The District's desire is to create an environment where students feel safe from the many harmful influences that are prevalent in our society. For those students that come forward and voluntarily disclose using and/or being under the influence of alcohol and/or drugs while on school property or at a school function, prior to the District having reasonable suspicion, the District shall provide counseling to any such student and make recommendations for referral to appropriate agencies for screening and assessment. The parent or legal guardian of the student will be immediately notified and the District shall cooperate with and work with the parent in the establishment of plan to assist the student in whatever means are deemed necessary and appropriate. Only persons on a "need to know" basis may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others.

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

If the District has reasonable suspicion (based upon reliable information received or the personal observations of staff) to believe that a student is using or is under the influence of alcohol or a controlled substance and the student has not voluntarily disclosed such use or influence, the District may take whatever action deemed appropriate, including but not limited to, notifying the parent or legal guardian and notifying local law enforcement, suspension and/or expulsion. The following shall be used as a guide in determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

1. Upon reasonable suspicion, the student shall be asked if he/she has used and/or is under the influence of alcohol and/or drugs;
2. If the student admits to the use, the student's parent/legal guardian will be immediately called;
3. The student shall be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;
4. Law enforcement shall be called when deemed appropriate.
5. The student shall be immediately suspended from school, and depending upon the circumstances, may be suspended for up to twenty (20) days and/or recommended for expulsion.
6. As a condition of readmission, the student and parent shall agree to undergo assessment and counseling for alcohol and/or drug use. The District shall provide information regarding available counseling services and any other services available to the student and/or the student's parents.

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Substance and Alcohol Abuse (continued)

3320

7. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the use or influence of alcohol and/or drugs, an investigation shall be conducted, which may include a search of the student's locker, car, desk or any other school property used by the student may be subject to search. In addition, law enforcement shall be called immediately as will be the parent/guardian. The student shall be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion shall be made to the Board of Trustees. The student shall be entitled to full due process prior to being expelled from school. As a condition of readmission, the Board may require that the student undergo assessment and counseling for alcohol and/or drug use.

The District shall provide written annual notification of the voluntary disclosure provisions of this policy as well as counseling availability and any other pertinent information in the student handbook or other reasonable means.

Legal Reference:

I.C. 33-210 Students using or under the influence of controlled substances

Policy History:

Adopted on: 1/16/09

Revised on:

TROY SCHOOL DISTRICT #287

3000 - STUDENTS

Student Discipline

3330

The behavior of the pupils while on school property or under school supervision is the direct responsibility of the classroom teacher and the building Principal. Satisfactory conduct and proper dress will be required of all pupils attending school. The Superintendent of Schools shall provide the Board with a full report of all cases involving serious personal injury, property damage in excess of \$50.00, or moral turpitude. Those responsible for pupil behavior are expected to enforce the provisions of this policy.

Students are expected to conduct themselves in such a manner as not to interfere with the orderly operation of the educational program. The building principals are directed to establish reasonable, and age-appropriate, rules necessary to maintain orderly conduct in the school. Any rules established by the principal must be published in the student handbook or otherwise distributed so as to provide adequate notice to all students.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

- Habitual truancy.
- Incurability.
- Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District.
- Conduct or presence of a student when the same is detrimental to the health and safety of other pupils.
- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.
- Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Bullying, which means a knowing and willful course of conduct directed at a specific student which seriously alarms, annoys, threatens or intimidates the student and which serves no legitimate purpose. The course of conduct must be such as would cause a person to suffer substantial emotional distress.
- Maliciously harassing on the basis of sex, race, color, national origin, age, religious belief, ethnic background, sexual orientation or disability.
- Cyberbullying (see Troy School District #287 Policy 3270)

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Student Discipline (continued)

3330

- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or any disruptive activity.
- Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing – For purposes of this policy, the term “hazing” shall have the meaning set forth in I.C. 18-917.
- Initiations
- The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.
- Using language that is profane, vulgar, lewd, obscene, threatening, disruptive, discriminatory, or offensive in nature or content is prohibited.

These 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, when the travel is in a school vehicle or school-supervised situation; 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 an interference with school purposes of an educational function.

Disciplinary Measures

Disciplinary measures include, but are not limited to:

- expulsion
- suspension
- detention, including Saturdays
- clean-up duty
- loss of student privileges
- loss of bus privileges
- notification to juvenile authorities and/or police
- restitution for damages to school property

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

3000 - STUDENTS

Student Discipline (continued)

3330

Gun-Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be recommended to the Board of Trustees for expulsion for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with I.C. § 33-205 and Policy 3340.

Possession of a Weapon On School Property – Misdemeanor

No person shall possess a firearm or other deadly or dangerous weapon while on the property of a school or in those portions of any building, stadium or other structure on school grounds which, at the time of the violation, were being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location.

As used in this section of this Policy only:

1. "Deadly or dangerous weapon" means any weapon as defined in 18 U.S.C. section 930
2. "Firearm" means any firearm as defined in 18 U.S.C. section 921;

Note: The District has the right to determine what items constitute a weapon. The definitions of "deadly or dangerous weapon" and "firearm" are the definitions referenced in Idaho Code § 18-3302D, which is the state statute governing carrying weapons or firearms on school property. Districts may add other items to its definition of "weapon" to address local concerns.

Any person who possesses, carries or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

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

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Student Discipline (continued)

3330

Many potentially dangerous items require the administrator to use discretion when interpreting their use and intent. Such potentially dangerous objects may include, but are not limited to:

1. small pocket knives;
2. fireworks, fire crackers, ammunition, and smoke bombs;
3. throwing darts;
4. nuisance items and toys;
5. unauthorized tools;
6. laser pointers
7. Mace*/pepper spray.

(Although Mace is considered a potential weapon under this policy, parents of a student may make special arrangements with the Principal if a student feels he/she needs to carry Mace/pepper spray for defensive purposes outside the school setting. Such arrangements shall be made in advance for the student to check the Mace/pepper spray into the school office. Employees may make special arrangements with the Principal or Superintendent.)

This section of this policy does not apply to:

1. Law enforcement personnel;
2. Any adult over eighteen (18) years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in his vehicle in an unobtrusive, nonthreatening manner;
3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students or school employees to and from school or a school activity;
4. A person or an employee of the school or school District who is authorized to carry a firearm with the permission of the board of trustees of the school District or the governing board.

Delegation of Authority

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

Students are not to operate motor vehicles at any time on school property or at school activities. Exceptions are the permitted use of the parking lot or as a part of a professional-technical curriculum. If a student does drive a motorized vehicle to school, that student shall park the car in the designated area. The time before school starts, lunchtime, and after school is dismissed is not regulated by the school.

TROY SCHOOL DISTRICT #287

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Student Discipline (continued)

3330

Cross Reference:	3270	Access to Networks
	3295	Hazing, Harassment, Intimidation, Bullying
	3340	Corrective Actions and Punishment
	4320	Disruption of School Operations

Legal Reference:

18 USC 921
18 USC 930
20 U.S.C. 8921, et seq. Gun Free Schools Act
29 U.S.C. 701 Rehabilitation Act of 1973
Elementary and Secondary Education Act, Section 4141 (2001)
BLACK'S LAW DICTIONARY 105 (5th ed. 1979)
I.C. 6-210
I.C.18-901, et seq.
I.C. 18-917 Hazing
I.C. 18-3302D Possession weapons or firearms on school property
I.C. 18-3302I Threatening Violence on School Grounds
I.C. 33-205 Denial of school attendance
I.C. 33-512
I.C. 33-1224 Powers and duties of teachers
LaVine v. Blaine School Dist., 257 F.3d 981 (9th Cir. 2001)
Tinker v. Des Moines Independent School District, 393 U.S. 503 (1969)

Policy History:

Adopted on: 1/8/07
Revised on: 11/12/07, 1/16/09, 11/9/09, 6/11/12

3000 - STUDENTS

Corrective Actions and Punishment

3340

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion. No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

Prior to suspending any student, the Superintendent or Principal will grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Any student who has been suspended may be readmitted to the school by the Superintendent or the Principal who suspended him or her upon such reasonable conditions as the Superintendent or Principal may prescribe.

For the purposes of the District's policies relating to corrective action or punishment:

1. "Temporary Suspension" is the exclusion from school or individual classes for a specific period of up to five (5) school days. Administrators may temporarily suspend.
2. "Extended Temporary Suspension" is the exclusion from school or individual classes for an additional ten (10) school days. Only the Superintendent (or the Board) can extend an initial temporary suspension.
3. "Prolonged Temporary Suspension" is the exclusion from school or individual classes for an additional five (5) school days. Only the Board can extend a temporary suspension for an additional five (5) days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils' health, welfare or safety.
4. "Expulsion" is the exclusion from school. Only the Board has the authority (following a due process hearing) to expel or deny enrollment to any pupil who is an habitual truant, who is incorrigible, whose conduct is continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school District in the State of Idaho or any other state. The District will provide written notice of any student who is expelled or denied enrollment to the prosecuting attorney within five (5) days of the Board's actions.
5. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed.

The student being disciplined has the right to appeal the disciplinary action or its review to the next authority higher than that which administered or reviewed it. Any record of disciplinary proceedings against an exonerated student will be deleted from his or her school record.

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Corrective Actions and Punishment (continued)

3340

No student shall be expelled or denied enrollment without first receiving the following due process rights:

1. The Board, through the Superintendent or his or her designee, shall give written notice to the parent/guardian of the student;
2. The notice shall state the grounds for the proposed expulsion or denial of enrollment and the time and place where such parent/guardian may appear to contest the action of the board to deny school attendance;
3. The notice shall also state the right of the student to be represented by counsel, to produce witnesses, and submit evidence on his or her own behalf, and to cross-examine any adult witnesses who may appear against him or her.
4. Within a reasonable period of time following such notification, the Board shall grant the student and his or her parent/guardian a full and fair hearing on the proposed expulsion or denial of enrollment.
5. The Board shall allow a reasonable period of time between such notification and the holding of such hearing to allow the student and the parent/guardian to prepare their response to the charge.

Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

Students with disabilities may also be suspended under these same rules if the suspension will not constitute a change in placement. If a student with a disabling condition accrues ten (10) or more days suspension per incident, the Child Study Team who has knowledge of the student's disabling condition will determine if there is causal relationship between the disabling condition and the student's misconduct. If such a relationship exists, the student's educational placement may not be changed without parental approval or a court order, pending a due process hearing under IDEA.

Likewise, before a recommendation on the expulsion of a disabled student is submitted to the Board, the Child Study Team must meet to determine if there is a causal relationship between the disabling condition and the student's misconduct. The Board shall consult legal counsel before expelling any disabled student.

When a disabled student is acting in such a way that he/she poses a danger to himself/herself or to another student or property, or substantially disrupts his/her educational program or that of other students, an emergency suspension may take place. Emergency suspensions may not last longer than ten (10) school days. The Principal shall convene the Team for reviewing the student's record before the student is readmitted to school and no later than the tenth (10th) day of suspension.

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Corrective Actions and Punishment (continued)

3340

Any student having been denied enrollment or expelled may be enrolled or readmitted to school by the Board upon such reasonable conditions as may be prescribed by the Board; but such enrollment or readmission will not prevent the Board from subsequently expelling such student for cause.

Students who are currently suspended or expelled are prohibited from entering school property or attending school activities without specific written permission of the Principal.

It is the policy of this District that corporal punishment is prohibited.

This policy will in no way prohibit a teacher from reasonably defending against a physical attack by a student.

Cross Reference: 3360 Discipline of Students with Disabilities

Legal Reference:

Section 504 of the 1973 Rehabilitation Act
IDEA Amendments of 2004
20 U.S.C. 1400, et seq. Individuals with Disabilities Education Act
29 U.S.C. Ch. 16 Sacs 706(8) and 794-794b
34 CFR Part 104
34 C.F.R. Part 300
I.C. 18-917A
I.C. 20-527
I.C. 33-205 Denial of school attendance
I.C. 33-209
I.C. 33-512 Governance of schools
IDAPA 08.02.03.600
Idaho Special Education Manual, September 2001
Goss v. Lopez, 419 U.S. 565 (1975)
Honig v. Doe, 484 U.S. 686, 108 S. Ct. 592 (1988)
Akron (OH) City School Distr., OCR Letter, 19 IDELR 542 (1992)
Discipline of Students with Disabilities in Elementary and Secondary Schools, OCR,
October 1996
Ingram v. Wright, 97 S. Ct. 1401 (1977)
Biggs v. Koch, CV 91-0330-E-EJL (D. Idaho 1991)
State Board of Education Statement on Corporal Punishment

Policy History:

Adopted on: 1/8/07
Revised on: 1/16/09

TROY SCHOOL DISTRICT #287

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Detention

3350

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students. Students may be required to attend Saturday detention for up to four (4) hours. Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged, and/or the specific conduct that allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member. Parents must be notified prior to a student serving an after-school detention. Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.

Policy History:

Adopted on: 1/16/09

Revised on:

TROY SCHOOL DISTRICT #287

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Discipline of Students with Disabilities

3360

Troy School District shall use the guidelines developed by the Idaho Department of Education in its *Idaho Special Education Interim Manual*. As of the development of this amended procedure, the most recent version of this manual is September 2005. Please refer to Chapter 12, Discipline, of the manual. The manual can be found on the internet by going to the Special Education section of the State Department website or by accessing the following link:

<http://www.sde.idaho.gov/SpecialEd/docs/manual/ManualminusCP.pdf>

Policy History:

Adopted on: 1/16/09

Revised on:

3000 - STUDENTS

Student Sex Offenders

3365

Definition

A Student Sex Offender is defined as a student who has been adjudicated delinquent or convicted of and placed on probation for a dangerous offense such as sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child.

Notification to School District

The Superintendent of Public Instruction is required by state law to notify a School District or private school regarding the enrollment of a registered juvenile sex offender. The Superintendent is also required to notify the District or school of the offender's probationary status or treatment status, if known. The Superintendent of the District or designee shall make contact with the State Department of Education in order to receive regular updates of this information.

Educational Placement

The Superintendent of the District or designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent or designee shall consider such factors as the safety and health of the student population. The Superintendent or designee shall develop guidelines for managing each student sexual offender in District schools. If the Superintendent or designee determines that, in the best interest of District schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

Convicted juvenile sex offenders shall not attend a school attended by their victims or a victim's sibling. The offender and his or her parent or guardian shall be responsible for providing transportation or covering other costs related to the offender's attendance at another school.

An IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The IEP team shall develop procedures for managing each student sexual offender with a disability that attends a District school. If the IEP team determines that the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

Staff

Staff members are to be alert to and inform school officials of any behavior by a juvenile offender that creates an abnormal risk to members of the school community. However, each circumstance involving a student probationary juvenile offender attending a District school shall be evaluated on a case-by-case basis. Whenever possible without placing other

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Student Sex Offenders (continued)

3365

students or adult members of the school community at risk, reasonable efforts should be made to continue the student's education, to provide supportive services, and to avoid any acts of harassment or vigilantism against the student. Although federal and state laws and rules permit the release of information concerning a student registered sex offender, discretion should be exercised when discussing or disseminating information about the student. Whenever possible, the school community should encourage and support timely and appropriate intervention toward the expected outcome that a juvenile offender's conduct will be rectified so the student will commit no further offense and will develop into a responsible, self-controlled adult.

Legal References:

I.C. 18-8402 Findings

I.C. 18-8408 Providing List To Superintendent Of Public Instruction

I.C. 33-205 Denial of School Attendance

Policy History:

Adopted on: 7/6/09

Revised on:

TROY SCHOOL DISTRICT #287

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Searches and Seizure

3370

To maintain order and security in the schools, Superintendent and Principals or designees are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment; Student Personal Effects

Superintendent and Principals or designees may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property. Building Principals may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

The Superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

Students

Superintendent and Principals or designees may search the student and/or the student's personal effects in the student's possession when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules.

The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Use of Drug Dogs

The District may elect to use specially trained drug dogs to alert the dog's handler to the presence of controlled substances, at the discretion of the Superintendent or designee. The use of a drug dog shall comply with District policy and applicable law.

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Searches and Seizure (continued)

3370

The drug dogs will be present for the purpose of detecting controlled substances in lockers, personal items or vehicles on District property only when there are no students or employees present. Only the trained dog's handler will determine what constitutes an alert by the dog.

A drug dog's alert constitutes reasonable suspicion for the District officials to search the lockers, personal items or vehicles. Such a search by District officials may be conducted without notice or consent, and without a search warrant.

Notice

Students and parents/guardians shall be informed of this policy at the beginning of each school year through publication of the policy or an age-appropriate summary in the Student Handbook.

Legal Reference:

I.C. 18-3302D

New Jersey v. TLO, 469 U.S. 325 (1985)

Tinker v. Des Moines, 393 U.S. 503 (1969)

Policy History:

Adopted on: 1/8/07

Revised on: 1/16/09

Extracurricular Participation Policy

The schools in this District shall develop a well-rounded and age-appropriate extracurricular activities program that provides opportunities for students to participate in a variety of activities which may include, but are not limited to, journalism and yearbook, music, speech and drama, and interscholastic athletics. To provide a variety of activities for students, the District shall periodically assess the types of activities offered, the scheduling of facilities and activities, and the expenditure of funds.

Interscholastic activities and competitions are recognized as a valid part of the total school program. Expenditure of School District funds in accordance with the District's expenditure and budgetary regulations is authorized for support of these activities. The District shall maintain membership in the Idaho High School Activities Association for the appropriate grade levels.

All interscholastic activities and competitions in which the students of this District participate must comply with the rules of the Idaho High School Activities Association.

The following guidelines shall be followed in interscholastic activities and competitions:

1. The director, coach, or other adults involved in the district's interscholastic activities program must be qualified to direct such activity.
2. All interscholastic activities and competition should be scheduled as far in advance as possible and, except in extraordinary circumstances, not interfere with the regular school day.
3. All students involved in interscholastic activities and competition will demonstrate sportsmanship, respect, and cooperation.
4. All activities and competitions will conform to:
 - a. The Idaho High School Activities Association's rules and regulations;
 - b. Local city ordinances and the laws of the State of Idaho; and
 - c. This District's policies.

Parental Permission

Students are not required to have parental permission to join extracurricular clubs but must have parental permission to participate in any athletic team. In addition, extracurricular clubs may engage in specific activities for which parental permission must be obtained prior to the student participating in the specific activity.

Extracurricular Participation Policy

3380

Fees for Extracurricular Activities

Recognizing the importance of a well-rounded activities program to the academic, social, and physical development of students, and recognizing the limited funding available for such activities, this District requires that all student participants, regardless of the activity, pay a nominal fee as indicated in the Student Handbook.

Students who are unable to pay the fee may receive a full or partial waiver as determined by the Superintendent or designee on a case-by-case basis.

Legal Reference:

Idaho Code Section 33-512(12)

Policy History:

Adopted on: 1/8/07

Revised on: 11/12/07, 1/16/09, 1/11/10, 4/12/10

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Extracurricular Chemical Use Policy

3390

[RESERVED]

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Extracurricular Activities Drug-Testing Program

3400

[RESERVED]

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School Sponsored Student Activities

3410

[RESERVED]

TROY SCHOOL DISTRICT #287

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Student Fund Raising Activities

3420

The Board acknowledges that the solicitations of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Principal, providing that the instructional program is not adversely affected.

Students and district employees may voluntarily participate in philanthropic fund drives, local or national, but compulsory participation will be prohibited.

Legal Reference

I.C. 33-506

Policy History:

Adopted on: 1/8/07

Revised on: 1/16/09

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Distribution of Fund Drive Literature Through Students

3430

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

Exceptions to this policy will be considered when recognized student or school-affiliated organizations of the District request permission to participate in such activity.

Cross Reference: 4320 Contact with students

Policy History:

Adopted on: 1/16/09

Revised on:

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Student Fees, Fines and Charges / Return of Property

3440

Within the concept of free public education, the District shall provide an educational program for the students as free of costs as possible.

A student may be charged a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the District or any course or activity held outside normal school functions. The Board may waive the fee in cases of financial hardship.

The Board delegates authority to the Superintendent to establish procedures governing the collection of fees and to make annual reports to the Board regarding fee schedules. Fees may be required for the actual cost of breakage and of excessive supplies used in courses such as commercial, industrial arts, music, domestic science, science or agriculture, and will include all fees and charges of this school district for a direct public service, including fees for voluntary activities and extra costs such as extracurricular activities, driver's education, towel or locker use, adult education courses, parking, and similar services or activities.

Prior to a decision by this Board of Trustees to impose a new fee or to approve a fee increase that exceeds one hundred five percent (105%) of the amount of the fee last collected, this Board will hold a regular or special public meeting on the proposed fee imposition or fee increase.

Public notice will be given of this board's intent to make a decision on a proposed fee increase, as set forth above, by either:

Advertising in at least one (1) newspaper once each week during the two (2) weeks preceding the week during which the hearing will be held. The advertisement will state that the board will meet on a certain day, time, and place listed in the advertisement. The advertisement will also state the purpose of the meeting, which is to explain the reasons for and hearing public comments about any proposed new fee or fee increase beyond one hundred five percent (105%);

Holding three (3) public meetings in three different locations in the district; or

A single mailing notice to all district residents, provided that the same information is given and provided the meeting is held not less than seven (7) days after the mailing of the notice.

Failure to provide public notice and a hearing on the increase in fees will result in possible voiding of the validity of all or a portion of the fee increase.

A student shall be responsible for the cost of replacing materials or property that is lost or damaged due to negligence. The District may require, as a condition of graduation, issuance of a diploma or certificate, issuance of a transcript, that all indebtedness incurred by a student be satisfied, or that all books or other instructional material, uniforms, athletic equipment, advances on loans or other personal property of the District be returned.

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Legal Reference:

I.C. 33-603 Payment of fees or returning of property
I.C. 60 -106
I.C. 60-1311A
Attorney General Opinion No. 94-4

Policy History:

Adopted on: 1/8/07
Revised on: 1/16/09

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Student Vehicle Parking

3450

[RESERVED]

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School-Related Foreign Travel By Students

3460

School-related foreign trips are allowed by the Troy School District when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals. Such trips are intended to allow students experiences that provide them with insight, information or knowledge that cannot be adequately developed through regular classroom experience.

When contemplating approval of a trip, the Superintendent shall take into account any foreign travel warnings or cautions of the U.S. Department of State. The Superintendent shall seek advice concerning foreign travel from the District's legal counsel and insurance carrier.

School-related foreign travel supplements regular instructional programs and affords students opportunities for enrichment. However, participation in school-related foreign travel is a privilege, not a right. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

Trip Plan Submission/Proposal

Requests for trips must be submitted to the Superintendent or designee for recommendation to the Board of Trustees no later than eight (8) weeks in advance of the trip. Each trip's authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the students involved.

Trips should be scheduled as much as possible during non-school hours/days such as spring or summer break so that absences from other instructional programs are kept to a minimum.

The Superintendent shall develop procedures for trips, including the approval process, procedures to be used in case of accident or illness and student conduct violations.

The Superintendent may enforce restrictions regarding the date, length of time and the chaperone/student ratio as a condition of recommendation to the Board.

Chaperones

Trip chaperones must include at least one certificated staff member from the school sponsoring the trip, and depending on the number of students involved, additional certificated staff and/or parents/guardians of students going on the trip.

Chaperones shall be selected by the trip teacher/advisor. Chaperones are under the supervision of the trip teacher/advisor.

Student Conduct

Students participating in the trip will be subject to all codes of conduct in District and school policy. Violations will result in appropriate disciplinary action.

School-Related Foreign Travel By Students (continued)

Permission

All students must return a permission slip for the trip, signed by a parent/guardian, before they will be allowed to participate in the trip.

Cancellation of Trips

The District is not responsible for financial losses to students and parents due to cancellation of trips. The authority to cancel trips rests with the Superintendent or the Superintendent's designee.

Report of Trip Conclusion

Following the trip, the trip organizer shall prepare and present a summary and evaluation of the trip to the Superintendent and Building Principal. The Board may request a summary and evaluation be presented to the Board.

Policy History:

Adopted on: 1/16/09

Revised on:

3000 - STUDENTS

Student Health/Physical Screenings/Examinations

3500

The Board may arrange each year for health services to be provided to all students. Such services may include, but not be limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day.
2. Consulting services of a qualified specialist for staff, students, and parents.
3. Vision and hearing screening.
4. Scoliosis screening.
5. Immunization as provided by the Department of Health and Human Services.

Parents/guardians shall receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress.

In general, the District shall not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents shall be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the District is conducted which is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students shall be given the opportunity to opt out of the above-described non-emergency, invasive physical examination or screening.

As used in this policy, the term "invasive physical examination" means any medical examination involving the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but this does not include a hearing, vision, or scoliosis screening.

All parents shall be notified of the requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Health Records

Each school within this district will maintain the following health records for each student:

1. A record showing the medical history and pertinent information relating to immunizations; and
2. Information setting forth:
 - a. The name of the family doctor;
 - b. The name of a contact person in case the parent/guardian cannot be reached in an emergency;

Student Health/Physical Screenings/Examinations (continued)

3500

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- c. Any physical or medical condition the student might have that may require school personnel attention;
- d. Authorization from the parent/guardian to obtain emergency medical attention if the parent/guardian is not available.

Extracurricular Activities

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Idaho High School Activities Association shall be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations.

All pupils who participate in competitive athletics shall be required to purchase the school insurance plan, unless the pupil is covered by an adequate family insurance plan, or the parent/guardian signs a waiver of this requirement.

Legal Reference:

General Education Provisions Act, 20 U.S.C. 1232h(b)
Idaho Code Section 33-512(4)
Czaplicki v. Gooding Joint School District, 116 Idaho 326 (1989)
Doe v. Durtschi, 110 Idaho 466 (1986)
Idaho State Department of Education - HIV/AIDS Policy Guidelines

Policy History:

Adopted on: 1/8/07
Revised on: 1/16/09, 4/11/11

Concussion Guidelines

Many students within Troy School District, No. 287 participate in extra-curricular activities of a nature whereby physical injury may result. Though the District takes care to ensure all extra-curricular activities are as safe as practicable, it is not possible to remove all danger from such activities, and the District acknowledges that concussions may result. The purpose of this policy is to address situations in which student concussions have occurred or are suspected to have occurred.

This policy only applies to organized athletic league or sport in which any District student participates as an athlete or youth athlete. For the purposes of this policy, athlete or youth athlete means an individual who is eighteen (18) years of age or younger and who is a participant in any middle school, junior high school, or high school athletic league or sport. A school athletic league or sport shall not include participation in a physical education class.

Pre-Season Education

The Administration and coaches will work to ensure that athletes, youth athletes, parents, volunteers, and assistant coaches are educated about concussions. Prior to being allowed to engage or participate in any school athletic league or sport:

1. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall be provided notice of and/or copies of any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association, and also this policy.
2. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall acknowledge that they have been provided the guidelines or information available from the State Department of Education and the Idaho High School Activities Association, as well as this this policy, and have had the opportunity to review and have reviewed such information. Further, each student and the student's parents or guardians shall sign an applicable waiver for participating in such school athletic league or sport.
3. The signed waiver and acknowledgment of review of the appropriate information shall be returned to the District.

Athletes will not be allowed to participate in school athletic leagues or sports until the above requirements are met.

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Protocol on Suspected Concussion

If, during any school athletic league or sport practice, game, or competition, an athlete exhibits signs or symptoms of a concussion, makes any complaint indicative of a possible concussion, or a coach, assistant coach, volunteer coach, or other school District employee has reason to believe a concussion has occurred, such student shall be removed from play or participation in the practice, game, or competition. According to the Centers for Disease Control and Prevention, and for the purposes of this policy, signs observed by coaching staff which could be indicative of a concussion include if the athlete:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (*even briefly*)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall

According to the Centers for Disease Control and Prevention, and for the purposes of this policy, symptoms reported by the athlete which could be indicative of a concussion include:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision

Concussion Guidelines (continued)

3505

- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right" or is "feeling down"

Coaches should not try to judge the severity of the injury themselves. Health care professionals have a number of methods that they can use to assess the severity of concussions. Coaches should record the following information, if possible, to help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body

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- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury
- Any seizures immediately following the injury
- Number of previous concussions (if any)

Athletes may not be returned to play or participate in any student athletic league or sport (except on an administrative basis, such as team manager), until and unless the athlete has been evaluated and is authorized to return to play or participate by a qualified health care professional who is trained in the evaluation and management of concussions, including a physician or physician's assistant licensed under chapter 18, title 54, Idaho Code, an advanced practice nurse licensed under Idaho Code 54-1409, or a licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician who is licensed under chapter 18, title 54, Idaho Code. Such authorization must be in writing and must be provided to the District prior to the student being returned to play. If the authorization is signed by a licensed health care professional trained in the evaluation and management of concussions, such authorization must also be countersigned by the directing physician.

Legal Reference: I.C. § 33-1625 Youth athletes – concussion and head injury guidelines
Title 54, Chapter 18 Idaho Code

Other Reference: <http://www.idhsaa.org/concussions/default.asp>
<http://www.cdc.gov/concussion/sports/index.html>
<http://www.cdc.gov/concussion/sports/recognize.html>

Policy History:

Adopted on: 9/10/2012

Revised on: 9/10/2012

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Administering Medicines to Students

3510

Any school employee authorized in writing by the school Principal:

1. May assist in the *self-administration* of any drug that may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent or guardian consents in writing.
2. May assist in the *self-administration* of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent or guardian consents in writing.

No employee except a qualified health care professional may *administer* a drug or prescription drug to a pupil under this policy except in an emergency situation. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

The Board or Board designee shall inform the parents or guardians of the pupil in writing that the District and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil, absent any negligence by the District, its employees or its agents, or as a result of providing all relevant information provided pursuant to subdivisions of this subsection with the school nurse, absent any negligence by the District, its employees or its agents, or in the absence of such nurse, to the school administrator.

The parents or guardians of the pupil shall sign a statement acknowledging that the District shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians shall indemnify and hold harmless the District and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

As used in this section:

1. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.
3. A student who is permitted to self-administer asthma medication pursuant to this section shall be permitted to possess and use a prescribed inhaler at all times.

Administering Medication

The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse (who has successfully completed specific training in administration of medication) may administer medication to any student in the school or may delegate this task pursuant to Idaho law.

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Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse licensure requirements (I.C. 54-1401 et seq.) who has completed training in administration of medication, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

1. A physician or dentist provides a written order for self-administration of said medication.
2. There is written authorization for self-administration of medication from the student's parent or guardian.
3. The Principal and appropriate teachers are informed that the student is self-administering prescribed medication.

Any school employee authorized in writing by the Principal may assist with self-administration of medications provided that only the following acts are used:

1. verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. handing a prefilled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. opening the lid of the above container for the student;
4. guiding the hand of the student to self-administer the medication;
5. holding and assisting the student in drinking fluid to assist in the swallowing of oral medications;
6. assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

Self-Administration of Asthma Medication

Pursuant to Idaho Code covering the self-administration of Asthma medication, if a parent or legal guardian chooses to have his/her child self-medicate:

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1. The parents or guardians of the pupil shall provide to the School Board or designee written authorization for the self-administration of medication.

Administering Medicines to Students (continued)

3510

2. The parents or guardians of the pupil shall provide to the School Board or designee written certification from the physician of the pupil that the pupil has asthma or another potentially life-threatening respiratory illness and is capable of, and has been instructed in, the proper method of self-administration of medication. Such physician or health care provider-supplied information shall contain:
 - A. the name and purpose of the medicine;
 - B. the prescribed dosage;
 - C. the time(s) at which or the special circumstances under which medication should be administered;
 - D. the length of time for which medication is prescribed; and
 - E. the possible side-effects of the medicine.
3. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing.
 - A. Contact information for the physician and parent/guardian
 - B. List of the child's asthma triggers

Diabetes

If a student requires blood glucose testing or insulin injections during the school day, the following policy applies.

Elementary, Middle or Junior High School Students

Students will complete blood glucose testing and insulin injections in the health room, under the supervision of a school nurse or designee, unless there is a documented reason to not do so. Students and staff are required to use universal precautions for the disposal of waste.

Parents are responsible for notifying the school administrator of the student's diabetes management plan and signing medical releases as necessary. The school nurse will be consulted in regards to implementing the student's diabetes management plan and monitoring reactions.

If the parent or guardian of an elementary, middle, or junior high student requests that the student practice his/her diabetes management plan outside of the health room, the school administrator and school nurse will review the request and grant or deny it based on relevant considerations, including, but not limited to, the age and maturity of the child, the ability to self-administer, understanding and practice of universal precautions, and adherence to diabetes management plan.

If an elementary, middle, or junior high student is allowed to self-administer, the parent or guardian, student, and the school nurse must complete and sign a plan for independent diabetes management, documenting how the nurse, student, and parent will continue to work together.

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Administering Medicines to Students (continued)

3510

High School Students

Students may self-administer blood glucose testing and insulin injections. In practicing self-administration, students are required to practice universal precautions for the disposal of waste.

Handling and Storage of Medications

All medications, excluding those approved for keeping by students for self medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

1. Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage and physician's name.
2. If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel.
3. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
4. Store medication requiring refrigeration at 36F - 46F.
5. Store prescribed medicinal preparations in a securely locked storage compartment, excluding those medications approved for self-administration. Controlled substances will be contained in a compartment, secured and locked at all times.

No more than a forty-five (45) school day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription, will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

School personnel must either return to the parent or destroy (with permission of the parent or guardian) any unused, discontinued or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities will be destroyed by the school nurse in the presence of a witness. Any accidental pricks or punctures must be reported and appropriate medical response accessed.

TROY SCHOOL DISTRICT #287

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Administering Medicines to Students (continued)

3510

Legal Reference:

33-506(1)

33-512(4)

I.C. 33-520 Policy Governing Medical Inhalers or Epinephrine Auto-Injectors

I.C. 54-1401 Purpose- License required-Representation to the public

Policy History:

Adopted on: 1/8/07

Revised on: 1/16/09

3000 - STUDENTS

Contagious or Infectious Diseases

3520

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases shall be in accordance with Idaho Department of Health and Welfare guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school nurse or other responsible person designated by the Board and may be sent home as soon as the parent or person designated on the student's emergency medical authorization form has been notified.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

Pediculosis (Head Lice)

Pediculosis is the infestation of the hair, skin or pubic area with adult lice, larvae or nits (eggs).

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Contagious or Infectious Diseases (continued)

3520

The psychological, social and economical impact of head lice infestations can create a problem in the community. Every attempt shall be made to educate students and parents on the prevention and eradication of head lice before and after an infestation is detected.

To avoid embarrassment and to contain the infestation, whole classrooms shall be checked for head lice upon the report of possible infestation by a classroom teacher. The Principal, his/her designee, school nurse or another qualified professional will examine the children in question and their classmates. Siblings of students found with lice and their classmates shall also be checked if there is the suspicion that infestation may exist. Due to the possible and very probable epidemic infestation of head lice in the school environment, anyone exhibiting head lice shall be isolated immediately.

Any students found to have head lice shall be removed from the classroom with their belongings. The parent/guardian and/or listed emergency contact shall be contacted so they can pick up the student and begin treatment immediately. A student suspected of infestation shall not ride the bus. The student shall be held in the front office or the nurse's office until the parent/guardian arrives in order to avoid further infestation.

Parents/guardians should be provided with printed educational information on head lice treatment. The educational material should include details explaining the problem, lists the procedures for treatment and requirements for reentering school.

The student may return to school after being successfully treated so that no live lice or eggs are detected by the school nurse or a designated school official. The student's parent/guardian must accompany the student upon returning to school and remain present during the recheck. With the presence of nits or lice at the time of recheck, the student shall continue to be excluded from school.

In the interest of the health and welfare of students enrolled in the District, no students shall be permitted to attend classes if they are infested with head lice or the eggs of head lice. All other children in the classroom where lice or nits have been reported will be checked and given a letter to take home explaining the situation and the need for parents to inspect their children carefully. Any child who is suspected of having lice will be treated with the utmost discretion.

Legal Reference:

I.C. § 33-512 Governance of Schools
IDAPA 16.02.10.025.032 c.iv

Policy History:

Adopted on: 1/8/07
Revised on: 1/16/09

TROY SCHOOL DISTRICT #287

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Immunization Requirements

3525

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child who does not provide a statement to the school regarding the child's immunity to certain childhood diseases. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by the Board of Health and Welfare or has previously contracted the disease. The parent or legal guardian of the child must comply with the immunization requirements at the time of admission and before attendance for the child.

Summary of Immunization Requirements:

Immunization Requirement	Child born after September 1, 2005	Child born after September 1, 1999 through September 1, 2005	Child born on or before September 1, 1999
Measles, Mumps, and Rubella (MMR)	2 doses	2 doses	1 dose
Diphtheria, Tetanus, Pertussis	5 doses	5 doses	4 doses
Polio	4 doses	3 doses	3 doses
Hepatitis B	3 doses	3 doses	3 doses*
Hepatitis A	2 doses	0	0
Varicella	2 doses	0	0

* Unless the child was born on or before November 22, 1991.

Summary of Seventh Grade Immunization Requirements

Immunization Requirement	<u>Child admitted to 7th grade prior to the 2011-2012 school year:</u>	<u>Child admitted to 7th grade during the 2011-2012 school year and each year thereafter:</u>
Diphtheria, Tetanus, Pertussis	0	1 dose
(1) Meningococcal	0	1 dose

Immunization Certification

The immunization record must be signed by a physician or physician's representative or another licensed health care professional including osteopaths, nurse practitioners, physicians' assistants, licensed professional nurses, registered nurses, and pharmacists stating the type, number, and dates of the immunizations received.

Intended Immunization Schedule

The schedule of intended immunizations statement must be provided by the parent or legal guardian of a child who is in the process of receiving or has been scheduled to receive the required immunizations. A form is provided by the department of Health and Welfare or similar one may be used provided it includes the following information:

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Immunization Requirements (continued)

3525

1. Name and date of birth of child;
2. School and grade child is enrolling in and attending;
3. Type, number, and dates of immunizations to be administered;
4. Signature of the parent or legal guardian; and
5. Signature of a licensed health care professional providing care to the child.

Children admitted to school and failing to continue the schedule of intended immunizations will be excluded from school until documentation of administration of the required immunizations is provided by the child's parent, custodian, or legal guardian.

Exemptions

1. Any child who submits a certificate signed by a physician licensed by the State Board of Medicine stating the physical condition of the child is such that all or any of the required immunization would endanger the life or health of the child is exempt from the immunization requirements.
2. Any minor child whose parent or guardian submits a signed statement to school officials stating their objections on religious or other grounds is exempt from the immunization requirements.
3. A child who has laboratory proof of immunity to any of the childhood diseases listed above will not be required to be immunized for that disease.
4. A child who has had varicella (chickenpox) diagnosed by a licensed physician upon personal examination will not be required to be immunized for the disease provided they submit a signed statement from the diagnosing physician.

A child exempted under one of the above requirements may be excluded by the District in the event of a disease outbreak.

Reporting

The District shall submit a report of each school's immunization status to the State Department of Education on or before the first day of November of each year.

The report shall include:

1. Inclusive dates of the reporting period;
2. Name and address of the school, school district, and county;

TROY SCHOOL DISTRICT #287

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Immunization Requirements (continued)

3525

Legal Reference:

I.C. 39-4801 Immunization Required

I.C. 39-4802 Exemptions

IDAPA 16.02.15 Immunization Requirements for Idaho School Children

Policy History:

Adopted on: 4/13/09

Revised on: 12/16/11

TROY SCHOOL DISTRICT #287

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Suicide

3530

Although neither a school District (nor a teacher) has a duty to warn of the suicidal tendencies of a student absent the teacher's or school District's knowledge of direct evidence of such suicidal tendencies, the District may, in its sole discretion, provide the following programs in order to prevent adolescent suicide by:

1. offering and providing help and assistance including early identification;
2. support and/or counseling by school support personnel for low-risk students;
3. referral to appropriate sources outside the school for high and moderate-risk students;
4. attendance to the rights of the student and his/her family; and
5. after care support by the school for faculty, staff, and students after a sudden death has occurred.

Legal Reference:

I.C. § 33-512B Suicidal tendencies – Duty to warn.
Brooks v. Logan, 903 P.2d 73 (Idaho 1995)

Policy History:

Adopted on: 1/8/07
Revised on: 1/16/09

3000 - STUDENTS

Emergency Treatment

3540

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian.

Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse or a doctor. The Principal or designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

1. Isolate the child immediately from other children in a room or area segregated for that purpose.
2. Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent cannot be reached and in the judgment of the Principal or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

Precautions Against Contact With Bodily Fluids

All District employees and volunteers will take all reasonable precautions to avoid direct contact with blood, blood products, or other infectious bodily fluids of any person.

Whenever district employees or volunteers are required to assist ill or injured persons, the following procedures must be followed to minimize direct contact with blood or bodily fluids:

1. Appropriate barrier precautions shall be used when contact with blood or other bodily fluids is anticipated. Gloves shall worn whenever blood and bodily fluids, mucous membranes, or non-intact skin must be touched. Gloves shall also be worn when handling items or surfaces soiled with blood or bodily fluids. Gloves are for a single use and then shall be discarded consistent with universal precautions.
2. Hand and other skin surfaces shall be washed with soap and water immediately and thoroughly whenever contaminated with blood or other bodily fluids.
3. Extra precautions will be taken to prevent injuries caused by needles or other sharp instruments or devices and for disposal of such items.

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Emergency Treatment (continued)

3540

4. Soiled clothing, uniforms, and linen shall be handled as little as possible so as to prevent microbial contamination of air and other persons. Contaminated clothing and cloth materials shall be washed separately using hot water and detergent. Dry cleaning shall also inactivate known pathogens.
5. Surfaces that are contaminated with blood shall be decontaminated with appropriate products made for this purpose. Care should be taken to avoid contaminating the solution or the container of the solution. Sufficient contact time (three (3) to five (5) minutes) should be allowed to ensure surfaces are adequately disinfected.

Do Not Resuscitate Orders

This District's medical personnel or health care providers will honor a Do Not Resuscitate (DNR) order or identification presented by or on behalf of a student who has a terminal condition, unless an exception applies.

In the event a DNR order or identification for a student enrolled in this District is presented to District personnel by the student or his or her parent/guardian, a copy of the order, and/or a notation that the student has DNR identification, shall be placed in the student's educational record. Nursing staff shall also be notified and provided a copy of such order or notation. The individual presenting the DNR order or identification shall be informed of this policy.

In the event emergency medical services personnel are called by this District to assist a student, District personnel knowledgeable of a DNR order or identification shall make a reasonable effort to inform the medical services personnel of the DNR order or identification. Emergency medical services personnel have statutory authority to follow a DNR order or identification. Medical personnel or health care providers employed or contracted by the District or contracted to provide medical services, if on site at the time of a medical emergency, shall comply with the DNR order or identification and provide comfort care, unless an exception applies.

A DNR order may be disregarded by medical personnel or health care providers in the following situations, pursuant to Idaho Code Section 56-1027: 1) if the health care provider believes in good faith that the order has been revoked; 2) to avoid verbal or physical confrontation; or 3) if ordered to do so by the attending physician.

Definitions

"Comfort care" means treatment given in an attempt to protect and enhance quality of life without artificially prolonging that life.

"Do Not Resuscitate order" or "DNR order" means a documented directive from a licensed physician that emergency life-sustaining procedures should not be administered to a particular person.

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Emergency Treatment (continued)

3540

“DNR identification” means a bracelet or necklace issued to an individual consistent with a valid DNR order which is in place. Typically, such bracelets or necklaces will also contain the words “comfort ONE.”

“Emergency medical services personnel” means the personnel of a service engaged in providing initial emergency medical assistance, including, but not limited to, first responders, emergency medical technicians, advanced emergency medical technicians, and paramedics.

“Life-sustaining procedure” means cardiopulmonary resuscitation (CPR) or a component of CPR.

“Medical personnel or health care provider” means any person licensed, certified, or otherwise authorized by law to administer health care in the ordinary course of business or practice of a profession, including emergency and other medical personnel.

“Terminal condition” means an incurable or irreversible condition that, without the administration of life-sustaining procedures, will, in the opinion of the attending physician, result in death within a relatively short time.

Legal Reference:

I.C. 33-512(4)

I.C. 56-1020 through 56-1035

Czaplicki v. Gooding Joint School District, 116 Idaho 326 (1989)

Doe v. Durtschi, 110 Idaho 466 (1986)

Idaho State Department of Education HIV/AIDS Policy Guidelines

Policy History:

Adopted on: 1/8/07

Revised on: 1/16/09

3000 - STUDENTS

Student Interviews, Interrogations or Arrests

3545

Interviews by School Administrators (Student Victims/Witnesses)

When a violation of Board policy or school rule occurs, the school Principal or designee may question a potential student victim or students who may have relevant information without prior consent of the parent, guardian or legal custodian. Another adult should be present during the questioning of students, if available.

Interrogations by School Administrators (Student Suspect)

In situations where a student is suspected of violating board policy or school rule, the Principal or designee may interrogate the suspected student without the prior consent of the student's parent, guardian, or legal custodian. The school official must first have reasonable grounds, however, to suspect that the student committed such a violation. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will be afforded the opportunity to present his or her side of the story, orally or in writing.

Interviews and Interrogations by Law Enforcement Officials (School-Related Violation)

When a suspected violation of criminal law has occurred on school grounds, at a school-sponsored activity, or an activity involving school operations, law enforcement officers may be notified by school officials to request a criminal investigation. Law enforcement officers may also independently determine that an investigation requiring student interviews and interrogations is necessary. When law enforcement officers question a student victim, witness or suspect in such instances, school officials shall make an effort to notify the student's parent, guardian or legal custodian in advance of the interview or interrogation.

When students are interviewed or interrogated by law enforcement officers, the Principal or designee shall request that police officers observe all procedural safeguards prescribed by law. However, District personnel are not responsible for a police officer's compliance with the law. If a parent or student refuses to consent to police questioning, it is the law enforcement officer's responsibility to respond appropriately to such refusal.

School discipline investigations conducted by school administrators and criminal investigations conducted by law enforcement officers shall be conducted in a parallel manner rather than as a joint investigation. Therefore, a school discipline investigation need not stop as soon as the school administrator believes that a crime has been committed. The results of the parallel investigations may be shared among school officials and the police.

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Student Interviews, Interrogations or Arrests (continued)

3545

Interviews and Interrogations by Law Enforcement Officers (Non-School-Related Violation)

The District strives to maintain cooperative working relations between law enforcement, child protective and school authorities. Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students

who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interviews and interrogations are discouraged during the student's class time. The Principal and Principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process while at the same time cooperating with law enforcement efforts. Accordingly, the Principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews and interrogations. In the event of disagreement, the Principal or designee shall immediately contact the Superintendent or District legal counsel for assistance.

Before any student interview or interrogation begins regarding suspected criminal activity, the Principal or designee shall ascertain that the law enforcement officer has proper identification evidencing affiliation with an identified law enforcement agency. The Principal or designee shall request that all procedural safeguards prescribed by law are observed by the law enforcement officers when interviewing student witnesses or interrogating student suspects. An effort shall be made to notify the student's parent, guardian or legal custodian in advance of the interview or interrogation regarding suspected criminal activity. Whether or not to postpone the interview or interrogation until the parent arrives is ultimately the law enforcement officer's decision. **In cases involving investigation of reported child abuse of a student where the suspected perpetrator is a member of the student's family, such parent/guardian contact would not be warranted. The Idaho Department of Health and Welfare or law enforcement may exclude school personnel from any child abuse investigations/interviews and may use a school building to conduct the interview.**

Arrests by Law Enforcement Officers

A law enforcement officer may take a student into custody if the student has been placed under arrest or if the student's parent, guardian, or legal custodian and the student consent to such release. The officer must first notify the Principal or designee so that the student may be summoned to the Principal's office and taken into custody in a manner that is as inconspicuous as possible and minimizes disruption of school operations and the educational process. When an emergency situation arises and the student is taken into custody or arrested on school premises without prior notification to the Principal or designee, the law enforcement officer should notify school authorities of the situation as soon as possible.

When a student is removed from school by law enforcement officers for any reason, school officials will make every reasonable effort to notify the student's parent, guardian, or legal custodian. The school official will document such effort in writing. Before removing the student from school, the police shall sign a release form in which they assume full responsibility for the

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Student Interviews, Interrogations or Arrests (continued)

3545

student. If a school official has reason to believe that a student was removed from the school by a law enforcement officer without making a valid arrest or without the consent of the student and the parent, guardian, or legal custodian, the school official will attempt to immediately contact the Superintendent or legal counsel.

School officials will notify the appropriate area administrator of the removal of any student from school by law enforcement under any circumstance. School officials shall request that all procedural safeguards prescribed by law are observed by law enforcement officers conducting an arrest. District personnel are not, however, responsible for an officer's legal compliance with respect said arrest.

Definitions:

1. "Interview"—The questioning of a student who may be a witness or victim of an incident.
2. "Interrogation"—The questioning of a student suspected of violating Board policy, school rule or criminal law.
3. "Reasonable Grounds to Suspect"—More than a generalized suspicion or a mere hunch, but not requiring certainty, that a violation has occurred. For example, it may be based upon, among other things, direct observations or the reported observations or experiences of others. It involves a common-sense conclusion about human behavior based upon all of the circumstances presented.
4. "Probable Cause"—A set of probabilities grounded in factual and practical considerations, which would cause a reasonable person to believe that a violation has occurred. It requires having more evidence for than against.

Cross Reference: 4400 Relations with Law Enforcement and Child Protective Agencies
 4410 Investigations and Arrests by Police
 5260 Abused and Neglected Child Reporting

Legal Reference:

I.C. 6-904(1) Exceptions to Governmental Liability
I.C. 16-1605 Reporting of abuse, abandonment or neglect
I.C. 1606 Immunity
I.C. 1607 Reporting in bad faith—Civil Penalties
I.C. 16-1631 Authorization for Department to Act
I.C. 20-516 Apprehension and Release of Juvenile—Detention
Idaho Attorney General Opinion 93-2

Policy History:

Adopted on: 1/16/09
Revised on:

TROY SCHOOL DISTRICT #287

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Removal of Student During School Supervision

3550

The Board recognizes its responsibility for the proper care of students during school hours and school activities. Students shall not be removed from school grounds, any school building or school function during school hours or school activities except by a person duly authorized in accordance with District procedures.

Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the Principal, evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the Principal. The Superintendent is directed to establish procedures for the removal of a student during school hours or school activities.

Policy History:

Adopted on: 1/16/09

Revised on:

3000 - STUDENTS

Video Surveillance

3560

The Board believes that the use of video taping equipment can make positive contributions to the health, safety, and welfare of all students, staff, and visitors to the District, as well as safeguard District facilities and equipment.

Having carefully weighted and balanced the rights of privacy of students, staff and visitors against the District's goal of ensuring the safety of every student, employee and visitor while they are on school District property and also accomplish the goal of safeguarding District facilities and equipment, the Board hereby authorizes the use of video cameras on District property as follows:

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Additionally, notices shall be posted on or about School District property alerting those on School District property that the District is utilizing the use of Video Surveillance.

Review of any video recordings is restricted to those who have a security, safety or a legitimate educational interest.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Video tapes that are records of student and/or staff behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student &/or staff record and shall be subject to current law for the release of student record information and/or personnel record.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School District to investigate violations of School District policy.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video cameras may be installed in public locations as deemed appropriate by the Superintendent, and shall not be installed in areas with a reasonable expectation of privacy.

Audio shall not be part of the video recordings made, reviewed, or stored by the District.

TROY SCHOOL DISTRICT #287

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Video Surveillance (continued)

3560

Cross-Reference: 3570 Student Records

Legal Reference:

I.C. 33-512

Books v. Logan, 127 Idaho 484, 903 P.2d 73 (1995);

Rife v. Long, 127 Idaho 841, 908 p.2d 143 (1995).

I.C. 18-6701 et. seq.

34 C.F.R. Part 99

Family Educational Rights and Privacy Act (FERPA)

Policy History:

Adopted on: 1/16/09

Revised on:

3000 - STUDENTS

Student Records

3570

School student records are confidential, and information from them shall not be released other than as provided by law. State and federal laws grant 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. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Superintendent shall implement this policy and State and federal law with administrative procedures. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

Maintenance of School Student Records

The District shall maintain a record for each student that shall contain information, including but not limited to the following:

- birth certificate
- proof of residency
- unique student identifier
- basic identifying information
- academic transcripts
- immunization records
- attendance records
- intelligence and aptitude scores
- psychological reports
- achievement test results
- participation in extracurricular activities
- honors and awards
- verified reports or information from non-educational persons
- verified information of clear relevance to the student's education
- log pertaining to release of student's record
- disciplinary information

Information in student files shall be maintained for a period of five (5) years after a student graduates or permanently leaves the District. Records which may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The Superintendent's designee shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the District's procedure established by the Superintendent.

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Student Records (continued)

3570

The unique student identifier is a number issued and assigned by the State Department of Education to each student currently enrolled or who will be enrolled. The unique student identifier shall follow the student from each school district or LEA or upon return to a school district or LEA after an absence no matter the length of absence.

Permanent Student Records

The District shall perpetually maintain a permanent record for each student, including the student's name, address, phone number, grade(s), class(es) attended, immunization records, test scores, attendance record, and grade level(s) and year(s) completed. The permanent record may be in any format and medium determined feasible by the Board. The District shall make a reasonable effort to safeguard the permanent records.

The records shall be maintained under the legal name of the student and, in addition to school information, will include such information as birth date, residency, parent's name, etc., as may be deemed necessary and advisable.

Special Education Records

The district shall retain special education records, such as eligibility documentation and IEPs, for a period of at least five (5) years after the student disenrolls from the district. The purpose of retaining such records is to provide documentation for fiscal accountability and program compliance with the General Education Provisions Act and IDEA 2004 requirements. After five (5) years have passed, and before destroying the records, the parent or adult student may request that the records not be destroyed and be sent to the parent or adult student.

Notice of Intent to Destroy Special Education Records

The district will provide notice to parents and/or adult students that the district intends to destroy, no earlier than forty-five (45) days from the date of the notice, special education records that have been retained longer than five (5) years after the student disenrolled from the district. Such notice shall be sent by U.S. First Class Mail, postage prepaid, to the last known address, if any, of the parent or adult student. Alternatively, the district may publish notice of the intent to destroy special education records for all students disenrolling in a specific year on one (1) occasion in a newspaper of general circulation within the district.

The notice shall specify the procedure for objecting to the destruction of the educational records and requesting that the records be sent to the parent or adult student. The notice shall also inform parents and/or adult students that such educational records may be needed for application for Social Security or other benefits.

Records will be provided to parents of adult students only if the parent has verification of the right to access such information.

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Student Records (continued)

3570

Request to Purge Special Education Records

The adult student or parent may request that any personally-identifiable information, other than that retained in the permanent record, be destroyed. The district will comply with such request if the records are older than five (5) years and are no longer needed to provide special education to the student.

Destruction of Educational Records

Written records of individual students are confidential and must be shredded or burned under supervision of the staff member responsible for maintenance of the records if the records are not released to the parent or adult student. The records manager shall maintain a log that documents the date of destruction or release of records.

Access to Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this policy.
2. The parents of a student under eighteen (18) years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise or parental rights have been terminated by court order or parental agreement:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including pupil-parent interaction.

When the student reaches eighteen (18) years of age, graduates from high school, marries, enters military service, or becomes legally emancipated all rights and privileges accorded to the parent become exclusively those of the student. The parents of dependent students, as defined by the I.R.S. (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parents establish, via either a copy of the applicable tax forms and/or a Parental Affidavit for Educational Records attesting to the student's dependent status. Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if

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Student Records (continued)

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the student has waived his or her right of access, after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.
4. The District may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District shall grant access to, or release information from, a student's records pursuant to a court order or appropriate subpoena. In most instances, the parent/qualified student shall be given prompt written notice of such order/subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent or student to the Attorney General of the United States upon an ex parte order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).
6. The District shall grant access to or release information from any student record as specifically required by federal or state statute.
7. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy shall be mailed to the parent or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
8. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the District shall provide prompt written notice to the parents or eligible student of this intended action except as specified in item 5. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.

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Student Records (continued)

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10. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specificity of the information concerning the emergency and the information should only be released to those persons whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The exception is temporarily limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's records. The District shall notify the parents or eligible student as soon as possible of the information released, the date of the release, the person, agency, or organization to which the release was made, and the purpose of the release and the same information shall be recorded in the student's record log.
11. The District will comply with an ex parte order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
12. The District charges a nominal fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship.
13. A log of all releases of information from student records (including all instances of access granted, whether or not records were copied) shall be kept and maintained as part of such records. This log shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other such person. The log of release shall include:
 - a. Information released or made accessible.
 - a. The name and signature of the records custodian.
 - b. The name and position of the person obtaining the release or access.
 - c. The date of the release or grant of access.
 - d. A copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

- name
- address
- gender
- grade level
- birth date and place
- parents'/guardians' names and addresses
- academic awards, degrees, and honors

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Student Records (continued)

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- information in relation to school-sponsored activities, organizations, and athletics
- major field of study
- period of attendance in school

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

The parents may challenge the accuracy, relevancy or propriety of the records, except for grades, and references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:

- the right to present evidence and to call witnesses;
- the right to cross-examine witnesses;
- the right to counsel;
- the right to a written statement of any decision and the reasons therefore;
- the right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

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Student Records (continued)

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Cross-Reference: 8600 Records Management

Legal Reference:

20 U.S.C. 1232g; 34 C.F.R. 99 Family Education Rights and Privacy Act
Individuals with Disabilities Education Act
20 USC 1412(2)(D) and USC 1417
34 CFR Section 300.560 through Section 300.576
The Family Educational Rights and Privacy Act of 1974
Elementary and Secondary Education Act, Section 9528 (2001)
Protection of Pupil Rights Amendment, 20 USC 1232h, 34 CFR Part 98, as amended by the No
Child Left Behind Act of 2001 (2002)
No Child Left Behind Act of 2001, P.L. 107-334
I.C. 32-717A Parents' Access to Records and Information
I.C. 33-209 Transfer of Student Records -- Duties
I.C. 33-506
I.C. 33-1614
Idaho Special Education Manual 2007, Chapter 11

Policy History:

Adopted on: 1/8/07
Revised on: 1/16/09, 3/12/12

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Relations with Non-custodial Parents

3575

The Troy School District, unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of the court order, to the Superintendent, which curtails these specific rights.

Unless there are specific court-imposed restrictions, such as a final divorce decree which includes specific denial of visitation rights or a restraining order denying such rights, the non-custodial parent, upon written request may view the student's educational, medical or similar records maintained in such student's cumulative record, receive school progress reports, visit the child briefly at school and have an opportunity to conference with the student's teacher(s).

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Further, the parent with whom the student primarily resides shall be recognized by the District as the custodial parent unless a legal document or signed parental agreement indicates otherwise. The school District reserves the right to request verification in the form of a certified court document from the custodial parent.

While both parents can visit the student at school, only the custodial parent has the right to remove the student from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel anticipate a possible student abduction, law enforcement personnel are to be notified immediately.

The custodial parent has the responsibility to keep the school office informed as to the address of the student's primary residence, in a manner determined by the school, and how he/she may be contacted at all times. Any legal documents which restrict the rights of the non-custodial parent must be provided by the custodial parent.

Legal Reference:

Federal Family Educational Rights and Privacy Act of 1974,
20 USC 1232g - parent and student privacy and other rights with respect to educational records
Department of Education 34 C.F.R. Part 99 (May 9, 1980 45FR 30802) regs. Implementing
FERPA enacted as part of 438 of General Education Provisions Act
I.C. 33-506
I.C. 33-512
I.C. 32-717A
Idaho Attorney General Opinion No. 93-2

Policy History:

Adopted on: 1/8/07
Revised on: 1/16/09

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Records of Missing Children

3610

Upon notification by the Idaho state police of a missing or runaway child currently enrolled in the District, that student's records shall be flagged in such a manner that whenever a copy of or information regarding the record is requested, the school is alerted to the fact that the record is that of a missing or runaway child. If request is made for a flagged record, the record shall not be forwarded and the local law enforcement agency shall be notified of the request for the flagged record.

Any request concerning flagged records or knowledge as to the whereabouts of a missing or runaway child shall immediately be reported to the local law enforcement agency. Upon notification by the Idaho state police of the return of the missing or runaway child, the school shall remove the flag from the student's record.

Legal Reference:

I.C. 18-4511 School Duties—Records of Missing Child—Identification Upon Enrollment—
Transfer of Student Records

Policy History

Approved on: 1/16/09

Revised on:

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Transfer of Student Records

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Receiving School

Within fourteen (14) days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous school a certified copy of his record and exercise due diligence in obtaining the copy of the record requested.

Forwarding School

A certified copy of the permanent, or cumulative, file of any student and the file containing special education records of any student shall be forwarded by mail, or electronically, to a local educational agency or accredited school in which the student seeks to or intends to enroll within ten (10) days after receipt of a written or electronic request, except as provided in 3605 - Records of Missing Children. The files that are forwarded must include information concerning violent or disruptive behavior or disciplinary action, however, such information shall be contained in a sealed envelope, marked as "confidential" and addressed to the Principal or other administrator of the receiving school.

Cross Reference: 3570 - 3570P Student Records
 3610 Records of Missing Children

Legal Reference:

IDEA Amendments of 1997, 20 USC Chapter 33, Section 1416(k)(5)(B)
I.C. 33-209
I.C. 33-603
I.C. 18-4507, et seq.
I.C. 18-4511 School Duties—Records of Missing Child—Identification Upon
 Enrollment—Transfer of Student Records
I.C. 33-209 Transfer of school records - Duties

Policy History:

Adopted on: 1/8/07
Revised on: 1/16/09

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Student Handbooks

3700

All student handbooks are approved policy of the Board and are identified under the above policy number. The complete student handbook for each school is on file at the District administration office and at the respective schools.

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

Legal Reference:

I.C. 33-512(6)

Policy History:

Adopted on: 1/8/07

Revised on: