

2023-2024

# Midway Elementary School

*“Where Excellence is the Norm”*

623 N. 3500 E. • Menan, Idaho 83434

(208) 754-8604 • Fax: (208) 754-4847

*midway.jeffersonsd251.org*



## Midway Staff

<b>Nombre del maestro</b>	<b>Grade Level</b>	<b>Room #</b>	<b>Email address</b>
Anderson, Michelle	Speech	117	manderson@sd251.org
Bailey, Hollie	1st Grade	111	hbailey@sd251.org
Balmforth, Ronni	2nd Grade	108	rbalmforth@sd251.org
Bennett, Elizabeth	Secretary	201	ebennett@sd251.org
Bradshaw, Michelle	SPED resource	101	mbradshaw@sd251.org
Bowden, Karlene	3rd Grade	120	kbowden@sd251.org
Clements, Tammy	PE	Gym	tclements@sd251.org
Comstock, Gary	Principal	202	gcomstock@sd251.org
Day, Lisa	3rd Grade	119	lday@sd251.org
Davis, Rebecca	5th Grade	127	rdavis@sd251.org
Drowns, Melinda	Counselor	113	mdrowns@sd251.org
Gonzalez, Renee	3rd Grade	121	rgonzalez@sd251.org
Hull, Mitzi	4th Grade	123	mhull@sd251.org
Johnson, Maryann	4th Grade	122	mjohnson@sd251.org
Killpack, Jill	Kindergarten	106	jkillpack@sd251.org
Lindstrom, Anita	5th Grade	126	alindstrom@sd251.org
MacPherson, Amber	1st Grade	104	amacpherson@sd251.org
Reese, Ashlee	5th Grade	125	areese@sd251.org
Ridley, Bronwyn	Kindergarten	105	bridley@sd251.org
Smith, Macy	1st Grade	103	masmith2@sd251.org
Stone, Jenn	SPED Resource	114	jstone@sd251.org
Thomson, Laurie	2nd Grade	110	lthomson@sd251.org
Torres, Sue	Librarian	Library	storres@sd251.org
Walker, Kylie	1st Grade	102	kwalker@sd251.org
White, Glenda	4th Grade	124	gwhite@sd251.org
Yearsley, Clarynn	2nd Grade	109	cyearsley@sd251.org
Yearsley, Lisa	Attendance Secretary	201	lyearsley@sd251.org

## Midway Elementary Bell Schedule

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b> <i>(Half Day)</i>
7:40 AM	Playground Supervision Begins				
7:55 AM	First Bell				
8:00 AM	<b>Tardy Bell (School Begins)</b>				
9:25-9:40	<b>Recess (Grade 2)</b>				<b>Recess (Grade 2)</b>
9:40-9:55	<b>Recess (Grades K-1)</b>				<b>Recess (Grades K-1)</b>
9:55-10:10	<b>Recess (Grade 5)</b>				
10:10-10:25	<b>Recess (Grades 4)</b>				
10:25-10:40	<b>Recess (Grade 3)</b>				
<b>Lunch 10:40-12:20</b>	<i>All students eat lunch then go to recess.</i>				Lunch 10:40-11:10  Dismissal 11:10
	<u>1<sup>st</sup> Grade</u>	<u>10:40-11:20</u>			
	<u>Kindergarten</u>	<u>10:55-11:35</u>			
	<u>2<sup>nd</sup> Grade</u>	<u>11:10-11:50</u>			
	<u>3<sup>rd</sup> Grade</u>	<u>11:20-12:00</u>			
	<u>4<sup>th</sup> Grade</u>	<u>11:35-12:15</u>			
	<u>5<sup>th</sup> Grade</u>	<u>11:45-12:25</u>			
12:40-12:55	<b>Recess (Grade 2)</b>				
12:55-1:10	<b>Recess (Grades K-1)</b>				
2:25 PM	5 Minute Bell				
2:30 PM	<b>School Dismissal</b>				

7:30-3:00 Office Hours  
7:30-3:30 Teacher Hours

# Principal's Welcome Letter



Dear Parents!

What an exciting time! School is just around the corner.

Over the summer at Midway, we have had some teacher changes, made some improvements to the school building/grounds, changed school start times and have been learning a new curriculum. Allow me to visit these items below.

Our First Grade has two new teachers: Mrs. Bailey and Mrs. Smith. They each replace Mrs. McLaughlin and Mrs. Miller respectively.

We have crack sealed the track around the playground to improve the life of the track. Please feel free to use it when not interfering with school activities. We have also replaced a few wi-fi access points in building.

School start on Monday - Thursday: first bell rings at 7:55am, tardy bell at 8:00am. School ends at 2:30pm. Roberts students will load buses at 2:00pm. School start on Friday: first bell rings at 7:55am, tardy bell at 8:00am. School ends at 11:10am. Roberts students will load buses at 10:40am.

Teachers have been learning the Wonders and 95 curricula. This is for English Language arts, with the 95 curriculum focusing on phonics learning.

You may be interested in knowing who your child's bus driver is, or when the bus will be by your house to either drop off or pick up. Once PowerSchool settles, the school can help you, but for quicker service contact the bus barn at (208) 754-8211. Dropping students off or picking them up is still an option. The cost for breakfast is \$1.85 and lunch is \$2.50. Students are welcome to bring lunch from home. Lunch starts at 10:40 am and concludes at 12:20 pm as classes are cycled through. Seating will be tight, so if you wish to eat with your child, I ask that you take your child from school, eat, and then return. Roberts students will leave the school at 2:00 and the remainder of students leave at 2:30.

Sometimes parents ask how they can donate to the school. I love to have parents in the school helping students, so if you have time to do so, please don't hesitate to call me and I will find a place for you. If you wish to monetarily donate, please check with Liz or Lisa in the office. Should you desire to bring food to the school (birthdays, special occasions), please bring it in store-bought containers. Check in at the office to make sure we know you are in the building.

Many other questions can be answered in this Parent/Teacher Handbook. Please take time to familiarize yourself with it. Please feel free to contact me with questions, concerns, or even praise concerning the education of your child. We look forward to serving your learner this year.

**Gary Comstock, Principal**  
gcomstock@sd251.org  
(208) 754-8604

# PTO - Parent Teacher Organization

PTO is a group of parents and teachers that work together to benefit our students, our teachers, and our school. Any parent with a child at Midway is welcome to be a part of PTO. There are no dues or fees to participate.

Attending our monthly PTO meetings is a great way to stay informed and provide valuable feedback on some of the activities provided by the school.

Sign up to receive emails from [mpto@sd251.com](mailto:mpto@sd251.com) and like our Facebook page **Menan Midway Elementary PTO** to stay connected.

## 2023-2024 Presidency

Sarah Abrams, President  
Rachel Gibb, Vice President  
Courtney Morris, Treasurer  
Erin Morris, Secretary

## **DISTRICT MISSION STATEMENT**

*“The mission of Jefferson School District 251 is to provide each student with a high quality education.”*

## **DISTRICT VISION**

*“We are a community focused on student learning in order to build character, foster informed and productive citizenship, and prepare all youth for college and career success.”*

## **GENERAL INFORMATION**

### **ATTENDANCE—BOARD POLICIES 3050 and 2380**

Attendance at school is an indicator of success in school and is necessary for maximum student learning. All students are expected to be in class on time every school day. Jefferson School District defines acceptable elementary school attendance as missing not more than seven (7) days per trimester. Please see board policy 3050 for further information at [www.sd251.org](http://www.sd251.org). **If a student must be absent from school, the parent/guardian is requested to call the office by 9:30 am to report the absence for that day.** If a phone call is not possible, a note explaining the absence must be given to the office on the day of return. If parents/guardians find it necessary to take students out of school for an extended period, please contact the office in advance.

#### **Tardies/Early checkouts**

Tardies caused by a late bus, inclement weather, or for medical reasons with a note are excused and shall not be counted on the student’s record. “Excessive tardies” is defined as more than five tardies per trimester, and parents will be informed via letter that excessive tardies impede instruction continuity.

**Parents must contact the office if they desire to check out their child early.**

#### **Absences**

Students who accrue ten (10) consecutive absences will be dropped from school. When the student returns to school, the student may be re-enrolled in school. Students served by homebound will not be included in this procedure (board policy 2380). In addition, students with seven (7) or more unverified absences, whether consecutive or accumulative, may be referred to the Board of Trustees, or designee, as a habitual truant.

#### **Make-Up Work**

Students who are absent from or late to class can make up work missed, but they miss out on direct instruction, a critical component in the educational achievement of students.

### **ACADEMIC OR BEHAVIOR CONCERNS**

When academic or behavioral concerns become apparent to either parent or teacher, the district has a problem-solving process to address the issue. The first step is for the parent and teacher to discuss the concern and try some interventions in the classroom. If the concern persists or significantly impacts the child’s learning, the parent or teacher may refer the student to a building problem solving team to review the concern and interventions previously tried. This team may then develop an additional intervention plan and timeline. If the concern persists even after additional interventions, the child may be referred to a building level multidisciplinary team for further assessments. Teachers must secure the appropriate data (ISIP testing, EasyCBM testing, behavior tracking) to bring to both the building level team and district level team.

### **ACCIDENTS/INJURIES**

If an accident occurs at school, the school office will call parents/guardians or emergency contacts to notify them of the situation. Please keep your contact information current with the front office.

## **ANIMALS IN THE ELEMENTARY CLASSROOMS—BOARD POLICY 3466**

1. Animals are allowed in elementary classrooms when they are required for a unit of instruction from the Jefferson Joint School District #251 adopted curriculum. The animals may remain in the classroom only as long as required by the unit of instruction that is being taught.
2. Wild animals are not allowed in the classroom
3. Students are not allowed to bring their pets from home.
4. The building administrator shall approve use of animals in classrooms and assemblies.
5. Service animals are allowed per board policy 3466 ([jeffersonsd251.org](http://jeffersonsd251.org)).

## **ALLERGIES**

It is common for students to have serious allergies. **Please notify the office if your student has any allergies.**

## **BEFORE AND AFTER SCHOOL SUPERVISION**

For your child's safety, students shall not arrive on school grounds prior to 20 minutes before school and must exit school grounds no later than 20 minutes after the final bell. School personnel are not available for supervision outside of those times.

## **BICYCLES/ROLLERBLADES/SKATEBOARDS/SCOOTERS/HEELIES**

Students riding bikes, skateboards, scooters, or rollerblades to school should walk as soon as they are on school property. Bike racks are available; students are encouraged to wear helmets and to use locks on their bikes. **Heelies are not allowed at school due to safety concerns.**

## **BIRTH CERTIFICATES**

Idaho State law requires: "Upon enrollment of a student for the first time in an elementary school or secondary school, the person enrolling the student must provide either a **CERTIFIED** copy of the student's birth certificate or other **reliable proof** of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate". Other reliable proof of the student's identity and birth date may include a passport, visa, or other governmental documentation of the child's identity.

## **BIRTHDAYS AND SPECIAL OCCASIONS**

If you choose to bring treats, please let your students' teacher know beforehand. All treats need to be in a store-bought prepackaged container.

## **BOARD POLICY**

All board policies may be accessed from the district website: [jeffersonsd251.org](http://jeffersonsd251.org)

## **BOOK FINES**

When books are issued, students should notify their teacher of previous book damage. If there is unreported damage, the student may be held accountable. Fines for books not returned or damaged beyond use will be charged based on the district's replacement cost of the book.

## **BULLYING**

Bullying is an aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength. A child who is being bullied has a hard time defending himself or herself. We are committed to providing all students with a safe, bully-free environment that will allow them to learn and grow. Please see board policy 3295 in appendix E or at [jeffersonsd251.org](http://jeffersonsd251.org) for further information. Notify the principal if you need assistance.

## **BUSES-BOARD POLICY 8140**

Riding the school bus is a privilege for students, not a right. Appropriate student behavior is essential for a safe and positive environment while transporting students. Students are expected to conduct themselves in an orderly manner while waiting for and riding on the school bus. The bus driver has the same rights and responsibilities to maintain order on the bus as the teacher does in the classroom and it is vitally important not to distract the driver from his/her driving duties. Misbehavior on the bus or at the bus stop can deprive a student of their bus riding privileges. **The phone number for Transportation is 208-754-8211.**

## **CAMPUS SAFETY**

Jefferson Joint School District #251 takes the safety of our students very seriously. Fire drills, earthquake drills, and lock down drills for intruder situations are conducted on a regular basis at all schools.

## **CELL PHONES/ELECTRONIC COMMUNICATION DEVICES/STUDENT-TRACKING SAFETY DEVICES – BOARD POLICY 3265/3563**

Students, with permission of their parent(s)/guardian(s), or request of the student him/herself if over eighteen years of age, may be in possession of a cell phone or other related electronic devices on school property.

The devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity, or violating confidentiality or privacy rights of another individual. Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students shall comply with any additional rules and procedures developed by the school concerning appropriate use of telecommunication or other electronic devices.

Policy #3563 - Because of student privacy concerns, the District requires listen-in technology to be disabled while any student-tracking device is at school, on District-provided transportation, and at school events. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students.

A parent/guardian shall obtain approval from the building principal before operating a student-tracking safety device or other electronic device with recording or listen-in capability, such as AngelSense, at school or at a school-sponsored event. Any parent/guardian receiving permission to use an electronic device with listen-in capability may be requested to enter into a user agreement with the school to define the scope and limits of such use.

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

Students are responsible for the care of devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.

## **CLOSED CAMPUS**

All district elementary schools have been designated as closed campus schools. Once students are on campus, they are required to have permission from parents or guardian to leave the campus. Leaving campus without permission constitutes truancy.

## **DELIVERIES**

Flowers/plants or other gift deliveries to students will not be accepted due to student allergies, storage, disruption to the school day, etc.



## **DIRECTORY INFORMATION OPT-OUT – BOARD POLICY 3570**

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in school activities, photograph, weight and height of athletic team members and dates of attendance. The information is routinely disclosed for the purposes of graduation programs, newspaper articles, and other program related activities. If you do not wish to have this information disclosed, please talk with your student's principal and request in writing that the information not be disclosed to third parties.

## **DISCIPLINE – BOARD POLICIES 3330 and 3340**

It is our belief that by encouraging and celebrating positive behavior and by working together as a team, your child's education will reflect excellent behavior. It is our policy that students be held accountable for their own actions. If a student demonstrates inappropriate behavior, they are dealt with fairly and with dignity. We involve and inform parents when misbehavior arises. It is our belief that children of informed parents experience little misbehavior. We sincerely invite parents to come in and talk with us about concerns. For further information, refer to Board Policies 3330 and 3340 at [jeffersonsd251.org](http://jeffersonsd251.org).

## **DISCRIMINATION—BOARD POLICY 3280**

Jefferson Joint School District #251 does not discriminate on the basis of race, color, national origin, religion, sex, disability, or status in admission to its educational programs and activities as prescribed by federal and state laws and regulations.

## **DRESS CODE**

To support parents and students in making appropriate clothing selections the following guidelines must be adhered to.

1. All clothing shall be neat, clean, un-torn, and appropriate to the circumstances.
2. Students will be excluded from attending classes, or participating in school-related activities that are held on school property, when, in the opinion of the administrator on duty, any of the following are worn:
  - A. Underwear as outerwear
  - B. Clothing, jewelry, or body art that advertises alcoholic beverages or illegal drugs
  - C. Clothing, jewelry, or body art that displays obscene or immoral pictures, slogans, or statements
  - D. Clothing that reveals the midriff
  - E. Clothing that reveals underwear
  - F. Excessively tight clothing
  - G. "No sagging"—sagging is defined as wearing the waistband of slack, pants, shorts or skirts below the natural waistline. A belt is required for over-sized pants.
  - H. Clothing, jewelry, or body art that promotes gang activity will not be permitted at any time.
  - I. Shoes must be worn in all instances.
3. Students shall avoid extremes in dress which distract from an atmosphere of learning and/or which tends to disrupt class and/or which reduces attentiveness in class. To assist students, parents, and school personnel the following guidelines apply:
  - A. Tank tops, unlined sheer material, and fishnet tops are not allowed.
  - B. When hands are placed on head, if the stomach and/or the back show, shirt and/or pants are not appropriate.
  - C. When hands are placed on shoulders, if underclothing or chest shows, shirt is not appropriate.
  - D. When hands are placed on knees, if the back/the derrière or underclothing/or the chest show, clothing is not appropriate.
  - E. When hands are placed on toes, if the back/the derrière or underclothing shows, skirts or other clothing is not appropriate.
4. Clothing, jewelry, or body art marked with profanity and/or sexually suggestive writing or pictures, or advertising alcohol, illegal drugs or tobacco is not allowed.

5. Clothing, jewelry, or body art with writing or pictures that promote violence or antisocial behavior, or with writing or pictures advertising groups or organizations that promote violence or antisocial behavior, or clothing that is currently associated with gangs due to colors or design of clothing is not allowed.
6. Clothing, jewelry, or body art demeaning to others is not allowed.
7. The use of hats will not be allowed in the building during school hours except for extreme medical conditions.
8. Heavy chains and spikes may not be worn.

Girls and boys shall be prudent and modest in their selection of dress and avoid extremes that intend to detract from personal appearance.

Exceptions to the dress code may be made for special days or special events. These days and events are announced in advance. Violations of the dress code will lead to disciplinary action. (Board Policy 3260P)

### **DROP OFF and PICK UP PROCEDURES**

In order to maintain a safe school environment, follow these procedures when picking up or dropping off your student(s).

1. Buses drop off between 7:40-7:50am and pick up between 2:30-2:40pm M-Th and 11:10-11:30 on F. If you drop off or pick up your student, do so in the south parking lot and not the busing lanes to avoid blocking buses.
2. Drop off/Pick up your student(s) at 7:55 and 2:30 and at 11:20-11:30 on Fridays. Please pull through the loading zone (south end) and a teacher will assist your student(s) to the vehicle. Please call the office before 1:45 for all pickup students.
3. DO NOT get a student off the bus. Remind students to walk, not run.
4. Tardy students will be given a tardy pass to class.
5. Please make sure the office and/or teacher knows of any late arrivals or early departures.

### **EDUCATION FOUNDATION**

If parents would like to donate to our school, they are encouraged to donate through the Education Foundation. A link can be found on the district website.

### **ELECTRONIC/SMART DEVICES AND DISTRICT INTERNET ACCESS**

Students will use electronic/smart devices only in a manner consistent with instructional and testing activities in the classroom. Use of these devices must not violate any district policy, or cause classroom disruption nor may they be used in the access, creation, or possession of inappropriate materials. Use of electronic/smart devices in the classroom is at the discretion of the teacher. Videotaping or taking pictures is prohibited on campus unless approved by the building administration. Students who bring any electronic/smart device, smart watch do so at their own risk - Jefferson Joint School District #251 and its schools assume no liability for damage, theft, etc. If the policies are violated, administrators will determine consequences based on the severity of the incident.

Electronic/smart devices, including Internet access, provide valuable tools that support the education of students in Jefferson Joint School District #251. The student and his/her parents/guardians should read and discuss the district policies concerning electronic/smart device use; board policies 3270, 3270F and 3270P. **If a parent/guardian does not agree to allow internet use by their student, the student will only have intranet connectivity.**

### **GIFTED AND TALENTED – BOARD POLICY 2430**

The term “gifted and talented” means students who are identified as possessing demonstrated or potential abilities that give evidence of high performing capabilities in intellectual, creative, specific academic or leadership areas, or ability in the performing or visual arts and children of outstanding abilities who are capable of high performance and require services or activities not ordinarily provided by the District in order to

fully develop such capabilities. The District provides for special instructional needs of gifted and talented children enrolled in the District.

### **HALLOWEEN COSTUMES**

Students may wear their costumes to school or bring them to wear during their class party. No masks or toy weapons are allowed. Costumes must conform to the district dress code. Contact your teacher to make sure the class is having a party before dressing up.

### **HOME LANGUAGE SURVEYS**

School districts are required by both federal and state laws to determine the first language learned by each student. This information is essential in order to provide meaningful instruction for all students and the district is required to keep a copy of every child's survey.

### **HOMELESS STUDENTS**

If a family has been displaced from their home, the district has a procedure in place to help mitigate the ill effects of this unfortunate event. Parents or other family members may contact the home liaison, Silvina Grant, at the district office (208-745-6693, ext. 1126), and she will help provide resources. Any information provided by families is strictly confidential.

### **IMMUNIZATION POLICY**

Any student enrolling, transferring, or returning after withdrawing must show verifiable documentation of immunization at entry or re-entry. Exemption from this law is allowed for medical or religious reasons. Any student claiming an exemption must have an Idaho Exemption form on file at school. Exemption forms are available from the school secretaries. Students with exemptions may be excluded from school for an extended period in the event of an outbreak of a disease for which the student is not fully vaccinated. **If current immunization records are not provided, your child may not attend school until records are received.** (See board policy 3525.)

### **INSURANCE FOR STUDENTS-BOARD POLICY 3540**

Injuries that occur from accidents during school hours or while participation in school activities are usually covered by family medical plans. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. Parents/guardians need to be prepared for possible medical expenses that may arise should your child be injured at school. The school district does have basic liability coverage as required by the State of Idaho. Lost, stolen, or damaged equipment or clothing is not covered by district insurance.

### **INVESTIGATIONS**

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as problematic. The administrator in charge of the investigation will, at a minimum, take the following steps:

1. Obtain a written statement from the complainant regarding the allegations
2. Obtain a written statement from the accused
3. Obtain a written statement from witnesses if any

### **KEEPING STUDENTS AFTER SCHOOL**

Should a teacher desire to keep a student after school, the teacher needs to contact the parent for prior approval and inform the office. A student may not be kept after school unless the teacher receives prior approval from the parents.

## **LIBRARY**

The library is open at varying times throughout the school day. Most books may be checked out for two weeks and may be renewed unless placed on reserve. Fines are charged for overdue books and replacement costs will be charged for lost or damaged materials.

## **LOST AND FOUND**

Students are responsible for all personal items brought to school. Jefferson Joint School District #251 does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason. If you have lost an item, check at the main office and in lost and found. If an item has been stolen, please contact the teacher or principal. If you lose or find articles of clothing, purses, wallets, etc. please check in the main office for the location of the lost and found. Items left in the lost and found may be donated to charitable organizations.

## **LUNCH/BREAKFAST PROGRAM**

Kitchen staff prepares a well-balanced breakfast and lunch fresh daily. All meals are nutritionally analyzed, and portions are set according to grade level. **Nut products are not served in the cafeteria.** Menus and meal prices are available on the district website, <http://jeffersonsd251.org/school-lunch/>.

Parents/guardians may apply for free/reduced price meals online by visiting the district web page at [jeffersonsd251.org](http://jeffersonsd251.org). Applications for free/reduced priced meals are also available in your school's office and kitchen. Applications are evaluated according to income and family size.

## **MEDIA RELEASE**

The school or school district periodically uses images and names of students in various media (printed, photographic, or video) to promote school activities or programs. If you do not wish your student's name or image to appear in any such school or district produced materials, please notify the school administration in writing.

## **MEDICATION AT SCHOOL**

Students who need to take prescriptions or other over-the-counter medication during the school day (i.e., cough drops, inhalers, pain medication, antacids, etc.), parent or an adult **MUST** bring the medication to the office in a properly labeled prescription bottle or original container. **A medication consent form must be completed** by the parent and on file with the school before any medication will be given. Students who fail to adhere to this procedure are in violation of district drug policy. Homeopathic, herbal, and/or nutritional supplements will not be dispensed at school unless a prescription is provided to the school from a licensed professional with legal prescriptive authority. Schools have the right at any time to refuse to administer any medication or supplement that does not meet standards of safe administration.

If a student may require **emergency medication** for potential life-threatening conditions, parents must provide the medication to schools. Emergency medications will be kept in the office or carried by a student for self-administration with administration approval. Students who need to carry emergency medication for asthma or severe allergies may do so according to district policy and procedures. When a medication dosing changes or new medications are prescribed, a new medication consent form must be completed before the medication can be dispensed at school. Please contact your school for a copy of the form. Any abuse of medication policies and/or school policies/procedures may lead to an investigation based upon the alcohol, tobacco, and drug policy.

## **MIGRANT AND ENGLISH AS A SECOND LANGUAGE PROGRAMS**

Migrant education and English as a second language programs are available for students who may need additional help in math and/or reading. These are federal programs with very specific qualifications. Children that may qualify for this type of help will receive services at the request of the parent (parents must be

notified if their child qualifies prior to services beginning.) Call the school for more information concerning migrant services if your family has moved in the last six months due to agricultural work.

### **PARENT/TEACHER CONFERENCES OR PARENT REQUESTED MEETINGS—BP 2625**

Parent/Teacher conferences are usually scheduled in the middle of the Fall trimester and the middle of the Winter tri. However, if you wish to talk with the teacher at another time, please send a note or call to request an appointment. Please schedule these appointments in advance, as it is impossible for a teacher to confer with a parent during class time.

As safety is a priority, parents must stop in the office first before heading to a teacher's room. The secretary will find the teacher and make sure the teacher is available.

### **PROGRESS REPORTS—BOARD POLICY 2620**

Progress reports are given to all students failing a course by the end of the sixth week of each trimesters grading period. Progress reports will not be mailed. It is the responsibility of the student to share progress reports with the parent/guardian. If the parents desire a conference, it will be scheduled upon request through the classroom teacher. Parents may also track the progress of their student at any time using the PowerSchool Parent Portal.

### **REPORT CARDS**

Report cards are issued to students through PowerSchool. These reports show academic and standards grades, absences and tardies, etc. Please contact your child's teacher if you have questions.

### **REPORTING PROCEDURES – BOARD POLICIES 3290/3290F and 3295/3295P**

Any students, and/or parents of a student who believe the student is being bullied/harassed, should immediately report the situation to school personnel.

### **RELEASE OF STUDENTS DURING THE DAY—BP 3550/3550P and 3050**

For your child's safety, parents/guardians are required to sign a student out at the office when removing them from school. Students will remain in the classroom until parents arrive to maximize instructional time. When anyone other than a parent/guardian is picking up a child, they MUST have a note from a parent/guardian. A parent may also call the office and authorize the person listed as an emergency contact to pick up their student. **Picture ID may be required for anyone picking up a child.** Please see attendance policies 3050 and 2380 for other information.

### **RELEASE OF STUDENTS AFTER SCHOOL—BP 3550/3550P and 3050**

A change in the regular routine of how a child gets home after school **requires** a written note or phone call from the parent/guardian before 1:45pm M-Th except 10:15am on F.

### **SCHOOL CLOSURE—BP 2210/2210P/2210P2**

Should inclement weather or emergency situations occur which would result in the closing of schools, the information will be announced by the SchoolMessenger System, local radio, TV stations, and via the district webpage.

### **SEARCHES AND SEIZURE – BOARD POLICY 3370/3370P**

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized administrator has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the

District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.

3. The authorized administrator may perform random searches of any locker, car or container of any kind on school premises without notice or consent.
4. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
5. No student shall hinder, obstruct or prevent any search authorized by this procedure.
6. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.
7. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
8. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report to and comply with the directions of any public law enforcement agency.

### **SPECIAL EDUCATION/504 – BOARD POLICIES 2400, 2410/2410P and 3280**

It is the intent of the District to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act (IDEA) and Section 504 are identified, evaluated and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under IDEA or Section 504, the District has established and implemented a system of procedural safeguards. The safeguards cover students' identification, evaluation, and educational placement.

### **STUDENT/CLASSROOM PLACEMENT CONSIDERATIONS**

In an effort to provide the best education possible, principals consider many factors before making student placements. These factors include class size, number of students, ratio of boys to girls, student abilities and special needs, personality of teachers, students who should be separated, and parental input. Final decisions in placement rest with the building principal.

### **STUDENT RECORDS – BOARD POLICY 3570/3570P**

Upon request, student records are available for examination by parents/guardians and students over 18 years of age. See appendix B.

### **STUDENTS WITH DISABILITIES/SECTION 504**

See Appendices B and D.

### **SURVEILLANCE CAMERAS**

Some Jefferson Joint School District #251 schools have surveillance video cameras on campus and many district school buses have surveillance video/audio cameras on board. Please be advised that surveillance cameras are in operation inside and outside of school facilities, as well as on district school buses.

### **TESTING**

It is very important for your child to be in attendance for testing. Accurate assessment of student progress is essential in ensuring academic growth for all students. Jefferson Joint School District #251 utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel.

## **TITLE-I—BP 2420/2420P—SCHOOL-PARENT COMPACT**

A School-Parent Compact has been developed through collaboration with parents, teachers, and administration. This compact is reviewed annually for the next school year in January. The compact outlines the responsibilities of Teachers, Parents, and Students. The Compact can be found in Appendix G. Information concerning a Teacher’s qualifications can be found in Appendix F.

## **TOYS AND VALUABLES**

Students are not to bring toys or other valuables to school except for educationally related activities approved by the teacher. **Electronic devices and phones are considered toys unless directed otherwise by the teacher.**

The school permits medically prescribed devices or assisted learning devices to meet 504 and/or IEP requirements.

## **VERBAL OR WRITTEN THREATS—BP 3330**

Idaho Code 18-3302I states any person, including a student, who willfully threatens on school grounds by word or act to use a firearm or other deadly or dangerous weapon to do violence to any other person on school grounds is guilty of a misdemeanor. School personnel will investigate threats. Students who threaten physical danger to another may be required to take a Threat/Risk Assessment and will be disciplined, up to and including expulsion.

## **VISITORS**

Parents, or other adults, are encouraged to visit school. Please check in at the office and secure a visitor’s pass/badge. Students who are not members of the student body will not be allowed in the school building without following proper visitor check-in procedures. Exceptions to this would be secondary students involved in the tutoring program. Please bring your driver's license if this is your first visit.

## **WEATHER AND RECESS GUIDELINES**

Midway has temperature/weather guidelines ([weather.gov](http://weather.gov)) to help determine whether recess is held indoors or outdoors. The [weather.gov](http://weather.gov) website helps to communicate with parents and to have a consistent understanding in our school. The district may use additional information that may affect recess.

<b>Temperature/Wind Chill</b>	<b>Guidelines</b>
Below 10 degrees and/or wind gusts >20 mph	Indoor Recess
Below 15 degrees	Shortened Recess
Below 32 degrees	Gloves and Hats to go outside
Below 50 degrees	Coat and long pants
Below 60 degrees	Jacket or long sleeves

When temperatures are below 10 degrees Fahrenheit (normal temp. or wind chill) and/or wind gusts are greater than 20 mph, then recess will be indoors. Other conditions may include high wind warnings, pending storms, etc. Please make sure your children dress appropriately for the weather: Hats, gloves/mittens, and boots are essential to keep the children safe and warm during the winter months. If you have any questions regarding recess, please contact your child’s teacher or the principal.

We will hold Indoor recess if the EPA issues an outdoor air quality warning.

## **WELLNESS – BOARD POLICY 8200**

It is the goal of the Jefferson School District to strive to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices.

## **ZERO TOLERANCE OFFENSES—BOARD POLICY 3361**

It is the policy of the Board of Trustees of School District # 251 that any student who has a firearm or explosives in their possession (either on their person, in their purse, handbag, backpack, gym bag, any other container, in their locker or vehicle on school property) will be immediately suspended from school. The administration of the building where the offense occurred will hold a Due Process hearing within five days of the incident and make a written recommendation for expulsion to the Board of Trustees, if appropriate. If petitioned for expulsion, the Board will hold such hearing at its next regularly scheduled meeting, or at a special meeting, if the Board deems necessary.

In addition, any student who uses other deadly or dangerous weapons as defined in federal law Section 930 of Title 18 of the United States Code shall be subject to the same procedures and penalties described in the above paragraph. The definition of weapon includes, but is not limited to: dirk knife, bowie knife, dagger, metal knuckles, or any other object capable of being used as a weapon.

Any student expelled under this section may not apply for re-admission for twelve months from the date of expulsion. If re-admission is granted after proper application, it will not occur until the start of the next grading term following approval of re-admission.

18 USC 930

Idaho Code Sections 33-205, 18-3302

See board policy 3361 at [jeffersonsd251.org](http://jeffersonsd251.org).

## **APPENDIX A**

This list of policies may be of interest to you as a parent/guardian or student. Policies may be reviewed on the Jefferson Joint School District #251 website at [www.Jeffersonsd251.org](http://www.Jeffersonsd251.org). If you do not have access to the Internet, a copy of the Board Policy will be provided to you by your school upon request.

<b>Policy Title</b>	<b>Number</b>
Academic Honesty	3345
Administering Medicines to Students	3510
Alternative School Placement	3101
Alternative School Placement Transition Procedure	3101P
Attendance Policy	3050
Attendance Policy - Codes for Excused Absences	3050P
Compulsory Attendance	3040
Concussion Guidelines	3505
Concussion Guidelines-Acknowledgment of Receipt of	3505F1
Concussion Guidelines-Authorization to Return to Play/Participate Student Sports	3505F2
Contagious or Infectious Diseases	3520
Corrective Actions and Punishment	3340
Detention	3350
Discipline of Students with Disabilities	3360
Distribution and Posting of Materials	3250
Distribution of Fund Drive Literature through Students	3430
District-Provided Acceptable Use of Electronic Networks for Students and Staff	3270P
District-Provided Access to Electronic Information, Services, and Networks	3270
District-Provided Internet Access Conduct Agreement	3270F
Drug Free School Zone	3300
Dual Enrollment of Non-Public School Students	3030
Education of Homeless Children	3060
Electronic Communications Devices	3265
Emergency Treatment	3540



Enrollment and Attendance Records	3020
Enrollment and Attendance Records Procedure	3020P
Entrance, Placement and Transfer	3000
Equal Education, Nondiscrimination and Sex Equity	3280
Extra- and Co-Curricular Chemical Use Policy	3390
Extracurricular Activities Drug-Testing Consent Form	3400F
Extracurricular Activities Drug-Testing Program	3400
Extracurricular and Co-Curricular Participation Policy	3380
Food Allergy Management Policy	3515
Foreign Exchange Students	3090
Gangs and Gang Activity	3310
Hazing, Harassment, Intimidation, Bullying, Menacing	3295
Hazing, Harassment, Intimidation, Bullying, Menacing Form	3295F
Hazing, Harassment, Intimidation, Bullying, Menacing Procedure	3295P
Immunization Requirements	3525
Minimum Course Enrollment at Rigby High School	3051
Open Enrollment	3010
Open Enrollment Application	3010F
Open Enrollment Procedures	3040P
Programs for At-Risk/Disadvantaged Students	3100
Prohibition of Tobacco Possession and Use	3305
Records of Missing Children	3610
Relations with Non-custodial Parents (Version A)	3575
Removal of Student During School Hours	3550
Removal of Student During School Hours Procedure	3550P
School Sponsored Student Activities	3410
School-Related Foreign Travel	3460
Searches and Seizure	3370
Searches and Seizure Procedure	3370P
Service Animals in School	3466
Sexual Harassment/Intimidation of Students	3290
Sexual Harassment/Intimidation of Students Form	3290F
Student Club Application	3225F
Student Clubs: Equal Access	3225
Student Discipline	3330
Student Dress	3260
Student Dress Procedure	3260P
Student Fees, Fines and Charges/Return of Property	3440
Student Fund Raising Activities	3420
Student Government	3230
Student Health/Physical Screenings/Examinations	3500
Student Interviews - Form for Signature of Arresting Officer	3545F1
Student Interviews - Form for Signature of Interviewing Officer	3545F2
Student Interviews, Interrogations or Arrests	3545
Student Publications	3240
Student Records	3570
Student Records (Maintenance of School Student Records)	3570P
Student Records (Notification to Parents and Students of Rights Concerning a Student's School Records)	3570F
Student Rights and Responsibilities	3200
Student Sexual Offender	3365
Student-Tracking Safety Devices	3563
Student Travel	3465

Student Tuition for Dual Enrollment Non-Public School Students	3031
Student Use of Buildings: Equal Access	3220
Student Vehicle Parking	3450
Students of Legal Age	3070
Substance and Alcohol Abuse	3320
Suicide	3530
Transfer of Student Records	3620
Uniform Grievance Procedure	3210
Video Surveillance	3560
Zero Tolerance for Weapons and Explosives	3361

## **APPENDIX B**

### **FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT REQUIREMENTS (FERPA)**

Students and parents/guardians will be given notification of their rights as defined by FERPA once every year. This notification will be given using a mass media tool.

The school maintains education records in a variety of ways, including handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples are:

- Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Disciplinary records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information such as a student's identification code, social security number, picture or other information that would make it easy to identify or locate a student.

Records falling within the definition of "education record" pursuant to the Family Educational Rights and Privacy Act (FERPA) do not fall within the purview of HIPAA requirements. Reports, evaluations, summaries received by a school, including health records may be shared with individuals with legitimate educational interest and will move with a student if he/she transfers.

Parent or students have the right to:

1. Inspect and review the student's records;
2. Request to amend the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's right or privacy;
3. Consent to disclosure of personally identifiable information contained in a student's education records, except to the extent that the Act and its regulation authorize disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning allegations of failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the policy adopted by the agency or institution regarding how the requirements of the Act are met;
6. Request a due process hearing regarding contents of records; and
7. Be informed of the cost of copies should copies be requested
8. ...whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

## **PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT OF STUDENTS WITH DISABILITIES** (Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

Parents have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination based on a disability.
2. Have the District advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided students without disabilities.
6. Have your child receive special education and related services if he or she is found to be eligible under the Individuals with Disabilities Education Act (IDEA), or to receive reasonable accommodations under Section 504 of the Rehabilitation Act.
7. Have eligibility and educational placement decisions made based upon a variety of information sources, and by individuals who know the student, the evaluation data, and placement options.
8. Have transportation provided to a school placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the District.
9. Give your child an equal opportunity to participate in nonacademic and extracurricular activities offered by the District through the provision of reasonable accommodations.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. Receive a response from the District to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the District refuses this request, it shall notify you within reasonable time, and advise you of the right to a hearing.
14. Request an impartial due process hearing related to decisions regarding your child's identification, evaluation, and educational placement. You and your child may take part in the hearing and have an attorney represent you at your own cost.
15. File a complaint with the District when you believe your child's rights have been violated.

The person in the District who is responsible for assuring that the District complies with Section 504 is Jozlyn Thompson; 208-745-6693 x 1112.

\*(29 U.S.C. 706(7) & 794; 34 C.F.R. Part 104, 20 U.S.C. & 12370(34 C.F.R. part 99)

## **APPENDIX C**

### **Notice of Non-Discrimination**

Jefferson County School District #251 does not discriminate on the basis of age, race, color, creed, religion, ancestry, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Chad Martin, Superintendent; JSD #251 3850 East 300 North, Rigby, ID 83442 or telephone (208) 745-6693; or the Idaho Department of Education PO Box 83720 Boise, ID 83720-0027.

### **Notice of Non-Discrimination Statement 504 and IDEA**

Under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Jefferson Joint School District #251 is prohibited from discriminating against students on the basis of a disability. The District provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The school district ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services.

Section 504 also stipulates those students with disabilities have the right to participate in school sponsored extracurricular programs and activities to the maximum extent appropriate to their needs. Under Section 504 and IDEA, students with disabilities have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, Jefferson Joint School District #251 will educate students with disabilities within their regular school program. Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school principal or Jozlyn Thompson, District 504 Coordinator, at 208-745-6693, 3850 East 300 North, Rigby Idaho, 83442.

## **APPENDIX D—HAZING, HARASSMENT, BULLYING BOARD POLICY 3295**

The Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in the District. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students at school.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities

### **Discipline**

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Students or third parties may also be referred to law enforcement officials.

### Notification

Information on the District's bullying policy and relevant procedures shall be provided in writing at the beginning of each school year to school personnel, parents, and students in the District and included in student handbooks. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

### Procedures

The Superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, rules for disciplining students who violate this policy, and provisions to ensure notice of this policy is provided to students, teachers, and third parties.

### Training

Ongoing professional development: The district will provide ongoing professional development to build skills of all school staff members to prevent, identify, and respond to harassment, intimidation, and bullying.

### Reporting

The District shall annually report bullying incidents to, and in the manner and on the form provided by, the State Department of Education.

The Board shall review this policy annually.

Cross Reference:

3330 Student Discipline  
5265 Employee Responsibilities Regarding Student Harassment, Intimidation,  
and Bullying

Legal References: I.C. § 18-917 Hazing  
I.C. § 18-971A Student Harassment – Intimidation – Bullying  
I.C. § 33-205 Denial of School Attendance  
I.C. § 33-512 Governance of Schools  
I.C. § 33-1630 Requirements for Harassment

## **APPENDIX E—PARENT INVOLVEMENT TITLE 1 BOARD POLICY 2420**

The District endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy the word “parent” also includes guardians and other family members involved in supervising the child’s schooling.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy. The notice shall include information about complaint procedures regarding Title 1 parental participation programs and shall inform parents of their right to request information about the professional qualifications of both the teachers and the paraprofessionals who teach and work with their children. To the extent practicable, each parent should receive the policy in a language they can understand.

The Board directs the Superintendent to develop a plan to provide support for schools in planning and implementing parent involvement activities. The Superintendent is also directed to coordinate and integrate other parental involvement strategies related to programs such as Head Start, Reading First, Early Reading First, Even Start Family Literacy Programs, Home Instruction Programs for Preschool Youngsters, Parents as Teachers, and public preschools. At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation, and evaluation of the parental involvement program for the next school year. Proposed activities to address the requirements of parental-involvement goals shall be presented.

If the school-wide program developed is not satisfactory to the parents of participating children, any parent comments on the plan shall be submitted to the District when the school makes the plan available to the local educational agency.

In addition to the required annual meeting, at least three additional meetings shall be held at various times of the day and/or evening for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, and how the school will provide individual student academic assessment results;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school’s Title I program, to the District level.
5. The opportunity for parents to evaluate involvement activities and to identify barriers to greater participation. This input shall be used to inform strategies for effective parental involvement, and to revise policy, as necessary.

Parents with disabilities shall be provided with an opportunity to request the auxiliary aids and services of their choice. Such support shall be provided by the school unless it demonstrates that another effective means of communication exists, or that use of the means chosen by the parent would result in a fundamental alteration in the service, program, or activity or in an undue financial and administrative burden. Outreach efforts shall include outreach to parents of limited English proficient students to inform them of how the parents can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet the challenging State academic achievement standards and State academic content standards expected of all students. Title I funding, if

sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided.

Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist at home in the education of their children. Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting State standards. The "School-Parent Compact" shall:

1. Describe students' responsibility for academic improvement.
2. Indicate the ways in which each parent will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time;
3. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the title 1 program to meet the State's academic achievement standards;
4. Address the importance of parent-teacher communication on an ongoing basis with (at a minimum) parent-teacher conferences and at the end of each grading period, frequent reports to parents, and reasonable access to staff.

Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212 Improving America's Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans P.L. 107-110, "No Child Left Behind Act of 2001," Title I – Improving the Academic Achievement of the Disadvantaged, § 1118, 20 U.S.C. § 6318 No Child Left Behind

Policy History:

Adopted on: Feb. 10, 2010

Revised on: January 13, 2016

## APPENDIX F



# Jefferson Joint School District #251

**Every Student Can Learn and Succeed**

3850 E 300 N

Rigby, ID 83442

(208) 745-6693 / (208) 745-0848 (fax)

## Regarding Right to Receive Teacher Information

Dear Parent/Guardian:

Federal law requires that each school district receiving Title I funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?

To request the state qualifications for your child's teacher or instructional aide, or if you would like more information about this school, please contact Michele Southwick at 208-745-6693 or [msouthwick@sd251.org](mailto:msouthwick@sd251.org).



## **APPENDIX G**

### **Title I School Compact**

#### **Student Agreement**

In order to do my utmost to succeed in school, I agree to:

1. Be on time to school.
2. Have all my supplies ready to use each day.
3. Have my homework finished.
4. Obey all school rules.
5. Show respect for myself, my school, and other people.
6. Accept responsibility for my own behavior.
7. Participate in class activities and learning.

#### **Parent/Guardian Agreement**

In order to support my child's success in school, I will help him/her by doing the following:

1. Make every attempt to have my child arrive on time and attend school regularly.
2. Support the school discipline policy.
3. Set aside a time and place for homework and review my child's work with him/her.
4. Communicate with teachers regularly.
5. Send my child to school ready to learn by providing:
  - consistent and age-appropriate bedtime
  - nutritious breakfast
  - appropriate clothing for weather conditions
  - necessary school supplies

#### **Teacher Agreement**

As a professional educator, I believe all students need an environment that is conducive to learning. In order to provide this environment, I will:

1. Be prepared to teach, listen, and help each child grow to his or her fullest potential.
2. Provide meaningful and appropriate lessons correlated with the Idaho State Standards.
3. Enforce school and classroom rules fairly and consistently.
4. Maintain open lines of communication with students and their parents.
5. Provide frequent reports to parents on students' academic progress and assessment.

**Please sign and return the copy of the compact on the next page. Thank you! 😊**

## Title I School Compact

### Student Agreement

In order to do my utmost to succeed in school, I agree to:

1. Be on time to school.
2. Have all my supplies ready to use each day.
3. Have my homework finished.
4. Obey all school rules.
5. Show respect for myself, my school, and other people.
6. Accept responsibility for my own behavior.
7. Participate in class activities and learning.

---

Student signature

---

Date

### Parent/Guardian Agreement

In order to support my child's success in school, I will help him/her by doing the following:

1. Make every attempt to have my child arrive on time and attend school regularly.
2. Support the school discipline policy.
3. Set aside a time and place for homework and review my child's work with him/her.
4. Communicate with teachers regularly.
5. Send my child to school ready to learn by providing:
  - consistent and age appropriate bedtime
  - nutritious breakfast
  - appropriate clothing for weather conditions
  - necessary school supplies

---

Parent signature

---

Date

### Teacher Agreement

As a professional educator, I believe all students need an environment that is conducive to learning. In order to provide this environment, I will:

1. Be prepared to teach, listen, and help each child grow to his or her fullest potential.
2. Provide meaningful and appropriate lessons correlated with the Idaho State Standards.
3. Enforce school and classroom rules fairly and consistently.
4. Maintain open lines of communication with students and their parents.
5. Provide frequent reports to parents on students' academic progress and assessment.

---

Teacher signature

---

Date