

# Westside Elementary School

609 North 5<sup>th</sup> Street  
Payette, Idaho 83661  
208-642-3241

website: [www.payetteschools.org](http://www.payetteschools.org)



# Home of the Pirates

2017-2018  
Student and Parent  
Handbook

**OUR VISION:**  
***STRIVE FOR EXCELLENCE***

**I. INTRODUCTION**

**PHILOSOPHY**

Westside Elementary School shall provide each student with a safe educational environment, quality instruction and learning opportunities, which promote academic success, personal growth, self-confidence and responsible citizenship. Students will prepare to meet the challenges of the future through educational curricula, creative expression and exposure to technology.

**OBJECTIVES**

- To give students the knowledge and skills to become capable and productive individuals.
- To instill integrity and responsibility in being a respectful citizen of the world.
- To develop a student's self esteem and abilities to become a fulfilled individual.
- To develop commitment to a drug-free life style.
- To promote parent commitment and active involvement for the success of the children and the school.

**PARENTAL RESPONSIBILITIES**

In order to effectively achieve the educational objectives there must be a cooperative effort between the home and the school. When children hear their parents speak positively about teachers, administration, and the school system in general, they are encouraging a positive educational setting for their child.

This approach results in helpful behavior in the classroom and will contribute to a positive learning environment and attitude toward learning.

You, as a parent, can contribute to your child's education experience and success by:

- Teaching your child, by word and example, respect for the law, for the school and for the rights and property of others.
- Having a positive attitude toward your child's education by showing interest in your child's schoolwork and knowing your child's teacher.
- Seeing that your child has the necessary materials for school.
- Working with school personnel to solve disciplinary and academic problems.
- Making sure your child comes to school on time every day. Experience has shown that when a child comes to school clean, well groomed and dressed neatly, the educational attitude will have a positive effect on success.
- Keeping your child home when you know (s)he has a contagious illness.
- Obtaining any assignments missed due to illness or absence.

## **STUDENT RESPONSIBILITIES**

It is the responsibility of the student to:

- Attend all classes regularly and on time.
- Be accountable for his/her quality of work and necessary materials.
- Be accountable for his/her behavior.
- Obey the rules and regulations established by the school and classroom teacher.
- Obtain all missed assignments due to illness or absence, complete and return promptly to the teacher.
- All assignments from the previous week are due into the teacher first thing on Monday morning (or the first day of the week) by 8:35, or may be recorded as zeros .

## **II. ACADEMIC GUIDELINES**

Fourth and fifth grade students receive letter grades based on the following scale:

100 – 90	=	A
89 – 80	=	B
79 – 70	=	C
69 – 60	=	D
59 – 0	=	F

In the areas of Physical Education and Citizenship the scale of S (Satisfactory), N (Needs Improvement), and U (Unsatisfactory) is used to reflect a student's progress as measured against expected grade level performance standards.

Since much of the school work in grades four and five is done with close teacher assistance and supervision, the percentage range should accurately reflect the effort and ability of students. This measurement is a useful tool, which will be of assistance to students as they move through the rest of the educational system.

## **REPORT CARDS / PROGRESS REPORTS**

Report cards will be issued at the end of each nine-week grading period. Progress reports will be issued during the 5<sup>th</sup> week of each grading period.

## **III. POLICIES AND PROCEDURES**

### **HIGHLY QUALIFIED TEACHERS AND STAFF**

Westside Elementary School employs teachers and paraprofessionals that meet the highly qualified requirements under the Elementary and Secondary Education Act(ESEA), as well as state certification requirements. All required documents of certification, degrees earned, and qualifications are held at the Payette School District 371 Office located at 20 N. 12<sup>th</sup>, Payette. Westside is a school wide Title I school, thus all students are considered Title I. Title I schools require that all parents have the right to request information regarding the qualifications of their child's classroom teacher (ESEA 1111). This may be done in person, or by submitting the request in writing to the building administrator.

## **ATTENDANCE REQUIREMENTS**

Attendance at school must be regular and punctual. Make-up work is a poor replacement for the actual class experience. Students should attend class every day that school is in session.

A student whose attendance is less than ninety percent (90%), missing more than 18 days, excluding school activities, may have their attendance reviewed by the school administration before credit is granted or the student is promoted. 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.

## **RESPONSE TO INTERVENTION (RTI)**

In the event a student continues to present with learning concerns, even with interventions in the classroom and extra support through Title I, it may be necessary to enter a student into the RTI process. This process reports multiple attempted teaching strategies along with documented results of progress. If the interventions are still ineffective, further assessment may be requested. Parental permission is required in order to assess the student's skills and ability, to determine if a student qualifies for further support. The classroom teacher will have informed the parent of their concerns and if the student is being considered for the RTI process.

## **TARDINESS**

Students are to be in their classroom by 8:20 A.M. The first bell rings at 8:15 A.M. Students who are tardy must report to the office for a class admittance slip. In cases of habitual tardiness students may be required to serve detention.

## **TURNING IN ASSIGNMENTS**

All assignments from the previous week are due into the teacher first thing on Monday morning (or the first day of the week) by 8:25A.M., or may be recorded as zeros .

## **MAKE-UP WORK POLICY**

Students are responsible for work missed when they are absent. A student will be permitted two days for each day absent to complete make-up work. In the event of an extended illness, 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 for with the teacher. If work is not returned by the designated date, zeros may be recorded.**

## **ABSENCES**

When your student will not be at school **due to illness**, please phone the office in the morning. If you would like work for your student, please allow the teacher time to gather necessary supplies. Requested student work will be available in the office no earlier than 3:15 of that day. If you have a **planned absence**, parent(s) need to notify the teacher, in writing, at least two (2) days prior to the expected absence. All work provided is expected to be completed and turned in upon returning. **Any work not returned may be recorded as zeros.**

## **MEDICATION & ILLNESS POLICY**

### **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 themself 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, including cough drops.

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

### 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.

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) (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.

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.

### **SCHOOL CLOSURE**

Notification of scheduled closures will be in the *Westside Messenger*.

Information regarding emergency school closure may be obtained by listening to local radio stations, on social media, television news and through a robo-call through School Messenger.

In the event that severe weather conditions occur during school hours, children may be sent home before regular dismissal time. Warnings will be given over local radio stations and regular bus routes will be run. Students who walk from school or are picked up at school, and/or who indicate that they will not be able to get into their house, will remain at school until a parent or designee can transport them.

In the case of a general disaster, it must be assumed that regular transportation and communications could be disrupted. In that event, students will remain at school until a parent or designee can pick them up.

### **SCHOOL MESSENGER**

In an effort to improve communication between parents and school, we are implementing a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. This service is provided by School Messenger, a company specializing in school-to-parent communications.

The service will call phone numbers in our selected parent contact lists and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. Numbers are kept confidential.

**It is the parent(s)/guardian(s) responsibility to keep any primary phone numbers current with the school. Contact cannot be made in emergencies if we do not have correct phone numbers.**

### **STUDENT SUBSTANCE ABUSE INTERVENTION POLICY**

Payette School District forbids the following while on school property and/or while involved in any school activity:

- Being under the influence, use, possession and/or sale/distribution of illegal drugs, controlled substances, and/or drug paraphernalia (unless medically prescribed)

- Being under the influence, use, possession and/or sale/distribution of alcohol.
- The use, possession and/or sale/distribution of tobacco.

The specific policies governing student possession and/or use of alcohol, tobacco, drugs, illegal drugs, controlled substances and drug paraphernalia are outlined in the Payette School District Policy Manual Sections 506 through Section 506.6. A copy may be obtained at any school office.

### **PARENT INVOLVEMENT**

It takes a strong partnership between home and school to make the most of a child's school experience, and to keep the focus on positive growth for our students. We encourage feedback and your thoughts regarding programs and procedures at the Westside. In addition to participating in regularly scheduled conferences, open houses, seasonal programs, and special nights, if you would like to be a volunteer, serve on a committee, or be considered as a parent representative for an evaluative committee, please contact the school's office.

### **TITLE I PARENTAL INVOLVEMENT**

Westside Elementary School is a school wide Title I school and is committed to the goal of providing a quality education for all students. Partnering with parents will assist our school in meeting this goal.

Components for a strong Title I Parental Involvement Policy

- Parents will be informed of their child's participation in an intervention class
- An annual informational opportunity for Title I parents will be held to explain services provided and answer any questions parents may have
- Parents will be kept informed of student progress through parent-teacher conferences, report cards, Family Link program, progress reports and written and/or verbal communication when needed in the parent's language
- Parents will have reasonable access to the school and staff
- Parents will be invited to the school throughout the school year
- Parents will receive information that may be helpful to support their child's academic progress from home
- Parents will receive, annually, a Student/Parent Handbook from the school explaining policies and providing contact information
- Parents will be encouraged to visit with school personnel to promote student academic and social success

### **VOLUNTEERS**

Volunteers are welcome and encouraged at our school. Volunteers are needed in varying capacities, working with students, helping teachers in the classroom, making copies, helping with fundraising efforts, etc. Whether you are able to help once, a few times or on a regular basis, all are welcome. Depending on assignments/duties, a background check may be required (Idaho Code 33-130) at no expense to the volunteer. Please contact the school if you are interested in volunteering.

## **CUSTODY / COMMUNICATION PROCEDURES**

Payette School District recognizes that a student may live with one parent or guardian. The following policy is in place to assist non-custodial parents and the school to open the lines of communication.

Until a parent or guardian presents the principal with an official document of custody, communication will be sent to the child's residence. Unless the 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 any and all communications from the school concerning the student.
- Receive, upon request, information about the student's health, attendance and school progress.
- Attend, upon request, a scheduled school conference to review the student's curriculum.

## **RIGHTS OF PRIVACY POLICY**

Student records are confidential and access is granted only for the purpose of serving legitimate educational ends. Cumulative student records are open for parental inspection with the administrator present to interpret the information. Student records will not be issued to parents or guardians. Transcripts will be mailed directly to a new location of enrollment.

## **CHANGE OF GOING HOME PLANS**

If you have a change of after school plans and your child must take a different bus, or change his established route, be sure to notify your child's teacher or the school office. **Please notify the office prior to 2:30 P.M.** After that time, we cannot be sure messages are received prior to dismissal. If you are removing your student before school is dismissed, a parent/guardian must sign the student out through the office.

## **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 one day.
- 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 a 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.

## **LEAVING SCHOOL GROUNDS**

Students may not leave the school grounds without written permission from a custodial parent. If a student walks home for lunch daily, one written note will be sufficient.

Students with written permission from a custodial parent are to sign out at the office.

**Parents who pick up a student during the school day are asked to sign the checkout log in the office before leaving school with the student.**

## **CELL PHONES**

Students with cell phones must keep them **shut off and put away during school hours**. Use during school hours will result in the phone being held in the office, until the end of the day. If the phone is taken a second time, the parent will be responsible for picking it up from the school.

## **ACTIVITY CARDS**

Student activity cards are available for purchase. Please contact the school office.

## **LUNCH / BREAKFAST**

Both breakfast and hot lunch programs are provided at Westside Elementary School. Complete, nutritious meals are served daily. Breakfast and lunch is free of charge for all students. . Adult lunches are \$3.75, adult breakfast \$2.75. Milk can be purchased for \$0.50.

## **SCHOOL HOURS**

8:00 A.M. Breakfast served in the cafeteria  
8:20 A.M. Tardy Bell- School begins  
11:00 A.M. – 11:45 A.M. 4<sup>th</sup> Grade lunch  
11:45 P.M. – 12:30 P.M. 5<sup>th</sup> Grade lunch  
3:00 P.M. School dismissal

Students should not arrive before 7:45 A.M. During the coldest weather, students are allowed to sit quietly in the cafeteria from 8:00 A.M. until the start of school. There is no supervision of students on the playground prior to 7:45 A.M.

After school dismissal, students should go directly home unless their parents have made other arrangements and written permission is provided to the school by the parent or guardian. Students may not get off the bus at a stop other than their regular stop without written permission from their parent or guardian.

## **VISITORS**

In order to insure the safety and security of the children attending Westside Elementary School, certain practices have been adopted. Student visitors will not be permitted at Westside Elementary School. Visitors may alter the routine and can be a disruptive influence in the classroom. Parents and patrons wishing to visit the school are welcome. All visitors must check in through the office. It is preferred that visitors wishing to discuss student progress, make an appointment with the teacher.

## **GUM, TOYS AND VALUABLES**

Gum is not permitted at school. Toys, skateboards, wheelies, roller blades, video games, trading cards, radios, Ipods, MP3, tape or CD players, electronic devices, personal items of value or large sums of money should not be brought to school. The responsibility for such items being broken, lost, or stolen is that of the students. A teacher may confiscate items that may interfere with students' learning. Parents may be required to pick up items from the school.

## **STUDENT BIRTHDAYS**

Students who wish to share their birthday may bring **store bought treats** for their classmates, **upon making prior arrangements with the classroom teacher**. Please let the teacher know ahead of time that your child will be sharing treats with classmates. We ask that gifts, including flowers and balloons, not be delivered to school. These are not items that can be shared with classmates nor carried easily. While these gifts may render your child to feel very special and loved, it leaves many other children with contrary feelings. Please save these messages of love for home. Items delivered to school will be kept in the office for students to pick up after school.

## **PETS**

Students **may not** bring pets to school unless the teacher has granted permission in advance and the office has been notified.

## **LIBRARY BOOKS**

Library books are school property. Library books are checked out to students and are due in within two weeks. Parent(s) are responsible for lost or damaged books. Failure to make restitution may result in the withholding of a report card until fees/fines are paid.

## **STUDENT CONDUCT**

An orderly, well-disciplined environment is essential to student safety, academic achievement and development of responsible citizenship. We expect our students to be polite and follow the instructions of teachers and staff. We expect our students to be respectful of the building, school grounds, and others.

We recognize that part of the educational process is learning how to behave in social situations different from that of home and family. Our discipline plan is designed to meet the age appropriate needs of our students and help them to be good citizens.

For a comprehensive description of the Westside Elementary School discipline plan, please refer to **DISCIPLINE ~ A COOPERATIVE EFFORT** on page 18-19.

## **FIGHTING**

Fighting is not permitted at Westside Elementary School. Parents will be notified if their child is involved in a fight. The student will be referred to the principal for discipline that may include: loss of recess or other privileges, after school detention, or suspension from school.

## **DANGEROUS ITEMS**

The Payette School District Policy Manual states that: "Guns, ammunition, knives, fireworks, matches and other dangerous items are not to be brought to school by students. Teachers and principals are authorized to confiscate such items immediately and take such necessary disciplinary action as is needed."

## **SWEARING / VULGAR LANGUAGE**

Swearing and vulgar language is not permitted. Students who use improper language will be disciplined and parents will be notified. By school district policy, swearing and/or vulgarity is due cause for suspension.

## **FIELD TRIPS**

Trips away from the school building are privileges. Only students who can be trusted to present themselves as positive ambassadors will be invited to attend.

Students who struggle following directions and rules at school may be excluded from field trips. As during the regular school day, no electronics are permitted. Cell phones must remain off and put away in backpacks.

# **IV. STUDENT RECOGNITION PROGRAM**

## **AWARDS**

Westside Elementary has a wide variety of awards to reinforce and recognize student achievement. Monthly awards for academic achievement and responsible citizenship are presented.

## **ACHIEVER OF THE MONTH**

A student from each classroom is honored each month for exhibiting academic effort and persistence. Their pictures appear in the *Independent Enterprise*.

## **CITIZEN OF THE MONTH**

A student from each classroom is honored each month for exhibiting outstanding citizenship. Their pictures appear in the *Independent Enterprise*.

## **HONORS LUNCHEON**

A no-host honors luncheon is held each month to honor Achievers and Citizens of the month. Parents and grandparents are encouraged to attend.

## **PARADE OF ACADEMIC CHAMPIONS**

At the end of each nine weeks the top academically rated students are awarded the Parade of Champions Medal. Students and parents are invited to attend a school board meeting where medallions are awarded. A student is eligible for this honor once each year.

## **PIRATE STAMPS / PIRATE STORE**

Students may earn pirate stamps through achievements in citizenship and academic work in their classrooms. These stamps may be redeemed at the *Student Store*. The store carries student supply items and is operated by students under the direction of a staff member.

## **RECOGNITION**

Students receiving awards or in the news regarding current events, have their photos and names published and released without prior written consent of parent or guardian. Please give written notification to the office if a student's name or picture is to be withheld.

## **V. IMPORTANT INFORMATION**

### **BUSES**

Riding the bus is a privilege, not a right. Failure to comply with safety rules may result in a *Bus Discipline Report* and loss of bus privileges.

### **INSURANCE**

Payette School District **does not** carry insurance to cover student injuries. Parents may purchase a policy to cover their child while at school. If you would like a brochure please request one from the school office.

### **STUDENT INJURIES**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and are part of the growing-up process that children go through.

Parents need to be aware of this and be prepared for possible medical expenses that may arise if their child is injured 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 individual purchase. Brochures outlining the coverage and premiums are available upon request at the school office.

### **EMERGENCY PRACTICES**

Westside Elementary School practices fire drills and lockdowns at least once a month. Students practice exiting the building safely and efficiently during fire drills and securing the room and safety positioning during lockdowns. Lockdowns often require locking of the exterior doors during our practice and may also include partnering with the Payette Police Department. If you encounter a locked front door, please be patient as we complete our safety practices. If there was an actual emergency, parents would be notified through the School Messenger contact system.

## **LOST AND FOUND**

Please mark all items with the child's name. Items turned in without a name are placed on coat racks by the cafeteria. Items not claimed at the end of the year are donated to the Idaho Youth Ranch.

## **WESTSIDE MESSENGER**

The *Westside Messenger* is our monthly newsletter that provides parents and students with important information about our school and our students. Please be sure that your child brings the *Westside Messenger* home the last Monday of the month.

## **SCHOOL PHONE**

Students may not use the school phone without a teacher's permission. Permission will be granted for emergency situations only. Students should be responsible for their homework, treats for a read-in, after-school instructions, etc. Important notices will be delivered to students.

## **INTERNET/ COMPUTER USAGE**

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of the school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet Service. Students will be taught internet safety and etiquette at school. Students are responsible for appropriate internet usage with social media and other forms of cyber communication outside of school. Failure to follow safety rules and appropriate etiquette may cause a disruption in the learning process or fall under the laws of cyber-bullying.

## **DISCIPLINE ~ A COOPERATIVE EFFORT**

### **DISCIPLINE IS:**

- Training that enables students to make appropriate choices in a supportive environment.
- Clearly defined school rules and classroom limits with incentives and consequences that are consistently carried out.
- Effective communication that fosters positive relationships.
- Self-management in a variety of environments.

### **OUR PHILOSOPHY:**

- Children can behave appropriately.
- All children have human dignity and worth.
- Influence is greater than control.
- Behavior is maintained by its consequences.

### **OUR PROGRAM:**

- Emphasis on recognition of appropriate behaviors.
- Progression from extrinsic to intrinsic rewards.
- Detailed classroom management plans for all children.

- Written behavior agreements for children who repeatedly demonstrate inappropriate behavior.
- Emphasis in teaching children to be responsible for the consequences of their actions.

**THE STUDENT IS RESPONSIBLE FOR:**

- Respecting the authority of teachers, principal, and other school staff to enforce district policy, school rules, and regulations regarding student discipline and moral conduct.
- Behaving in classrooms and/or on school playgrounds in a manner that does not disrupt or interfere with the rights of other students.
- Abiding by the school and classroom limits established by the school.
- Attending school daily on time and for each full term.
- Taking part in all class discussion and completing assignments.
- Turning all assignments in on time -taking home what was not completed during the day, complete it at home, return it to school and turned it in , including make-up work due to absences.

**THE PARENT IS RESPONSIBLE FOR:**

- Reinforcing children at home who demonstrate appropriate behavior.
- Reviewing school discipline rules and regulations with family members to ensure that all are familiar with and understand the standards of expected conduct.
- Cooperating with school officials in carrying out appropriate discipline penalties when such action is necessary.
- Seeking out, with the advice and guidance of district personnel when necessary, appropriate community agencies for assistance in correcting misbehavior of the student.
- Contacting their child's teacher directly whenever a question or concern arises.

**THE TEACHER IS RESPONSIBLE FOR:**

- Assisting in development and enforcement of the school rules.
- Developing concise classroom limits that clearly communicate to students and parents what is needed in order to teach.
- Establishing a classroom management program and atmosphere that elicits proper behavior and which gives every student full opportunity to pursue his/her education without disruption.
- Communicating with students and parents regarding behavior successes, and behavior problems and proposed solutions.
- Making appropriate referrals to counselors, special services, or the principal for assistance when needed.

**THE PRINCIPAL IS RESPONSIBLE FOR:**

- Eliminating vagueness from rules, expectations and responsibilities.
- Supporting teachers by developing behavioral agreements for disruptive students.
- Defining the referral procedures and everyone's part in that procedure.
- Enforcing the discipline plan within the existing district, state, and federal laws.

### **SCHOOL RULES:**

\*Be respectful of the classroom, school and others

\*Always act with safety in mind

\*Be courteous, polite, and helpful to others

\*Be responsible for what you say and do

- Remain in assigned area.
- Keep hands, feet and objects to self.
- Complete all work assigned.
- Use common sense. If you think there is a chance you might get hurt or hurt someone else: Don't do it.
- Use only kind words toward others. Making fun of a person's name, race, appearance or abilities is prohibited.
- Gum is not permitted in the school or on school grounds.
- Be respectful of school, school grounds, and facility. Do not litter, spit, chew gum, or deface property.

### **PLAYGROUND GUIDELINES**

1. Footballs, baseballs, and soccer balls are for use in the field.
2. Basketballs are for use on the court area.
3. Rubber balls are for use on the blacktop or against the wall.
4. No rough play –football, soccer, basketball, or otherwise.
5. No foul language or name calling.
6. Students are not to leave the grounds to retrieve a ball. Please tell a duty person, and the duty person will retrieve it.
7. No throwing sand.
8. Safe use of the monkey bars, swings, and slides. Students may not do anything that may be harmful to self or others.
9. No fighting (play or otherwise)
10. Students are not permitted to be between out buildings, or on the sides of the school. (covered area is for rainy days)
11. There are to be no wheeled objects on the playground.
12. No electronics.
13. Swings are for swinging- do not bail out.
14. Students must have a pass to use the restroom or see the nurse.
15. Students with restroom passes must enter through cafeteria door near the basketball courts.
16. Students exit cafeteria through cafeteria door near the basketball courts.
17. Students who have teacher permission to be in the classroom at lunch time, must have a note of permission from the teacher.
18. **DO THE RIGHT THING!**
19. **IF IT MAY RESULT IN INJURY TO SELF OR OTHERS-DON'T DO IT!**

### **CONSEQUENCES:**

1. Warning
2. Time out on wall, or with duty teacher
3. Discipline report and loss of recess(es)- by duty teacher
4. Referral to principal for further action.

Any step may be skipped and action taken as seen fit.

## **PROCEDURE**

In accordance with the philosophy of Westside Elementary School, good behavior of students will be implemented by school personnel at all times when students are under jurisdiction of the school.

## **HANDBOOK DISTRIBUTION**

Printed copies of the Student/Parent Handbook will be made available to all school personnel, parents and students each year. The parents of a student new to the school will be given a copy of the handbook at the time their child registers for school.

## **STUDENT ORIENTATION**

All teachers will review the Student/Parent Handbook in detail with their students during the first week of each school year. A brief review should also be conducted during the first week of the second semester each year.

## **MINOR DISCIPLINE PROBLEMS**

Minor discipline problems will be handled by the supervisor. It is recommended that at the first occurrence of problem behavior the supervisor hold a private conference with the student. Re-occurring offenses may require the teacher to arrange a conference with the parents. **If the student does not respond to the supervisor, the insubordinate response may be handled as a major discipline problem.**

## **MAJOR DISCIPLINE PROBLEMS**

The following types of student conduct are examples of behavior which may constitute major discipline problems and may lead to suspension:

- A. Disruption of school or a school related activity through the use of violence, force, noise, threat, passive resistance, or other conduct which interferes with educational activities organized by school officials.
- B. Extortion by means of force or threat to obtain money or property from another student.
- C. Intimidation of any person with a threat of bodily harm.
- D. Compelling another student to perform a humiliating or unnecessary task by using fear or mental or physical abuse.
- E. Causing or attempting to cause damage to school property.
- F. Causing or attempting to cause damage to private property on or off school grounds when the student is involved in a school activity or event.
- G. Stealing or attempting to steal school property.
- H. Stealing or attempting to steal private property on school grounds or private property during an educational function or event off school grounds.
- I. Intentionally causing or attempting to cause physical injury or behaving in such a way as to cause physical injury to any student or school employee on school grounds or off school grounds at an educational function or event.
- J. Fighting (physical altercations) on or off school grounds while under the supervision of school authorities.
- L. Excessive truancy from school.

- M. Cursing, using profanity or vulgar language.
- N. Insubordination by failing to comply with reasonable directions of teachers during any period of time on or off school grounds when the student is under teacher supervision and when the insubordination may constitute an interference with school purposes.
- O. Possessing, handling or transmitting any object which may be reasonably considered a weapon on or off school grounds or at any educational function. (Such objects include any firearm or facsimile, any flammable substance, any explosive, including firecrackers, or any knife.)
- P. Possessing, using, selling, transmitting, or being under the influence of any drug, alcohol, intoxicant of any kind, or tobacco on or off school grounds while under supervision of school authorities. (Use of a prescribed drug authorized by a medical prescription from a registered physician will not be a violation of this rule.)
- Q. Inappropriate public display of affection.
- R. Conduct that interferes with educational programs.
- S. Any violation committed on school grounds that violates the Idaho Criminal Code.

The procedure for handling major discipline problems are stated below; however, any **step may be skipped and action initiated at a subsequent step, or suspension invoked, if the seriousness of the problem warrants.** In each case of a major discipline problem the Discipline Report form will be completed and copies distributed to the principal, parents and teacher. Documentation of the incident/behavior in the student management system will also be noted.

### **STEPS OUTLINED FOR MAJOR DISCIPLINE PROBLEMS**

#### Step 1 or First Offense

The student's parents will be notified. Disciplinary action may be taken by the principal after the problem has been investigated and such action is deemed necessary. The parents will be notified of any disciplinary action taken.

#### Step 2 or Second Offense

Step 1 will be repeated with the option also included for the problem to be reviewed by the teacher(s) of the offending student in a meeting that may include the student, parents, and principal. The parents will be notified of any action taken.

#### Step 3 or Third Offense

The student's parents will be notified. The principal will take appropriate action. The parents will be notified of any action taken.

### **EXAMPLES OF DISCIPLINARY ACTION WHICH MAY BE TAKEN BY BUILDING PRINCIPAL (OR DESIGNEE)**

This list contains suggestion and is not conclusive since all disciplinary action should fit the misbehavior in order to modify behavior.

- A. Suspension may be applied for the purpose of:
  - 1. Temporarily excluding from attendance a student who may be dangerous to himself or others, or disruptive to the educational process.
  - 2. Providing an interim time between disruptive behavior and resuming school attendance.
  - 3. Requiring a conference of parents with school officials.
- B. Students may be detained after school hours following notification of parents.
- C. A contract in which student and/or parents agree to comply with required behavior may be developed.
- D. Recess or other free time may be taken away.
- E. A student may be assigned to a "behavior class", e.g. conflict management.
- F. Isolation of student from other children may be imposed.
- G. Work assignment such as washing desks or cleaning grounds may be used.
- H. Informal referral may be made to a child protective agency or formal referral through signing of a complaint with the Prosecuting Attorney.
- I. Field trip privileges may be denied.
- J. Request may be made of the Police Department to take custody of the student.
- K. Referral may be made to the Superintendent recommending expulsion.
- L. The student may be returned to the referring teacher with a request that intervention strategies be written and implemented in cooperation with the student, teacher, principal, and parents as a step to resolving student misbehavior.

### **PROHIBITION OF BULLYING, INTIMIDATION, AND HARASSMENT**

Westside Elementary School prohibits an act of bullying and intimidation or harassment. All students have the right to a safe, and supportive learning environment that is free of bullying, intimidation and harassment. Bullying, intimidation, or harassment disrupts the students ability to learn and the school's ability to provide a safe learning environment for all students.

#### **DEFINITION**

Bullying occurs when a person willfully and/or repeatedly exercises power over another pupil(s) with hostile or malicious intent. This may include insulting, teasing, abusing verbally and/or physically, threatening, humiliating, harassing, and mobbing behaviors that may include misuses of technology. Bullying may also assume less direct forms such as gossiping, spreading rumors, and shunning or exclusion. This includes any behaviors that:

- Take place on school property, a school-sponsored function, on a school bus, or other school-related vehicle 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, or 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, or
- 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 or with a student's educational opportunities.
- Acts of bullying, intimidation or harassment may also include a pupil exercising power and control over another pupil(s), in either isolated incidents or patterns of harassing behaviors.

**STUDENT IS RESPONSIBLE FOR:**

- Treat others with respect
- Communicating with others the dislike of a given behavior
- Refuse to bully others
- Refuse to allow others to be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult

**STAFF IS RESPONSIBLE FOR:**

- Closely supervise student in all areas of the school and playground
- Watch for signs of bullying and intervene when it happens
- Respond quickly and sensitively to bullying reports
- Look into all reported bullying incidents
- Assign consequences for bullying or referral to administration or counselor for severe or repeated offenses.
- Provide immediate consequences for retaliation against students who report bullying

**REPORTING**

Violations of this policy will be documented by the citing staff member by utilizing the school information system (School Master), documenting the appropriate "behavior topic" as indicated in the selection box of the Guidance section. Documentation of bullying behaviors with a Discipline Report will also be filed. Repeated or severe incidents will be referred to the administration.

**INVESTIGATION**

The principal or designee will conduct a complete and thorough investigation of all alleged acts reported 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 incidents, and the level of harm when making determination of appropriate action.

## **RETALIATION**

Westside Elementary 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**

Westside Elementary 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.

## **DISCIPLINARY PROCEDURES AND CONSEQUENCES**

Students who violate our Bullying and Harassment Policy are subject to discipline steps as outlined in the "Major Discipline Problems" and "Possible Disciplinary Action" of the school handbook. It may also be appropriate for the student to visit with Payette School District's School Resource Officer. In addition, students may be required to participate in the school's Bullying and Harassment Intervention Counseling. This will not replace any possible disciplinary action, but rather will provide a source of intervention.

*This handbook supplements the Payette School District policy manual. The policy manual is available at each school building.*

# WELCOME

On behalf of the staff of the Westside Elementary School and the Payette School District, I would like to welcome you to our school. Within our walls you will find a collection of caring, talented professionals who are dedicated to providing a quality education to the children of our community.

Ensuring the best education possible for our students requires a strong partnership between home and school. You are invited and encouraged to communicate often with our staff, and I hope that you will feel free to visit often. Additionally, we hope to see you throughout the year at scheduled conferences and other school functions in support of your child. We pledge to promote a positive and safe learning environment that encourages the development of a good self-concept as well as respect for others, community, and property.

This handbook is provided as a resource for you. You will find school policies, regulations, and services in its contents. Please read and keep this handbook readily available as a reference. If you have any further questions or concerns you are encouraged to share them with us.

We thank you in advance for your willingness to share in the partnership of working toward a successful year for your child.

Sincerely,

MaryBeth Bennett  
Principal

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**Westside Elementary School  
609 North 5<sup>th</sup> ST  
Payette, Idaho  
83661**

**(208)642-3241**

**[www.payetteschools.org](http://www.payetteschools.org)**

**PHONE NUMBERS OF INTEREST**

Payette School District Office	642-9366
Payette Primary School	642-3379
Westside Elementary School	642-3241
McCain Middle School	642-4122
Payette High School	642-3327
Federal Projects/ Title 1	642-8199
Special Education	642-4138
Transportation	642-4990
District Hot Lunch Program	642-4751

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

## **ASBESTOS MANAGEMENT PLAN NOTICE**

In compliance with the Asbestos Hazard Emergency Response Act of 1986, the Payette School District has an asbestos management plan in place. Each Payette School District building has been inspected and asbestos containing materials were identified. The buildings are re-inspected every three years along with periodic surveillances. There are no plans to remove any asbestos at this time. The plan is available upon request from Mr. Alvin Hall, maintenance supervisor, 642-4746.

## **TITLE IX REGULATIONS (Regulation 34 C.F.R. 106.9)**

Westside 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 IX and its implementing regulations may be referred to Jason Dransfield, Principal, Payette High School, (208) 642-3327, 20 North 12<sup>th</sup> Street, Payette, ID 83661. The notice must further state that inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator or to OCR.

## **GENERAL EDUCATION INTERVENTION**

If your child has academic or behavioral problems in school, please:

1. Speak to his/her teacher(s).
2. Refer to the assistance team in your child's school.
3. Complete referral and parent information form.
4. Be a part of the team by helping determine an appropriate intervention to help your child succeed.

By working together, we can establish goals to help your child.

## **NON-CATEGORICAL SPECIAL EDUCATION**

Our school district has a special education program in every school with necessary related services. This is a federal program called IDEA, and it provides for a free, appropriate public education. To qualify, your child must:

1. Need support after sustained and systematic interventions.
2. Function critically below grade level.
3. Qualify according to federal criteria.

Payette qualifies students for special education by need and not by a category of disability. We do not label children. We feel this is a step into the future. For more information, call 642-4138.

## **TITLE 18 IDAHO 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.

**Guidelines for Chaperones  
Westside Elementary School, Payette Idaho**

Dear \_\_\_\_\_,  
Thank you for volunteering to assist with the supervision of our children and to help insure a safe trip to: \_\_\_\_\_ on \_\_\_\_\_.

*As a chaperone, and role model for our students, we would like to make you aware of school and district policies that must be followed in the presence of children and as a representative of Westside Elementary School and Payette School District 371J.*

1. Tobacco use (including 'vaping') shall be prohibited within the actual confines of the Payette School District property or while on duty when in the physical presence of students.
2. The unlawful distribution, possession, use or being under the influence of a controlled substance (except as legally prescribed), or alcohol in the presence of students or within the boundaries of the Payette School District premises, is absolutely prohibited.
3. Dress and personal appearance are to be of such character as not to disrupt or distract from the educational environment of the school or educational experience. All shirts must cover the skin and sleeves are required. Clothing with writing, printing, or a picture of obscene, sexually suggestive, or that promotes tobacco, alcohol, illegal drugs or controlled substances, or gang representations are prohibited.
4. Swearing and vulgar language or inappropriate discussion content is not permitted.
5. No one under the age of 21 years of age may act as a chaperone.
6. Younger siblings/children who are not enrolled students of Westside Elementary School, are prohibited from accompanying a chaperone.
7. Westside students must accompany the classroom on the ride to and from the destination. If you must take your child away from the trip, you must make prior arrangements with the school and sign a release of liability form.
8. If photos are taken of any student other than your own and you plan to post them to social media sites we ask that you please first communicate with the parent of the child, or at minimum, blur out/crop the face or don't identify the other children in the photo.

Please sign and return the bottom portion of this notice, and return it to your child's teacher by \_\_\_\_\_.

-----  
*Chaperone Guidelines*

I, \_\_\_\_\_, have read and acknowledge the expectations while chaperoning a field trip for Westside Elementary students.

\_\_\_\_\_  
*(Chaperone's signature)*

\_\_\_\_\_  
*(Date)*