

# *Payette Primary School*



## *Student Handbook*



**2018-2019**

## TABLE OF CONTENTS

<b>Topic</b>	<b>Page #</b>
Welcome, Improve student learning	1
Working Together for Children	2
Notifying Rights Under FERPA	3
Highly Qualified Teachers, Parent Involvement	4
Custody, Going Home Plans, Emergency Closures, Releases to Media	5
Injuries, Emergency Contacts, Immunizations, Fever-Free Policy	6
Positive Incentive Programs	7
Supporting Students with Academic or Behavioral Needs	8
Attendance and Tardy Policy	9
A Pirate's Code: Rules of Conduct	10-11
The Responsive Classroom/Classroom Practices	12-13
Referral to the Office of the Principal	14
Guideline of Consequences	15
Investigating: Bullying, Intimidation, Harassment	16-17
Problem Solving Strategies	18
Discipline a Cooperative Approach	19
Attendance, Illness, Moving, Leaving Grounds, Homework, Make-up Work	20
Conferences, Reporting, Toys, Bus Behavior, Hot Lunch, Parties, Disasters	21
Lost/Found, Cell Phones, Health Room, Fighting, Dangerous Items, Swearing	22
Dress Code	23-27
School Hours and Phone Numbers	28
Parent Conduct Agreement	29
Illness and Medication	30
Immunizations	31
2018-2019 Calendar	32
Dropping-off and Picking -up	33-34
Sexual Harassment Policy	35-36
Asbestos Compliance Policy	37

## 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.**

## **Teacher Collaboration Early Release Wednesdays at 1:30pm**

### **Working Together to Improve Student Learning**

All staff in Payette School District will be 'working together to improve student learning,' The Board has agreed to support this work through weekly collaboration for the 2018-2019 school-year. Each Wednesday, students will be dismissed an hour early while staff work in teams to analyze data to make better decisions about teaching and learning. The goal is to improve our system for the benefit of all of our children.

The decision to schedule weekly collaboration follows a year of administration studies and school goal setting. Thirty years of research confirm the tremendous impact of professional collaboration as the most promising major reform effort for substantive school improvement. Administrators and teachers are grateful for the support of the community in providing time to invest in building teacher effectiveness, the number one determining factor of student learning.

During the weekly collaboration hour teachers will use data to make direct connections between instructional strategies and the outcomes for all students. Staff will be guided and supported in collaboration structures while being held accountable for the expected use of this time. Data teams will be designed for structured collaboration with learning as a central goal. The sole purpose of data teams is to improve teaching and leadership and, as a result, to improve student learning and accelerate achievement levels for all students.

The District has been communicating with day care providers, business owners, City Officials and community resources to assist with the planning. The Library, pool, after school program and the Boys and Girls Club are preparing for the extra hour for students.

Thank you for your support as we learn and strive to do the best for all our students. If you have any questions, please feel free to contact your building administrator.

## **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 difficulty. 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. 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 the District Office. (208-642-9366) 20 n 12<sup>th</sup> Street 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 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 the 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 conference 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.**

## **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

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#### **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 are 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 comes 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. If a student is found to be excessively absent by the Payette School District Board of Trustees, the case will be passed onto the Prosecuting Attorney.

### **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**

The office area has an In-School Suspension area located next to the principal's office. Students placed in this area 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 area 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. All incidents will be thoroughly investigated, and consequences will be appropriate for the offense.**



### **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**

Up to 3 days of In-School or out of 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: up to 3 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 **Discipline Referral/office of the Principal 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 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 regard 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 FREE, Milk \$.50. Adult lunches are \$3.50.

### **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 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.

### **Student Fees**

Payette Primary no longer charges student fees for academic related expenses at registration. This includes supply fees, which are now provided by the school district. The exception to this rule applies to non-required extra-curricular activities. Even though we no longer charge fees we do, however, accept private donations of school supplies and other items which allow for a well-rounded education of students.



# Dress for Success

## Payette School District Dress Code

The purpose of the dress code is to maintain a non-disruptive atmosphere which creates an environment conducive to learning without the distractions caused by sexually suggestive, indecent, gang related or other inappropriate attire. Student dress and grooming are the responsibility of the student and his/her parents/guardians. When a student is dressed appropriately he/she is demonstrating a respect of self and others, as well as contributing to a safe and orderly learning environment. Students shall maintain a clean, well-groomed appearance at all times. Dress that is acceptable for some social settings may not be acceptable for school. When a student's dress or grooming disrupts the learning environment or otherwise does not adhere to the dress code, the principal or designee has the responsibility to take action.

### Administrative Rights

- Teachers and administrators may deny class entrance to students who are in violation of the dress code until arrangements are made for their proper attire.
- All time missed from class for failure to adhere to this policy will be unexcused absences.
- Parents or guardians will be notified per disciplinary action below.
- 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.

### Disciplinary Action

- 1<sup>st</sup> offense- Problem corrected
- 2<sup>nd</sup> offense- Problem corrected, parent notification and lunch detention for five days.
- 3<sup>rd</sup> offense- Problem corrected, parent notification, and lunch detention for five days.
- 4<sup>th</sup> offense- Disciplinary action up to and including, loss of student activity privileges, and/or suspension/expulsion from school.
- 

Note: If principal desires to amend the disciplinary action for a particular school, a written proposal must be presented to the Board for adoption prior to being published in the Student/Parent Handbook.

### Clothing/Accessories Associated with Gangs, Drugs, Sexuality, Profanity, Violence

- Wearing, using, or the displaying of any gang clothing or attire, jewelry, emblem, badge, symbol, sign, or any other items which evidence membership or affiliation in any gang is prohibited on school property or at any school sponsored event.
- Any clothing, accessory, or visible tattoo that depicts or represents by picture, symbol, or words drugs including alcohol and tobacco; controlled substances; drug paraphernalia; gangs; violence; sexually explicit, lewd, indecent or offensive material; or illegal acts are prohibited.

### **Shirts/Tops/Dresses**

- **All tops will have sleeves.**
- **No midriff, shoulders, back, or cleavage exposed at any time.**
- **Necklines will not be lower than the straight line from top of underarm across to opposite underarm.**
- Tank tops, muscle shirts, tube tops, mesh tops, sheer tops, sleeveless top, halter, or bare midriff tops are prohibited unless worn over another item of clothing that adheres to the dress code.
- Clothing will cover undergarments at all times.

### **Pants/Shorts/Skirts/Dresses**

- Dresses, skirts, shorts and skorts will be no shorter than the width of a dollar bill above the kneecap.
- Leggings will be worn only with a long shirt or sweater that is no shorter than the length of a dollar bill above the kneecap, including slits.
- Pants/shorts will have no holes or tears above the knee.
- **Pants will fit properly, be worn at the waist, and will not extend past the sole of the shoe. Pants will cover undergarments at all times.**
- **No athletic or lounge wear of any kind with the exception attire for physical education classes. Examples include but are not limited to basketball shorts, yoga pants, sweats, & pajamas.**

**Note: Physical education attire will meet other dress code criteria including length of athletic wear.**

### **Shoes**

- **Shoes will be worn at all times including tennis shoes, casual shoes, dress shoes, boots, sandals & flip flops.**
- Slippers & wheeled shoes are not allowed.

### **Jewelry/Accessories/Head Coverings**

- Dog collars, chains, wallet chains, spikes, safety pins, fishhooks or other dangerous items are prohibited.
- Belts will be worn through loops and will not hang down.
- Hats or head coverings of any kind in the building (except for religious or medical reasons) are prohibited except during special occasions.
- Bandanas will not be worn anywhere on one's person.
- Special effect contact lenses are not allowed

**Note:** It is suggested that students not wear expensive jewelry or other expensive accessories to school. It is difficult to recover such items when they are lost. Schools are not responsible for replacing lost or stolen property.

### **Extracurricular Activities**

- Team uniforms will be exempt from the dress code policy.
- Coaches will be responsible for selecting team uniforms that are appropriate for the specific sport, taking into consideration the district's dress code policy to insure uniforms are as modest and school appropriate as possible.
- Prior to purchase of any team uniform, the coach or adult sponsor will be responsible for having the uniforms reviewed and approved by the school's administration. If there is any disagreement between the Coach and the administration with regard to the appropriateness of proposed uniforms, such disagreement shall be brought before the board for a final decision.
- Coaches shall be responsible for defining and upholding the attire worn during practices, consistent with the general philosophy of this dress code and in recognition of the activities being performed. Appropriate shorts and shirts will be worn and undergarments will be covered at all times.
- Coaches are responsible for dressing professionally and having their team dress in conformity with this dress code on game days.

### **Dress Guidelines for All School Related Activities**

- Students attending school sponsored extracurricular activities outside of the regular school day are expected to dress and act appropriately. Students attending extracurricular activities are representing their school and their appearance should reflect the highest character and ideals.

## **Dress Guidelines for Formal/Semi-Formal School Dance**

- Dresses will not be cut below the bust line.
- Dresses will be no shorter than five (5) inches from the middle of the knee.
- Backless dresses dropping no lower than the natural waistline will be acceptable.
- Midriffs will not be exposed. This includes both front and side.
- Dresses will not have a slit that exceeds mid-thigh.
- Slacks, dress pants, and/or jeans may be worn.
- Dress shirts, button up shirts, ties, and optional suit jackets may be worn.

MMS: Sleeveless attire will not be allowed at McCain Middle School dances.

Note: Students will not be permitted to attend the dance if dressed inappropriately.

- 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 ensure that there will be duty people on the playground to monitor children's safety.

**KINDERGARTEN** 8:20 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**

Monday, Tuesday, Thursday and Friday 8:20 a.m. to 2:45 p.m.  
Wednesday 8:20 a.m. – 1:30 pm

### **PHONE NUMBERS OF INTEREST**

PAYETTE SCHOOL DISTRICT OFFICE ROBIN GILBERT, SUPERINTENDENT		642-9366
PAYETTE PRIMARY SCHOOL KIPP A. MCKENZIE, 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 JASON DRANSFIELD, PRINCIPAL	GRADES 9-12	642-3327
FEDERAL PROJECTS, TITLE 1 LONNIE JOHNSON, DIRECTOR		642-7284
SPECIAL EDUCATION Tammi Morin, 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

\_\_\_\_\_

## **Illness at school**

If in the past 24 hours, your child has had a fever over 100.0 F, has vomited or had diarrhea, uncontrolled coughing or an undiagnosed rash, please keep them home and notify the school. Your child will need the rest to recover and this will help minimize the spread of illness. Your child may be sent home from school for the symptoms above or any of the following:

- Symptoms of a communicable disease
  - Serious accident or injury
  - Suspected pink eye
- Disease symptoms not responding to treatment or if no medication is at school
  - Live head lice infestation
- Any symptom that prevents the student from remaining in the classroom for the wellness of themselves or others

It is important to keep phone numbers updated with the school in case of an emergency or illness happens while your student is at school. In the event of a medical emergency, 911 may be called and the student transported by ambulance to a medical facility, at the expense of the parent or guardian.

## **Medications**

When possible, all medications should be administered at home. If a student requires medication to be administered during regular school hours, please adhere to these guidelines.

1. The first doses of any new medication should be given at home, so parents can monitor for any adverse effects of allergic reactions before the medicine is given at school.
2. The parent or guardian must bring the medication to school. It is not safe for a student to do so because of concerns such as the medicine being lost or stolen, students sharing medicine and students taking medicine their parents did not intend for them to take.
3. A Medication Permission Form must be completed by a parent or guardian before the medicine will be administered at school.
4. All medications need to be provided to the school in their original container. Prescription medications must have a clearly marked, up-to-date prescription label on the container.
5. Parents should arrange for a separate supply of medication for school. Medication will not be transported between home and school by a student, with the exception of life-saving medications as described below.
6. All medications will be kept in a locked cabinet, with the exception of life-saving medications that a student has permission to self-carry. Students are not allowed to carry over-the-counter medications at school.
7. Life-saving medications, such as asthma inhalers, insulin, glucagon and epinephrine, can be self-carried and self-administered as agreed upon by the parent, prescriber and school nurse. This requires a special permission form and will be considered on an individual basis.
8. When a medication is discontinued or unfinished at the end of the school year, it will be disposed of after 3 days if not taken home by a parent or guardian.
9. In the absence of the school nurse, an unlicensed, trained school personnel may administer medications as necessary.



## Immunizations

According to IDAPA 16.02.15, all children in preschool and grade K-12 must show proof of immunization at the time of registration for school. A copy of the student's immunization record will be kept on file. Students will not be enrolled without proof of immunization status.

<b>Minimum Immunization Requirements For School Entry</b>	
Immunization Requirement by Age	Doses of Vaccines Required
<b>Children born on or before September 1, 1999</b> must have a minimum of:	(4)Diphtheria, Tetanus, Pertussis (DTaP) (1)Measles, Mumps, Rubella (MMR) (3)Polio (3)Hepatitis B
<b>Children born after September 1, 1999 through September 1, 2005</b> must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2)Measles, Mumps, Rubella (MMR) (3)Polio (3)Hepatitis B
<b>Children born after September 1, 2005<sup>1</sup></b> must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2)Measles, Mumps, Rubella (MMR) (4)Polio <sup>3</sup> (3)Hepatitis B (2)Varicella (Chickenpox) <sup>4</sup> (2)Hepatitis A

1. Pre-School children need only be age-appropriately immunized with required vaccines
2. DTaP: The 5<sup>th</sup> dose is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older
3. Polio: The 4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered at age 4 years or older and at least 6 months after the previous dose. For children born after 9/1/05, at least one dose should be given at age 4 years or older.
4. Varicella: History of Chicken pox disease documented by a physician or licensed healthcare provider meets the requirement.

<b>7<sup>th</sup> Grade Immunization Requirements</b>	
Immunization Requirement by Grade	Doses of Vaccines Required
<b>Children admitted to 7<sup>th</sup> Grade</b> must meet the following minimum immunization requirements in addition to school entry requirements:	(1) Tetanus, Diphtheria, Pertussis (TdaP) (1) Meningococcal

**EXEMPTIONS:** Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. All exemptions must be documented on the official State of Idaho form provided by the Idaho Department of Health and Welfare Immunization Program.

A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition which prevents him or her from receiving required vaccinations. The law does not allow parents/guardians to claim an exemption because the shot record is lost or incomplete.

**CONDITIONAL ADMISSION:** The Schedule of Intended Immunizations Form is required to document the intended immunization schedule of a child who has not received all required immunizations for school admission. To be eligible for conditional admission, a child must have received at least one dose of each required vaccine.

**PAYETTE SCHOOL DISTRICT  
2018-2019 CALENDAR**

August 15	Teacher/Staff first day welcome back
August 16-17	Teacher Collaboration – No School
August 20	School Starts - K-6 & 9-12
August 21	School Starts - Grades 7-8 (all grades)
September 3	Labor Day - No School
October 4-5	Teacher In-service - No School
November 1	No School
November 2	No School
November 21-23	Thanksgiving Break - No School
December 24-January 4	Christmas Break – No School
January 7	Teacher Collaboration – No School
January 21	Martin Luther King Jr. Day - No School
February 15	Teacher In-service – No School
February 18	Presidents' Day - No School
March 22	No School
March 25-29	Spring Break - No School
April 1	Teacher Collaboration - No School
April 19	No School
April 26	Kindergarten Roundup - No Kindergarten
May 17	Teacher Collaboration - No School
May 22	8 <sup>th</sup> Grade Farewell
May 23	Senior Graduation
May 23	Last Day of School for Students

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**Reporting Periods**

1 <sup>st</sup> Quarter (Fall Midterm)	October 19 (44 days)	
2 <sup>nd</sup> Quarter (1 <sup>st</sup> Semester)	December 21 (40 days)	
3 <sup>rd</sup> Quarter (Spring Midterm)	March 8 (42days)	<b>STAFF IN-SERVICE</b> Oct 4-5, Feb 15 No School
4 <sup>th</sup> Quarter (2 <sup>nd</sup> Semester)	May 23 (45 days)	<b>COLLABORATION</b> Jan 7, April 1 No School

## 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!**

### **BUS loading and unloading area**

**\*Parents/Visitors, please DO NOT PARK or ENTER in the Bus loading and unloading area AFTER 2:30 pm**

**No Exceptions!**

**Please be courteous to our Bus drivers and the safety of our students.**

## **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