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WELCOME

The staff and administration welcome you to Payette Primary School. The information in this booklet has been carefully prepared to help answer those questions most often asked by parents. This information is in compliance with the Payette Board of Trustees policies, copies of which are available through the principal's office.

One of the most important factors in your child's education is your involvement. Your child needs your regular support and encouragement. Please visit the school often. Get to know your child's teachers, support staff, and administration. Attend Parent Teacher Organization meetings, and find out how you can volunteer and take an active role in your child's education.

If you have any questions concerning Payette Primary School, please contact your child's teacher or the school office. We encourage your questions and comments.

Sincerely,

Kipp A. McKenzie
Principal

- **Student handbooks supplement the Payette School District Policy Manual, which is available upon request at each school building or the Payette School District Office.**

Working Together for Children

Children sometimes experience academic or behavioral difficulty in school. When that happens, there is assistance that is readily available. Payette schools have the vast experience of teachers, administrators, and counselors upon which to draw. Each school also has access to specially trained professionals. Such professionals (i.e., Special Education teachers, School Psychologists, Title1 teachers, etc.) can help assist when a child experiences difficulties. At present, Payette Schools have undertaken a process to refine our procedures to help children who are having trouble in school. Current procedures are research based, so they represent sound educational practices. They are also good for children.

The current procedures focus on how to resolve the difficulties the student is experiencing. To understand how best to help a student, information is collected from teachers, parents, and others who know the student. Time is spent determining what the student needs and how to best assist the student. Informal assessments (the process of collecting data in order to make decisions) may be given to any student for the purpose of understanding how to best meet his/ her educational needs. Student progress is measured frequently to determine what is most effective for each student and decisions are based on the results. The term used for the current system of resolving student difficulties is Response to Intervention (RTI). Parents are encouraged to make referrals to the school's Teacher Assistant Team (TAT) if they have concerns about their child.

If, after interventions are made in the general education environment, a student needs sustained support and is functioning critically below grade level, the student may need services from Special Education to be successful. Payette has changed to a system called non-categorical Special Education. This means that we do not have to complete lengthy, formal assessments to determine eligibility, and we do not have to fit students into a specific category of disability. At this point, parents are completely informed and permission will be obtained before we proceed further. In Payette, we are trying to meet the needs of all students. We feel this is a step in the right direction for children and parents.

Title 1X34c.F.R & 106.9

Payette Primary School does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries regarding the application of Title 1X and its implementing regulations may be referred to Mark Heleker, Principal, Payette High School. (208-642-3327) 1500 6th Ave. S., Payette, ID 83661.

IDAHO PUBLIC CODE 18-916 Abuse of School Teachers

Every parent, guardian or other person who upbraids, insults, or abuses any teacher of the public schools in the presence, and hearing of a pupil thereof, is guilty of a misdemeanor. (I.C., & 18-916, as added by 1979, ch. 227, &2,p.624)

Notification of Rights under FERPA For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1)The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2)The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible students, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3)The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional)Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it tends to forward records on request)

(4)The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Highly Qualified Teachers and Staff

Payette Primary School employs teachers and paraprofessionals that meet the highly qualified status under No Child Left Behind and that meet state certification requirements. All teachers are required to provide documentation of certification and meeting highly qualified status to be on file at the Payette School District 371 Office. Failure to maintain certification or highly qualified status may result in termination of employment.

Payette Primary is a school wide Title 1 school. All students attending will be considered as Title 1 in status. Under No Child Left Behind, all parents of Title 1 students have the right to request information regarding the professional qualifications of their child's classroom teacher. (NCLB 1111) This may be done in person, or in writing, submitted to the building administrator.

Parent Involvement

Payette Primary School encourages all parents to get involved with their child's education through attending conferences, meetings, school functions, or through becoming a volunteer. If you would like information on how you can volunteer contact the school's office. We have a volunteer coordinator and representatives from Title 1, our Parent Teacher Organization, and Idaho Vista Reads, to help you find a place to volunteer. You may also contact your child's teacher to find out how to become a classroom volunteer. Any volunteers that will be working one on one with students or helping regularly with supervision of students needs to have a background check on file with the Payette School District 371 office.

Payette Primary School has an open door policy for parents of students in attendance. This means that parents have the right to visit their children at school, observe classroom teachers, or check-out their child at any time. Parents are required to sign in at the office, provide identification if asked, and abide by all court orders or custody agreements that are on file and current in Payette County. Failure to abide by these rules will result in a referral to local law enforcement agencies. In addition parents will be asked to abide by all school rules and policies while on school district property. We ask that as a courtesy you contact your child's teacher twenty-four hours prior to visiting classrooms. Following these outlined procedures will help you maintain a mutually respectful relationship with **Payette Primary staff and administration.**

Payette Primary School is looking for parents whom would like to serve on our Title 1 School Wide Planning Team. This team meets monthly to make site-based school decisions, and all meetings are open to the public and meeting minutes are available upon request through the school's office.

IMPORTANT NOTICE TO PARENTS

Custody/Communications Procedures

The Payette School District recognizes that many students live with only one parent or guardian. The following policy is to assist the school and parents in communicating with each other under these circumstances.

Until a parent or guardian presents the building principal with an official document of custody, all correspondence will be sent to the child's residence of record.

Unless the school principal receives official notification that a court order exists to prohibit such action, the non-custodial parent or guardian may receive, upon request:

- Copies of all correspondence from the school about the student;
- Information about the student's health, attendance, or school progress;
- Permission to attend a scheduled school conferences or other function.

CHANGE OF GOING HOME PLANS

If you have a change of plans and your child needs to ride a different bus, or change his/her established routine, be sure that you notify your child's teacher or the school office. We will not allow a child to go home a different way unless we have been notified by the parent of guardian. **Please notify the office prior to 2:00 p.m. as messages cannot be delivered after that time.**

EMERGENCY SCHOOL CLOSURES

In case of severe weather that makes it unsafe to operate buses, local radio stations will provide information on school closure and re-openings. Please listen to your local radio and television stations on days when we have heavy snow or ice storms. Payette School District now offers "School Reach" software, which sends a general phone message to all parents using their primary contact number they have provided to the school. To make sure you receive these message alerts keep your primary phone number updated with our record's clerk.

STUDENT NAMES OR PICTURES RELEASED TO THE MEDIA

On occasion student's pictures and/or names are released to the media. Examples are: Parade of Champions, Student of the Month, and contest winners, etc. **If you have any objections to your child's name or picture being released, please notify the school office.**

IMPORTANT NOTICE TO PARENTS

Student Injuries

Even with the greatest of precautions and the closest of supervision, accidents can and do happen at school. They are a fact of life and part of a growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. Parents will be notified by phone if their child has a significant injury while at school.

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only liability insurance.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year and are available in the school office.

Parents, please be prepared to pay for your child's possible medical expenses.

EMERGENCY CONTACTS

Parents are required to provide emergency contacts on the registration card. In the event of severe injury (i.e. head injury, broken bone) and the parents have refused or failed to provide emergency contacts we will have no choice but to call 911 for transport **at the parent's expense.**

IMMUNIZATION REQUIREMENTS

Proof of immunization is required by the State of Idaho. You must file up-to-date immunization records with the school or your child will be denied attendance. If you have any questions regarding immunizations, please contact Mrs. Anne Hanigan, School Nurse, 642-3327.

FEVER-FREE POLICY

Payette Primary School has a twenty-four hour fever-free policy. This means when your child has been ill they must be free of fever twenty-four hours before returning to school.

Payette Primary

Positive Incentive Programs

Student of the Month

Each month teachers and specialists select a top student based on set criteria. The Payette Primary PTO sponsors the “Student of the Month” daytime awards assembly each month during the school year. Students are honored with a Student of the Month medal, a certificate, and recognition in front of peers and family members.

VIP

Each Thursday we honor a “Very Important Pirate” in each class. The VIP program was designed as a celebration of the positive relationship between students, families, and Payette Primary School. Each student wears a VIP button and receives a certificate and small gift from the school. Families are encouraged to attend the award ceremony and stay to have lunch with their child. This is a special time for your child and your attendance is greatly appreciated. In the past, local businesses have sponsored small gifts or certificates to their place of business for each VIP. If you own a local business and want to sponsor this program please contact the school.

Parade of Champions

Each nine weeks, teachers pick an Academic Champion for their class. To receive this honor, students must maintain the highest academic marks. The Parade of Champions is sponsored by the Payette School Board. Each student and family is invited to attend an evening ceremony at Payette High School, where they receive a medal and recognition. This is a great honor and your attendance is appreciated.

B.E.A.R. and Math Marvel Awards

We encourage all of our students by setting individual goals in Reading and Math. Students reaching their Reading goals receive a Teddy Bear from the principal and a certificate. Students passing their Math Fact goals become “Math Marvels” and receive a ribbon and certificate. Both honors are posted on the wall for positive recognition. Please visit with your child’s teacher to find out what their goal is, and help your child track their progress.

Take me to the Maverik!

To celebrate special educational milestones the school may take your child to the Maverik for a “Chiller”. This is typically done during Friday Awards. It takes about fifteen minutes to walk to there and back, and the students are well supervised. If you have any concerns, your child needs special accommodations, or they have any dietary restrictions please contact the school.

SUPPORTING STUDENTS WITH ACADEMIC AND BEHAVIOR NEEDS

We realize that many of our students at Payette Primary School have special needs when it come to learning and behavior. We have designed specific programs to ensure that your child receives the support they need to be successful.

Payette Primary's Teacher Assistant Team (T.A.T.)

Our T.A.T. meets on a weekly basis on Monday afternoons. Teachers who have concerns about students displaying difficulties with academic progress or behavioral issues can refer their students. The T.A.T. conducts a thorough review of the child's information and performance, creates innovative interventions, and monitors progress. Parents and students are an important piece of the success of the T.A.T. process and may be asked to play a key role in creating meaningful solutions. In a few cases students display learning and /or behavioral needs that are more complex or severe and may need referral for evaluation in Special Education.

Payette Primary's Special Education Services

If your child has been qualified for Special Education by the Payette School District, or from a previous school district, your child will receive their full rights and services under I.D.E.A. (Individuals with Disabilities Education Act). Payette Primary will initiate regular communication with parents of students receiving specialized services and will work with them as part of their child's educational team. If you have any questions or concerns regarding your child's Special Education services, please contact Payette Primary School as soon as possible to ensure a quality education for your child.

Payette Primary's Counseling Services

Many students have emotional and social needs that interfere with their ability to have a successful and happy educational experience at school. We offer a wide variety of counseling services including innovative classroom lessons, group counseling, student social groups, Lunch Buddies, and individual short term crisis counseling. We understand and practice your rights of parent permission and confidentiality. If you would like information about emotional support, we can offer your child, please contact the Primary School Office. In some cases, families in crisis may have more comprehensive needs that would better be served by a private or state agency. The primary school has information on services available throughout the Treasure Valley. We pride ourselves in making decisions that are in the best interest of your child, and we will assist you in any way possible to ensure they have a great experience at Payette Primary School.

Payette Primary School's Attendance and Tardy Policy

EA-Excused Absences

An excused absence is considered any day your child is not in attendance due to illness in which a parent contact is made, student doctor appointments, or a family medical emergency. After the second consecutive day of illness, we will require you to turn in a note from a physician stating the need for your child to be absent. Family vacation or personal leave is not considered an excused absence.

UA- Unexcused Absences

An unexcused absence is any day that your child is not in attendance for reasons other than illness, student doctor appointments, or family medical emergency. Any other absence that you feel should be excused would need to be approved by the building principal.

PN- Parent Notification

Parent notification is marked when a parent or guardian notifies the school **in advance** that their child will be absent for reasons other than illness. This is not considered an excused absence; it indicates that notification and explanation of the absence has been received. It would be greatly appreciated if parents notify teachers of PN absences so homework arrangements can be made in advance.

Excessive Absences

The Payette School District maintains that your child should be in attendance no less than 90% of the time. In the case of multiple unexcused absences in a short period of time, or more than 18 unexcused absences during the school year, the Primary School may decide to take action. Parent contact, referral to our resource officer, or a School Board hearing may apply. All students and parents shall be given due process in accordance to district policy in regards to attendance, and parents may be held accountable for Idaho State Laws in regards to school attendance or truancy.

Repeated Tardiness

We strongly encourage parents to instill the value of timeliness in their children. Students should arrive no later than 8:25 a.m., and they should be picked up at our dismissal time at 2:45 p.m. The exception would be in the case of a doctor appointment or occasional family emergency. Repeated tardiness will be tracked for each student, and the teacher may request a conference with the parent and principal to make arrangements to improve promptness, or other practices that inhibit cohesive instruction. Lack of cooperation may result in appropriate student discipline in accordance with our discipline steps listed on page 13, at the principal's discretion, in accordance with district policy.

PAYETTE PRIMARY SCHOOL

“A PIRATES’S CODE”

RESPECTFUL RESPONSIBLE READY TO LEARN

HALLWAYS

- Respectful: • Keep quiet.
 • Keep hands and feet to yourself.
- Responsible: • Keep our hallways clean.
 • Keep your hands off the walls and displays.
 • Always walk.
- Ready to Learn: • Be on time to class.

OFFICE

- Respectful: • Wait patiently without interrupting.
 • Use polite manners.
- Responsible: • Bring an Office Pass.
 • Always check in when you are late.
- Ready to Learn: • Return to class promptly.
 • Choose new positive behaviors.

CAFETERIA

- Respectful: • Use your best manners.
 • Keep quiet and orderly lines and tables.
- Responsible: • Keep the Cafeteria clean.
 • Eat a well-balanced meal.
- Ready to Learn: • Sit by someone new.
 • Try new foods.

PLAYGROUND

Respectful: • Listen to directions.
 • Be kind to others.

Responsible: • Play safely.
 • Know the boundaries.
 • Line up on time.

Ready to Learn: • Try a new game.
 • Make a new friend.

RESTROOMS

Respectful: • Use the equipment properly.
 • Respect others property and privacy.

Responsible: • Clean up after yourself.
 • Flush the toilet and wash your hands.

Ready to Learn: • Return to class promptly.
 • Use the restroom during recess instead of using class time.

CLASSROOMS

Each teacher may have their own expectations of what it means for their students to be respectful, responsible, and ready to learn.

“A Pirate’s Code” is a brief outline of Payette Primary’s expectations for behavior. Students are responsible to use common sense and good judgment while at school or at school sponsored events. We appreciate your support of our efforts to keep Payette Primary School a safe and inviting place to learn.

The Responsive Classroom: Creating a culture of caring and respect

Principles and Practices of Responsive Classroom

The *Responsive Classroom* approach is a way of teaching that emphasizes social, emotional, and academic growth in a strong and safe school community. Developed by classroom teachers, the approach consists of practical strategies for helping children build academic and social-emotional competencies day in and day out.

Guiding Principles

The *Responsive Classroom* approach is informed by the work of educational theorists and the experiences of exemplary classroom teachers. Seven principles guide this approach:

1. The social curriculum is as important as the academic curriculum.

How children learn is as important as what they learn: Process and content hand in hand.

2. The greatest cognitive growth occurs through social interaction.

To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.

3. Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.

4. Knowing the families of the children we teach and working with them as partners is essential to children's education.

How the adults at school work together is as important as their individual competence: Lasting change begins with the adult community.

Classroom Practices

The *Responsive Classroom* is a general approach to teaching, rather than a program designed to address a specific school issue. It is based on the premise that children learn best when they have both academic and social-emotional skills. The *Responsive Classroom* approach consists of a set of practices that build academic

and social-emotional competencies and that can be used along with many other programs.

These classroom practices are the heart of the *Responsive Classroom* approach:

- **Morning Meeting**—gathering as a whole class each morning to greet one another, share news, and warm up for the day ahead
- **Rule Creation**—helping students create classroom rules to ensure an environment that allows all class members to meet their learning goals
- **Interactive Modeling**—teaching children to notice and internalize expected behaviors through a unique modeling technique
- **Positive Teacher Language**—using words and tone as a tool to promote children's active learning, sense of community, and self-discipline
- **Logical Consequences**—responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity
- **Guided Discovery**—introducing classroom materials using a format that encourages independence, creativity, and responsibility
- **Academic Choice**—increasing student learning by allowing students teacher-structured choices in their work
- **Classroom Organization**—setting up the physical room in ways that encourage students' independence, cooperation, and productivity
- **Working with Families**—creating avenues for hearing parents' insights and helping them understand the school's teaching approaches
- **Collaborative Problem Solving**—using conferencing, role playing, and other strategies to resolve problems with students

REFERRAL TO THE OFFICE OF THE PRINCIPAL

It is our desire that student discipline can be handled on an informal basis between employees, students, and parents. In some cases, students make poor choices that result in more severe types of misbehavior. In these cases, it is necessary for the safety of all students that school administration intervenes to make sure more severe misbehaviors are dealt with swiftly and appropriately. Also, at times, students continue to repeat the same minor misbehaviors, and it becomes necessary for a referral.

All decisions made by the building principal or designated building supervisor will be made in accordance with the Payette School District Policy. Below are some possible actions that may be taken in regard to misbehavior. It is important that we maintain consistency with all situations, while also recognizing that each student and situation is unique. The following is a guideline of consequences, but it is subject to change at the discretion of the principal based on circumstances and information available. At times a judgment call may need to be made, and we appreciate your cooperation in difficult situations.

IN-SCHOOL SUSPENSION ROOM

The office area has an In-School Suspension room located next to the principal's office. Students placed in this room will have access to their homework, academic assistance if needed, restroom facilities, and food service during their lunch hour. Students placed in this room will, however, not have any contact with other students during the school day, and they will miss out on any student activities including recess, assemblies, or field trips. This room is reserved for more serious offenses. It serves as a suspension, but allows students to stay current on their academic work and get assistance they may need. Keeping students home when they are on In-School Suspension is not an alternative. Students will serve their In-School Suspension the first day they return if absent.

These behaviors (including but not limited to the following) may result in a Referral to the Office of the Principal:

- *Overt Defiance
- *Severe Disruption
- *Fighting
- *Harassment/Bullying
- *Lewd Conduct
- *Possession of a Weapon
- *Repeated Minor Offenses

The following will serve as a guideline of consequences. It is only a guideline and may be subject to change at the discretion of administration.

STEP 1

Students will conference with the principal, and the principal will implement an appropriate consequence.

- Parents will be notified by mail and by phone if necessary.

STEP 2

½ day of In-School Suspension may be served through the end of their lunch recess in the office if warranted.

- Parents will be contacted by mail and by phone if necessary.

STEP 3

1 day of In-School Suspension may be assigned if warranted.

- Parents will be contacted by mail and by phone if necessary. A parent conference may be requested.

STEP 4

3 days of In-School Suspension may be assigned if warranted.

- The student may be referred to out Teacher Assistance Team for behavioral review.
- Parents will be contacted by mail and phone. A parent conference at school may be required before they will be allowed to return to class.

STEP 5

The following may apply if warranted: 3 or more days of In-School Suspension, up to 5 days Out-of-School-Suspension, or School Board approved expulsion.

- A parent conference or student hearing may be required.

All students will receive due process in accordance with the Payette School District Policy.

Payette Primary School's Prohibition of Bullying, Intimidation, and Harassment

Payette Primary School prohibits any act of bullying and intimidation or harassment. All students have the right to learn in a safe, supportive school environment that is free from bullying, intimidation, and harassment. Bullying, intimidation, or harassment, disrupts both a pupil's ability to learn, and a school's ability to educate its pupils in a safe environment for all students.

Definition

Bullying, intimidation and harassment are any gestures that are written, verbal, physical, or cyber acts by an individual pupil or group of pupils that inflicts physical, verbal, emotional or mental suffering on another pupil or group of pupils. They are behaviors, which use improper power to intimidate, threaten, distress or hurt others. These include any behaviors that take place on school property or at a school-sponsored function, on a school bus, other school-related vehicle, an official school bus stop, or any cyber bullying that:

- Are motivated by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability: or by any other distinguishing characteristics.
- A reasonable person should know, under the circumstances, that the act will have the effect of harming a pupil or damaging the pupil's property, placing a pupil in reasonable fear of harm.
- Are sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.
- Have the effect of insulting or demeaning any pupil or group of pupils in a way as to cause substantial disruption in, or substantial interference with the orderly operation of the schools.
- Involve improper use of school computers or personal electronic devices to intimidate, humiliate, or harass others.
- Acts of bullying, intimidation or harassment may also be a pupil exercising power and control over another pupil, in either isolated incidents or patterns of harassing behaviors.

Reporting

Violations of this policy shall be reported to the principal or his/her designee. All school employees are required to report any such violations. Use of the **Bullying Behavior Report Form** will be strongly encouraged for documentation. However, verbal reports will be considered official reports. Reports may also be made by students or community members. Reports may be made anonymously, but disciplinary action may not be based solely on the basis of an anonymous report.

Investigating

The principal or designee will conduct a complete and thorough investigation of all alleged acts to determine if the acts involve a violation of this policy. A complete written record will be maintained regarding each incident. The severity of the incident will determine the necessary steps taken, which may include a response by law enforcement officials. Severe incidents may also warrant behavioral intervention, suspension, or expulsion. The administrator will determine the nature of the behavior, past incidences, and the level of harm when making determination of appropriate action.

Retaliation

Payette Primary School prohibits retaliation against a victim, witness, or anyone having information regarding bullying, intimidation, or harassment. Consequences for retaliation will be carried out according to school and district policies, or federal and state statutes.

False Accusations

Payette Primary School also prohibits the use of false accusations as a means of bullying, intimidation, or harassment. Consequences for false accusations will be carried out according to school and district policies, or federal and State statutes.

Prevention

All employees will be trained in regard to this policy, and it will be reviewed or revised annually by our school improvement team.

Disciplinary Procedures and Consequences

Students who violate our Bullying and Harassment Policy are subject to steps 1-5 of our school wide guideline for consequences of misbehavior as outlined in our handbook. **In addition to these guidelines, on and after step 3 of our consequences, they will be required to participate in our Bullying and Harassment Intervention.**

Bullying and Harassment Intervention

After 3 office referrals for violent/harassing behavior, or a severe violation of this policy, the student will be required to attend 4 sessions of anti-bullying/harassment training in an effort to teach the student new ways of behaving.

Sessions will be approximately 30 minutes in length once or twice a week during the student's lunch recess. The school counselor will facilitate these sessions. Parents will be notified before sessions begin, and will be encouraged to be involved in the process. The sessions will not replace other disciplinary action, but will provide additional intervention.

If the violations continue after the intervention, the principal may decide the sessions need repeating, the student needs referred to the Teacher Assistance Team, or outside agencies and/or law enforcement need to be involved for further intervention.

Problem Solving Strategies

Using Logical Consequences

Logical consequences are an effective way to stop misbehavior. In addition to stopping misbehavior, logical consequences can help children see the connection between their behavior and the effect it has on others. They help children understand that we are all responsible for the consequences of our actions. Consequences should be relevant, or directly related to the child's actions. They should be realistic, and they should have something the student and teacher can easily follow through on. Lastly, they should be respectful towards the child in a firm but caring manner.

- **“You break it, you fix it.”**

This is as simple as it sounds. If you make a mess or break something you are responsible to take care of the problem.

- **“Loss of Privilege”**

When a student abuses a privilege the logical consequence would be to take it away temporarily, perhaps for a class period or a short period of time.

- **“Time-Out”**

This is a strategy used to help children learn self control. If a child disrupts the learning environment they are asked to leave for a minute or two. During this time, the child is expected to gain self-control. They will be expected to return and contribute to the learning in a positive way.

On-going Behaviors

If there are any on-going behaviors that are not solved using logical consequences the teachers may deploy any one of the following ideas:

- **Teacher/Student problem Solving Conferences**
- **Student-To- Student problem Solving Conferences**
- **Individual Written Agreements and Contracts**
- **Official Behavior Plans** (Involves the student, teacher, principal, counselor, and parents)

DISCIPLINE REFERRAL/OFFICE OF THE PRINCIPAL

Payette Primary School
Mr. Kipp A. McKenzie, Principal
642-3379

Classroom Teacher

Student

Referring Employee

Date

The following problem has occurred:

_____ Overt Defiance

_____ Lewd Conduct

_____ Severe Disruption

_____ Possession of a Weapon

_____ Fighting

_____ Destruction of Property

_____ Harassment

_____ Other

Comments:

_____ Number of referrals this school year

_____ Parents notified by phone

_____ Parent conferences has been requested

Action to be taken:

Principal/Supervisor Signature

Date

All students shall receive due process in accordance with the Payette School District.

BULLYING BEHAVIOR REPORT FORM

Payette Primary School
Mr. Kipp A. McKenzie, Principal
642-3379

This form is used by staff to report peer-to-peer aggression to the principal. Students are sent directly to the office only in situations in which there is a risk of harm. All other situations will be handled at the principal’s earliest convenience.

The following complaint needs to be reported:

_____ Repeated or severe hitting/kicking/other physical aggression

_____ Repeated or severe harassment or cruel teasing

_____ Repeated or severe case of exclusion

Student

Date

Classroom Teacher

Reporting Party

Description of Bullying Behavior:

Other Witnesses or Involved parties:

Description of follow-up or consequence for behavior:

Principal/Supervisor

Date

All students shall receive due process in accordance with the Payette School District.

DISCIPLINE A COOPERATIVE APPROACH

Responsibility of the Student:

- Respect the authority of teachers, principals, and other staff.
- Follow all district policy, school rules, and maintain high moral conduct
- Behave in a manner that does not disrupt or interfere with the rights of others
- Abide by classroom limits established by their teachers
- Keep regular on-time attendance in compliance with district policy
- Participate in class and complete work within established time periods

Responsibility of the Parent:

- Promote, enforce, and demonstrate appropriate behaviors
- Review school rules and policies with your child
- Cooperate with school officials and support the discipline process
- Keep open communication with your child's teacher
- Make sure your child is on-time and in attendance
- Make sure your child is dressed appropriately for school

Responsibility of the Teacher:

- Assist in the development and enforcement of school rules
- Develop concise classroom rules and procedures
- Allow for a safe and non-disruptive learning environment
- Keep regular communication with students and parents
- Make appropriate referrals and seek assistance when necessary
- Treat students and parents in a professional and respectful manner

Responsibility of the Principal

- Eliminate vagueness in rules and procedures
- Support teachers, students, and parents in regards to creating a positive climate
- Clearly define referral procedures and keep good communication
- Set a good example and remind others of established rules and limits
- Treat all parties with respect and fairness in accordance with district policy
- Strictly enforce safety procedures and policies

It is the responsibility of everyone to monitor school climate and to enforce and influence a positive safe learning environment. Set a positive example at all times, so that we can train students to make appropriate choices in a climate of warmth and support. Report any suspicious or negative behaviors immediately.

Attendance

Attendance at school must be regular and punctual. Make-up work is a poor replacement for the actual class experience. Often work is done orally or in groups and cannot be made up. A student whose attendance is less than 90% is out of compliance with Payette School District Policy. Absent student's parents will be notified through an automated message via the "School Reach" messaging system.

Excuses for Illness

Children returning to school after an absence are required to bring a note giving the child's name, teacher's name, dates absent, and reason for the absence. Students returning without a note will be counted as unexcused. Parent notification by phone is also acceptable. A note from a doctor is required for an absence after 3 days.

If you are moving

If you are moving, please notify the office as far in advance as possible. A transfer slip will be prepared and sent home on your child's last day of school. We will also send copies of immunization forms and birth certificate to assist you when you enroll in your next school.

Leaving school grounds

Payette Primary School students are not allowed to leave the school grounds during the school day without permission from the custodial parent as shown on their registration card. If you need to pick your child up during school hours, come to the office first. Be prepared to show identification until we get to know you. If you send someone not on the registration card be sure that you send a note with them giving permission. This is for the safety of your child.

Homework

Homework will generally be assigned nightly, Monday through Thursday. Homework should be completed and returned as indicated by the teacher. A rule of thumb for the amount of time your child should spend on homework is approximately 10-15 minutes per grade level, i.e. A third grader should spend 30-45 minutes daily. No homework will be assigned on weekends or holidays.

Make-up work policy

Students are responsible for work missed when they are ill or have been excused for an absence other than illness. Work may be made-up for unexcused absences. A student is permitted two days for each absence to complete late work. In the event of an excused absence, special arrangements may be made with the teacher for additional time. It is the responsibility of the student and parents to be sure that make-up work is arranged with the teacher.

Progress reporting

Payette Primary School uses a combination of the E-Excellent, S-Satisfactory, N-Needs Improvement, and U-Unsatisfactory grading scale and grade level performance standards

to communicate student progress. Teachers will communicate these standards at the beginning of the year, so you will know the expectations and be kept regularly informed of progress.

Parent-teacher conferences

Parent-teacher conferences are scheduled at the end of the first and third reporting periods. (See the calendar for dates and times.) Mid-quarter reports are also sent home. We encourage you to contact your child's teacher at any time.

Toys

Toys, trading cards, roller skates or Heelies, skateboards, radios, I-Pods, CD Players, etc. should not be brought to school. These items interfere with class work and are often broken or stolen by other students.

Bus Behavior

Riding the bus is a privilege not a right. Failure to comply with safety rules will result in the loss of bus privileges. You will be notified if your child is not behaving on the bus. The bus rules are posted and reviewed by your child's bus drivers and teachers during bus safety week. If you have any questions relating to bus stops, times, or a specific incident, please call the bus supervisor, Mr. Steve Phillips. (642-4990)

Hot lunch and breakfast

Hot lunch and breakfast programs are provided at Payette Primary School. Nutritious meals are served daily. Costs are: Breakfast FREE, Lunch \$1.50, Milk \$.50. Adult lunches are \$3.50. Assistance is available to provide children free or reduced priced lunch. Reduced lunch price is \$.40. Applications are available at the school offices. Call Lunch Supervisor, Kellie Campbell, (642-4751) for further information. There are payment links, menus, and special notices available on our district website. There will be no student charges after April 15.

Parties and invitations

We discourage passing out private party invitations at school. This causes hurt feelings and possible classroom disruption. We do allow parents to bring treats for their child's class on their birthday. The treats must be store bought (no homemade items). Please call ahead and arrange a convenient time with your child's teacher.

General disaster

In case of a general disaster, students may be evacuated and alternate transportation situations may arise. Students may be kept at an alternate location until a parent or guardian can pick them up, or alternate busing will be arranged.

Severe weather situations

Should weather conditions become so severe that it necessary to send children home before regular dismissal times, warning will be given over local radio stations early as possible. Parents will be notified through our School Reach messaging system. Routes

will run early, and students that are not able to be watched or get into their house will remain at school until a guardian can pick them up.

Lost and found

All items turned into the office are returned immediately to their owner provided that the owner can be identified. Please put your child's name on their things. Otherwise a general lost and found will be located in the front foyer.

Cell phones

Possession of cell phones by students is strongly discouraged at Payette Primary School. Cell phones are to remain off and put away during regular school hours. Cell phones that are used during school hours may be confiscated and parents will have to pick them up.

Health room and medications

A health room with a nurse on call is provided. Please advise us of any health conditions your child may have. If your child contracts a communicable disease, please advise the nurse, so that it may be noted in your child's health records. Students with communicable diseases must be excluded from school and are required to have a doctor's release to return. **If your child requires medications to be dispensed by the nurse, you must fill out a form giving the nurse permission to dispense the medication. Medication should not be transported on the school bus, but brought by a parent. This will ensure the safety of all students. The medication must be in an updated prescription bottle. This is our contact with the prescribing physician. The pharmacists will give an extra bottle for school use upon request. All medication including over the counter items must be kept in a properly labeled bottle and kept in the health room locked and out of the reach of children.**

Fighting

Fighting is not permitted. Parents will be notified by the school if their child is involved in a fight. Please encourage your child to look for nonviolent solutions when solving disagreements. Students fighting will be subject to discipline as outlined on page 13, and can face possible **suspension, expulsion, or referral to law enforcement.**

Dangerous items

The Payette School District policy states that: Guns, ammunition, knives, fireworks, matches, and all other dangerous items are not to be brought to school. Teachers and principals will confiscate such items, and will take immediate appropriate disciplinary action.

Swearing and vulgar language

Swearing and use of vulgar language are not permitted. Your child will be disciplined and you will be notified immediately. Please set an appropriate example for students when you are at school.

Payette Primary School Dress Code

Administrative Rights

- 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 class for failure to adhere to this policy will be deemed as unexcused absences.
- Parent or guardians will be notified each time a student is asked to leave class due to inappropriate attire.
- Students who are insubordinate or refuse to change improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all facts and circumstances in accordance with district policies.

Clothing Associated With Gangs

The wearing, using, or displaying of any gang clothing or attire, jewelry, emblem, badge, symbol, signs, or other things which evidence membership or affiliation in any gang is prohibited on school property, or at any school sponsored event.

Dress code violations include, but are not limited to:

- Tube tops, mesh tops, sheer tops, halters, or bare midriffs are prohibited. Tank tops, sleeveless shirts or dresses are acceptable as long as they are 2” wide or more on the shoulder.
- Shirts cannot have necklines that are lower than the straight line from top of the underarm across to opposite underarm.
- Shirts must cover shoulders, sleeves, and extend past the top of the pants line.
- Clothing must cover undergarments at all times, including sagging pants.
- Dresses, skirts, or shorts should be modest and of appropriate length. “Short” shorts are not acceptable.
- Pajamas or “loungewear” are not allowed.
- Slippers, flip-flops, and wheeled shoes are prohibited.
- Shoes will be worn at all times.
- Any accessory that may be deemed as dangerous are not allowed, including chains, dog collars, pins, fishhooks, or spike jewelry, and will be confiscated.
- Any clothing, accessory, or tattoo that alludes 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 are prohibited.
- Belts must be worn through the loops and properly fitted.
- Bandanas may not be worn anywhere on one’s person.
- Head covering of any kind are prohibited inside the building unless worn for religious or medical reasons.

- Wildly styled or colored hair, the use of excessive make-up, or crazy dress, are strongly discouraged. They may be prohibited if they are deemed to cause a disruption to the educational process, which will be determined by administration.

PAYETTE PRIMARY SCHOOL HOURS

If your child does not ride a bus, please plan their departure from home so that they arrive no more than 15 minutes before school starts. This is to insure that there will be duty people on the playground to monitor children’s safety.

KINDERGARTEN 8:30 a.m. to 2:45 p.m.

An All-Day Schedule is available for all kids at No Cost. Children will be assigned to either a morning or afternoon kindergarten, with before and after school service available the remaining part of their day. If parents opt out of the before or after school services they will be responsible for their child’s mid-day transportation.

FIRST, SECOND, AND THIRD GRADE 8:30 a.m. to 2:45 p.m.

PHONE NUMBERS OF INTEREST

PAYETTE SCHOOL DISTRICT OFFICE PAULINE KING, SUPERINTENDENT		642-9366
PAYETTE PRIMARY SCHOOL KIPP A. MC KENZIE, PRINCIPAL	GRADES K-3	642-3379
WESTSIDE ELEMENTARY SCHOOL MARY BETH BENNETT, PRINCIPAL	GRADES 4 & 5	642-3241
MC CAIN MIDDLE SCHOOL RICK HALE, PRINCIPAL	GRADES 6-8	642-4122
PAYETTE HIGH SCHOOL MARK HELEKER, PRINCIPAL	GRADES 9-12	642-3327
FEDERAL PROJECTS, TITLE 1 LONNIE JOHNSON, DIRECTOR		642-7284
SPECIAL EDUCATION WENDY FITCH, DIRECTOR		642-4138
TRANSPORTATION STEVE PHILLIPS, SUPERVISOR		642-4990
DISTRICT HOT LUNCH PROGRAM KELLIE CAMPBELL, DIRECTOR		642-4751
PAYETTE PRIMARY LUNCHROOM		642-2168

Payette Primary School Parent Conduct Agreement

The following guidelines for parents is intended to ensure our students' safety and well-being. It is important that we maintain a conducive climate for learning, and an overall climate that fosters respect for both students and staff. We appreciate your help keeping Payette Primary School a welcoming place for students, parents, and staff.

Parent appropriate dress

All parents are required to dress appropriately when visiting school or school grounds. Parents are to make sure they are dressed modestly. This includes covering all forms of underwear, cleavage, and wearing appropriate length shorts. Shirts should be free of swear words, drug and alcohol references, or violent themes. There will be no gang related attire permitted on school grounds.

Weapons on school property

Other than for law enforcement officials; guns, knives, or any dangerous items are prohibited, including concealed weapons regardless of licensure.

Drug and alcohol use

There will be no use of drugs or alcohol anywhere on school grounds including outside areas. This includes the use of tobacco products. Parents are to be sober and not intoxicated when visiting Payette Primary School. Any individuals that appear intoxicated or act erratically will be asked to leave school grounds and will not be permitted to transport students.

Use of inappropriate or aggressive language or behavior

All forms of vulgar, obscene, or aggressive language or behaviors are prohibited on school grounds. If parents use vulgar, obscene or aggressive language or behavior they will be asked to leave school grounds promptly. If the adult does not comply, law enforcement will be called immediately. When calling the school, adults shall treat all school employees with respect and refrain from using vulgar, obscene, or aggressive language. Employees are instructed to hang-up immediately if these policies are not followed. **Idaho code 890-916 states: Every parent, guardian of other person who upbraids, insults or abuses any teacher of the public schools in the presence and hearing of a pupil thereof, is guilty of a misdemeanor.**

Enforcement of school rules and policies

All adults are required to follow all school rules and policies. This includes checking in and out of the front office; following pick-up and drop-off procedures; following recess, cafeteria, and classroom rules; and not disrupting the educational process. Parents are responsible for all related policies found in our student/parent handbook.

Documentation Policies

Parents or guardians are required to provide birth certificates, immunization records, and custody/ guardianship papers to the front office. It is the parent or guardians' responsibility to provide court documentations regarding protection orders, custody agreements, and visitation rights. The school has the right to request to see state identifications or request verification of residency, i.e., utility bills in the guardian's name.

Parent/ Guardian Signatures

Date

Medication Permission Form

Medication Policy

- Medication should be transported to and from the school by a parent, not sent with the child. This will insure the child's safety and that of others.
- The above medication permission slip must filled out and signed.
- The number of pills delivered must be documented. The nurse will recount and verify the amount.
- Medication must be in an updated, properly labeled prescription bottle. This is our contact with the doctor and verifies proper dosage. Pharmacists are quite willing to provide an extra bottle for school.
- All medication, over-the-counter or prescription, must be kept in properly labeled containers and kept in the office, out of reach of children,

The following information must be filled out and presented with the medication. If this procedure is not followed, the medication will not be administered. Thank you for your cooperation.

Date _____ Teacher _____

Student's Name _____

Name of medication _____

Dose and Time _____

Amount Received _____

I give my permission for the nurse or office personnel to administer this medication as described above.

Parent/Guardian _____

Phone # _____

PAYETTE SCHOOL DISTRICT
2014-2015 CALENDAR

August 18	Teacher In-service
August 19	Teacher/Staff In-service (Welcome Back)
August 20	School Starts - K-6 & Freshmen only
August 21	School Starts - Grades 7-8 & 10-12
September 1	Labor Day - No School
October 2-3	Teacher In-service - No School
October 23	Teacher Collaboration - No School
October 24	No School
October 27	* No School
November 26	* No School
November 27-28	Thanksgiving Break - No School
December 22-January 2	Christmas Break (10 days)
January 19	Martin Luther King Jr. Day - No School
January 20	* No School
February 13	Teacher Collaboration - No School
February 16	Presidents' Day - No School
March 20	No School
March 23-27	Spring Break - No School
April 20	Teacher In-service - No School
May 1	Kindergarten Roundup - No Kindergarten
May 20	8 th Grade Farewell
May 21	Senior Graduation
May 22	Last Day of School - Early Release
May 25	Memorial Day
May 26	Teacher In-Service

Reporting Periods

1 st Quarter (Fall Midterm)	October 17 (41 days) Oct 24 No School
2 nd Quarter (1 st Semester)	December 19 (39 days)
3 rd Quarter (Spring Midterm)	March 13 (46 days)

EARLY RELEASE TIMES
1:00 P.M. PPS
1:15 P.M. WES
1:30 P.M. MMS & PHS

STAFF IN-SERVICE

School	March 20 No School	Oct 2-3, Apr 20 No
4 th Quarter (2 nd Semester)	May 22 (44 days) Early Release May 22	COLLABORATION Oct 23, Feb 13 No
School		

*Furlough

Dropping-off and Picking-up Students

Your cooperation during drop-off and pick-up times is much appreciated. The following rules and procedures are designed both for child safety and to create a non-chaotic process for delivering and picking up your children. Please allow for extra time for both procedures, keep a patient attitude, and follow the directions given by all school employees. **Failure to follow these policies could result in a referral to law enforcement.**

- When delivering or picking up children plan for extra time and be patient.
- Make sure to enter through the proper, west entrance and proceed through to the east exit. Drive slowly and watch for children crossing through the lot.
- Please stay in your vehicle if you are in the drop-off /pick-up lane. **Do not leave your car parked and unattended for any reason in the lane. If you must leave your vehicle you are required to find a designated parking space.**
- If you wish to park in the main lot please park in the designated space defined by yellow markings. Please exit by the directed arrows driving slowly. Avoid passing or maneuvering around other vehicles for safety reasons.
- **Do not call your child to come across the lot to your vehicle.** Pull up to the designated spot on the sidewalk and follow the cues from our employees. Their main job is the safety of your child. Please give them the proper respect and set a good example for the students regarding safety procedures.
- **Be prepared to show identification** when picking up children if asked. This is important if you send someone new to pick up your child, or if you are new to the school.

Our school parking lot can be a safe place for children with your cooperation. Please help us keep our students safe, and report any violations of the above procedures to the office.

When picking up students please arrive no later than 2:55. After that, students will be available for pick-up in the office. Please pick up your child on time for their safety. Please avoid coming in and picking up students a few minutes early, unless it is an emergency. You may wait in the lobby until they are dismissed as long as your vehicle is in a designated parking space. We appreciate your patience at the end of the school day.

Pick Up Policy

You are more than welcome to come in to pick your child up at the end of the day.

Here are a few things to keep in mind for this busy time of day...

- **When you enter the school, please stand on the brick wall along the gym.**
- **Your student will be brought up to you when the car riders are released.**
- **It is important that our students learn this routine in case of emergencies.**
- **Please avoid picking up your student a few minutes early, unless it is an emergency.**

We appreciate your cooperation during this busy time!

Student or Employee Sexual Harassment

414 Sexual Harassment (Adopted 3/8/93)

414.1 Policy Statement

The Board of Trustees of Payette School District 371J is proud of its tradition of maintaining a work environment in which all individuals are treated with respect and dignity. The Board believes every individual has the right to work in a professional atmosphere, which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Sexual harassment in the Payette School District, whether verbal or physical, is unacceptable and will not be tolerated.

414.2 Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as any type of unwelcome or unwanted conduct of a sexual nature when:

- A. Submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment.
- B. This conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.
- C. Examples of sexual harassment include, but are not limited to:
 - 1. Demanding sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of the same.
 - 2. Continued or repeated sexual jokes, or language, flirtations, advances or propositions.
 - 3. Verbal abuse of a sexual nature.
 - 4. Graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies.
 - 5. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggestive, insulting or obscene comments or obscene comments or gestures.
 - 6. The display in the work place of sexually suggestive objects, pictures, posters or cartoons.
 - 7. Name calling, relating stories, gossip, comments or jokes that may be derogatory toward a particular sex.
 - 8. The display of sexually suggestive graffiti.
 - 9. Asking questions about sexual conduct or sexual orientation or preferences.
 - 10. Harassment constantly targeted at only one sex, even if the content of the verbal abuse is not sexual.
 - 11. Retaliation against an employee for complaining about such behaviors.
- D. Conduct of this nature is unacceptable in or out of the work place.

414.3 Individuals Covered Under the Policy

This policy covers all employees of the district. The Board of Trustees will not tolerate, condone or allow sexual harassment, whether engaged in by employees of the district or by non-employees who conduct business with the district. The board encourages reporting of all incidents of sexual harassment, regardless of who the offender may be.

414.3

Asbestos Compliance

To: Staff, Parents & Students:

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency (EPA) finalized a regulatory program that enforces the AHERA.

In compliance with the AHERA regulations, we had our school facilities inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose an imminent health threat to students, faculty or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our schools by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM. Every three years, a re-inspection by an accredited inspector must be conducted on all friable and non-friable known or assumed asbestos containing building materials (ACBM) to determine whether the condition of the ACBM has changed and to make recommendation on managing or removing the ACBM. We completed our three-year inspection July 19, 2006 and the next scheduled re-inspection is in 2009.

During January 2007, we conducted a periodic surveillance inspection and will continue to do so every six (6) months to check the condition of the remaining asbestos and to determine if any action is needed. For further details on the location of the remaining ACBM or on the asbestos activities, you are welcome to review a copy of the Asbestos Management Plan in our administrative offices during regular office hours.

Asbestos Management Specialist, Mr. Alvin Hall
Payette School District