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Mackay Jr./Sr. High School Handbook

2024-25

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**Welcome to Mackay Jr./Sr. High School**

Welcome to Mackay Jr./Sr. High School. The information in this booklet has been carefully prepared to help you succeed in school.

The administration, teachers, and staff are here to assist you in obtaining your education and maximizing your educational experience. We encourage you to commit to giving your best effort in everything that you do.

**Good Luck and Go Miners!**

**Mackay Jr./Sr. High School Vision Statement**

At Mackay **We Believe:**

* Every student is unique and deserves the opportunity to achieve his/her potential.
* Each student is responsible for his/her own actions and resulting consequences.
* Our size is our strength.
* Nothing is impossible.

**Mackay Jr./Sr. High School Mission Statement**

Mackay Jr. /Sr. High School will provide a safe, supportive learning environment with opportunities for each student to develop the skill and knowledge to become a responsible and successful citizen.

**The Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. (Mackay School District Policy 2140)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

* Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
* Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
* Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
	+ School officials with legitimate educational interest;
	+ Other schools to which a student is transferring;
	+ Specified officials for audit or evaluation purposes;
	+ Appropriate parties in connection with financial aid to a student;
	+ Organizations conducting certain studies for or on behalf of the school;
	+ Accrediting organizations;
	+ To comply with a judicial order or lawfully issued subpoena;
	+ Appropriate officials in cases of health and safety emergencies; and
	+ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

**District Telephone Numbers**

District Office: (208) 588 – 2896

High School: (208) 588 – 2262

High School Fax: (208) 588 – 2549

Elementary School: (208) 588 – 2834

**Staff**

Superintendent Susan Buescher

Principal Stephanie Fullmer PE/Art/Health Tricia Rhead

Secretary Stephenie Barnhard Academic Advisor/Library Cindy Kimball

Agriculture Trent VanLueven

7th/8th Emily Woodyard

English Emily Felton

Science Cami Barger

Social Studies Jess Johnson

Math Mark Gross

Special Education Bonnie Fuller

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**BELL SCHEDULE**

**2024-2025**

**1st Period 7:48-8:47**

**2nd Period 8:49-9:47**

**3rd Period 9:49-10:47**

**4th Period 10:49-11:47**

**Lunch 11:47-12:17**

**5th Period 12:20-1:18**

**6th Period 1:20-2:18**

**7th Period 2:20-3:18**

**Advisory Period 3:20-3:35**

**Bell Schedule 2024-2025**

**All Periods**

**Late Start**

First Bell 10:00

1st Period 10:02 – 10:43

2nd Period 10:45 – 11:27

3rd Period 11:29 – 12:11

Lunch 12:11 – 12:41

4th Period 12:43 – 1:25

5th Period 1:27 – 2:09

6th Period 2:11 – 2:53

7th Period 2:54 – 3:35

Attendance Policy No. 3050

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

Junior/Senior High School Attendance Policy

The main responsibility of attendance rests upon the student with the help of the parent/guardian. Whenever the student is absent from the classroom for reasons other than school-related activities, it is the responsibility of the parent/guardian to verify the absence to the school’s satisfaction.

Classification of absences shall be:

 Excused Absences

EXCUSED ABSENCES include illness and family emergency. In addition, the District **may** excuse absences under the following circumstances:

* 1. Parent/guardian submits written notice desiring to take the student out of school, stating the purpose, to the principal.
	2. Parent/guardian may pick the student up at the school without a written statement but must register through the office to do so.
	3. When two (2) or more consecutive days of absence are planned, students must pick up and complete a pre-arranged, District approved, absentee form.
	4. Students must submit completed assignments to the teacher upon return, unless a mutually agreeable alternate schedule is determined in writing from the teacher.
	5. Students have two (2) school days upon their return to school to have the absence excused. If no notification is received by the end of the two (2) school days, the student absence will be marked as unexcused and considered truancy.

 Unexcused Absences

UNEXCUSED ABSENCES shall include any absences not covered as Excused Absences as outlined in this policy. If the student was truant without parent/guardian knowledge, the student will receive additional disciplinary action. A conference with the parent/guardian, student, and the principal will be required for repeated unexcused absences. Habitual truants, as determined by the Board or designee, that repeatedly violated this policy will face disciplinary action, including but not limited to detention, credit denial, suspension, expulsion, and/or other disciplinary action from administration.

School Related Absences

SCHOOL RELATED ABSENCES shall include field trips, extracurricular activities and other school-planned activities off campus.

Requirements to Participate in Sports and Extra Curricular Activities

Students involved in extracurricular activities are required to attend all class periods on the day of the contest, performance, or activity. If a student misses more than 60 minutes of the school day, he/she cannot attend practice.

The Athletic Director or the Principal may make exceptions for medical appointments, family emergencies, or other special circumstances. A student suspended from school, regardless of in-school or out of school suspension, may not attend practice or participate in a contest, performance, or activity on the day he/she is suspended.

Extended Illness

EXTENDED ILLNESS in which a student is confined to a home or health facility for a period expected to be greater than ten (10) consecutive days, as certified by the student’s medical advisor, will be accommodated with assignments at the place of confinement whenever practicable. If the student is unable to do the schoolwork or complete major requirements outside of class, the student may be required to take an incomplete or withdraw from the class without penalty. Under such homebound conditions, the student shall be counted present for the purposes of this attendance policy, but would still be subject to semester testing to validate progress. If the student fails to complete semester testing, a review of credits will be at the Board’s discretion.

Students with a chronic health condition, which interrupts regular attendance, may qualify for placement in a limited attendance and participation program. The Principal or school counselor and parent/guardian shall write a program, considering the physician’s advice and recommendations. Staff shall be informed of the student’s needs to implement the program.

Extraordinary Absences

EXTRAORDINARY ABSENCES include any absence beyond the scope listed above and include:

1. Educational travel programs sanctioned but not necessarily sponsored by the school district; state, regional, national competitions (academic, athletic, fine arts)
2. Post-secondary programs including advanced opportunity courses and military
3. Family travel
4. Bereavement

It is understood that extraordinary absences cause course difficulties for both the student and the teacher. Therefore, prior to the absence (unless the absence is for an emergency of illness or bereavement) the student, together with the parent(s)/guardian(s), will need at a time which is determined by the teacher and which is agreeable to all parties.

After discussion and consideration of the student’s class standing, previous absences and ability to work outside the class, the teacher shall determine what action is to be taken. The following options will be available:

1. The teacher determines when and for how long the student shall meet with the teacher prior to or after the absence, or
2. The teacher suggests that a tutor be employed by the parent(s)/guardian(s) to assist the student in his/her absence to complete course work assigned by the teacher, or
3. Other arrangements as determined including enrollment in an on-line or correspondence course.

The responsibility to comply with the results of the pre-absence meeting rests with the student and parent(s)/guardian(s). Any expense incurred in employing a tutor or enrolling in an on-line course shall not be the responsibility of the Mackay School District. Should the student fail to complete the work satisfactorily, as judged by the teacher (except in the case of an on-line course, which will be judged by the offering institution), the student shall not receive credit for the course.

It is to be noted that parent(s)/guardian(s) and student realize that the classroom grade following an extraordinary absence may be affected due to the student’s extended absences, even when arrangements are made and work is made up.

Combined Absences

Excused and Unexcused absences (excluding participation in school approved activities, absences accompanied by a physician’s note, and approved extraordinary absences) combined shall not exceed six (6) days per semester. Absences in excess of the specified six (6) days per semester limit may result in credit denial. When a student exceeds one-half of the allowed days, three (3) per semester, a formal notification letter will be sent to the parent/guardian. If the student misses six (6) days per semester, an additional notification will be sent to the parent/guardian stating that one (1) or more absences in that semester may result in credit denial. Students who have exceeded the limit may appeal the credit denial to the Attendance Committee, consisting of the Principal, attendance secretary, and two (2) faculty members. The Committee will review the legitimacy of the absences and determine whether the credits will be denied or granted. If further questions remain concerning the student’s appeal, the Committee will refer the student to the Superintendent for consideration in granting credits.

Tardiness

Students who are habitually and carelessly tardy to class constitute a serious interruption to the education process. A student is tardy if he/she is not in the classroom when the bell indicating the start of each class period rings. Beginning with the third (3rd) tardy, a student will receive school discipline.

When a student receives a third (3rd) tardy, he/she will receive school discipline as assigned by the Principal. A student will be assigned school clean-up duties for the fourth (4th) tardy. Upon the seventh (7th) tardy, a student may be placed on an attendance contract with possible loss of credit. Tardiness cannot be made up.

Truancies

A habitual truant is defined as a student who is repeatedly absent from school, without proper authorization, who is between the ages of seven (7) and sixteen (16) years of age and comes under the purview of the Juvenile Corrections Act.

A student who is deemed a habitual truant will not be allowed make-up privileges. The following steps may be taken by the building administrator for students who are judged to be truant:

1. First Offense – The student and his/her parent/guardian will be notified by the building administrator. A one-week lunch detention will be assigned.
2. Second Offense – The student and his/her parent/guardian will be notified. A conference will be held. Student will be assigned in-school suspension.
3. Third Offense – The student and his/her parent/guardian will be notified. A conference will be held with student, parent/guardian, counselor, and principal. Student will be assigned out-of-school suspension.
4. Fourth Offense – The student and his/her parent/guardian will be required to meet with the Principal. They may recommend any of the following: probation, transfer, alternative school, exclusion for the remainder of the grading period, or expulsion.

The Board may expel a student because he/she is a habitual truant as defined to this policy. The student will be allowed to continue to attend classes pending the Board’s determination in this matter. The Board shall determine whether the student is a habitual truant and should be un-enrolled and issue a written decision within ten (10) days. The Board’s decision is final. If the Board determines that the student should be un-enrolled, the notice will specify that the student will be un-enrolled from school effective the date of the Board’s determination.

If the Board determines that a student is a habitual truant, whether or not the student is expelled or un-enrolled, the Board will notify, in writing, the prosecuting attorney in the student’s county of residence.

In the event that a student is absent from school, a parent should call the school or send a written explanation which details the nature of the absence with the student upon his/her return. When notification is received by the school office, the child’s absence will be deemed as an excused absence. If notification is not received, the absence will be deemed unexcused.

1. EXCUSED ABSENCES include illness and family emergencies with notification or other absences as approved by the administration.
2. UNEXCUSED ABSENCES include absences for any other reason or absences without notification or administrative approval.
3. SCHOOL RELATED ABSENCES including field trips, extracurricular activities and other school-planned activities off campus.
4. EXTENDED ILLNESS (See above)
5. EXTRAORDINARY ABSENCES (See above)

It is the responsibility of the student who has been absent and parents/guardians to make arrangements with the teacher for getting missed assignments. It is the responsibility of the student and parents/guardians for ensuring completion of the assignments within the time restraints determined by the classroom teacher. When two (2) or more consecutive days of absence are planned, students and parent/guardians should make arrangements with the teacher prior to leaving. Work should be submitted to teacher upon the return of the student to school, unless a mutually agreeable alternative was reached with the teacher.

Students may not exceed six (6) absences per semester. Once a student has reaches six (6) missed days per semester (excluding participation in school approved activities, absences accompanied by a physician’s note, and approved extraordinary absences) their absences will be reviewed by the Attendance Committee. In the event that the reasons for exception are not deemed acceptable by the Committee, students will be held to disciplinary measures set forth by the teacher and/or Principal. Examples include, but are not limited to detention, recommendation for summer school, and recommendation for retention.

Tardiness

Students arriving to school later than ten (10) minutes are sent to class, but must go to the office with classroom work during the first recess. If no work is provided by the teacher, the student may read or will be given work by the office staff.

Check Out Procedure

Students may be checked out of school at any time. Parents/guardians need to check in with the office and then sign their students out. If a student has been signed out of school before 12:30 p.m. and does not return, a half (½) day absence will be incurred.

Appeal of Loss of Promotion/Credit Due to Absence

Those students who fail to meet the rules regarding attendance as outlined in this policy, and who are denied promotion or course credit, may appeal for reconsideration to the Credit Review Committee (CRC) of the building they attend. An adverse opinion from the CRC may be appealed to the Superintendent within ten (10) days of the CRC’s decision. An adverse opinion from the Superintendent may be appealed to the Board of Trustees. The decision of the Board of Trustees is final.

Cross Reference: 3340-3340P Corrective Actions and Punishment

Legal Reference: Art. IX, § 9, Idaho Constitution – Compulsory Attendance at School

 I.C. § 33-202 School attendance compulsory

 I.C. § 33-204 Exemption for Cause

 I.C. § 33-205 Denial of School Attendance

 I.C. § 33-206 Habitual Truant Defined

 I.C. § 33-207 Proceedings against parents or guardians

Policy History:

Adopted on: April 10, 2012

Revised on: February 10, 2020

**Tardy Discipline**

Tardy issues will be handled quarterly as follows – 4 to 6 tardies will equal one lunch detention. 7 – 9 will equal two lunch detentions with a possibility of attendance contract and loss of credit. 10 – 12 will equal three lunch detentions with an attendance contract and loss of credit as aligned with policy stated above.

**Check In/Out Procedures**

Parental contact with the office either by phone or in person is preferred if a student needs to be checked in or out throughout the day. A sign in/out sheet is provided in the office for the students to sign in/out and parents must sign. If the office is not advised beforehand; student is not signed out and leaves campus it will be treated as truancy. Afterwards notes or calls will not be accepted for students who fail to check out according to procedure.

**Missing Work Related to Absences**

Excused absences will have as many days absent to make up missing work unless other arrangements have been made with instructor. Unexcused absences will result in missed work counted as a zero.

**Off Campus Policy**

Students have the privilege of going off campus during their lunch break. If a student’s behavior off campus or attendance becomes a problem this privilege will be taken away for that student.

**Friday School**

 Friday School will be offered at times throughout the year for students to make up one absence for each day attended. This is also a day that may be used for discipline matters and students who are needing to make up work or failing. If the student is recommended for Friday School, they should report on the day assigned at 8 a.m. until 12:00 p.m. Notice will be sent home in a letter.

**Mackay School Code of Conduct**

**The Three R’s**

**Responsibility, Respect, Readiness**

**Responsibility:** Mackay Jr./Sr. High students have an obligation to act in a responsible way. They are accountable for their behavior. They are dependable and reliable.

**Respect:** Mackay Jr./Sr. High students have an obligation to act in a respectful way. They feel and show honor for others. They are considerate of others. They are worthy of respect.

**Readiness:** Mackay Jr./Sr. High students have an obligation to act ready for each day. They are prompt. They are prompt to act. They are willing to work.

**STUDENT CODE OF CONDUCT**

All of us at Mackay Jr./Sr. High School want students to have a successful school year. It is very important that students have opportunities to accept responsibility for their own conduct. It is also very important that our school be an orderly, safe, and pleasant place where everyone’s right to an education is respected. The Mackay School District intends to maintain a safe, orderly, and productive environment in which students may learn, teachers may teach, and employees may work effectively. Actions of one student or a group of students will not be allowed to interfere with the rights of others to learn and/or work and participate at school and school activities.

Student Discipline guidelines will be administered according to Mackay School District Policy 3330.

**Student Rights**

Students have rights, as do all citizens, under the Constitution, as well as Idaho law and Mackay School District Policy:

1. The right to an education in a safe, clean environment where teachers are competent and well

 trained.

2. The right to full use of class time for receiving instruction and for learning.

3. The right to fair, consistent, and respectful treatment by staff members and other students.

4. The right to be free of fear and/or harassment.

5. The right to have personal belongings secure.

6. The right to be listened to, cared about, and counseled with understanding.

7. The right to a hearing before a penalty is imposed. When a student has been referred for an

 incident, that student should be afforded the opportunity to offer his/her version of the

 incident to school authorities.

8. Students shall be free from unreasonable searches or seizures. Lockers, backpacks, and other

 personal items are subject to inspection and search by school officials if reasonable suspicion

 exists.

**Student Responsibilities**

Students at Mackay Jr./Sr. High School are expected to act in a respectful, responsible and safe manner at all times. These responsibilities include:

1. To be on time to school and to all classes throughout the day.

2. To be properly dressed for the school workplace in observance of the dress code.

3. To work hard and consistently in class and hand in school work on time.

4. To approach and complete all assigned work with honesty and integrity.

5. To respond positively to staff requests to follow the school’s code of conduct

6. To keep the building and campus clean, neat, and free of litter.

7. To show respect for property, self, and others. This includes, but is not limited to:

* listening when teachers, staff, and other students are talking
* maintaining good conduct in the halls
* not pushing, shoving, running, yelling, or disturbing others
* not stealing, vandalizing or destroying school property and the property of others
* not engaging in inappropriate or excessive physical contact and public displays of affection
* not harassing (physically, visually, or verbally) any other person
* not participating in or encouraging other students’ inappropriate behavior
* not interfering with the rights of others to learn and/or to work and participate at school and school activities.

**Disciplinary Procedures**

Disciplinary and corrective action will be handled and recorded using a system of teacher logs, minor, and major disciplinary referrals.

**Level One Classroom Behaviors:**

Level One Classroom Behaviors do not require administrator involvement, do not significantly violate the rights of others, and are not chronic. At this level, students and teachers work one-on-one to solve potential problems in the classroom or school-wide setting by trying different strategies. These strategies might include changing seats or informal conversations during or after class. A teacher might also call home to ask for support or assign detention.

**Level One Classroom Behaviors include but are not limited to**:

* Unprepared for class – failure to complete assignments or bring necessary materials to class
* Minor classroom disruption/disorderly conduct
* Refusal to follow class rules
* Failure to use quiet/appropriate behavior
* Gum/food/drink violations
* Failure to follow reasonable directions
* Excessive talking

**Level One Procedures:**

* Inform student of rule violated
* Describe the expected behavior
* Contact parent if necessary
* Debrief and re-teach classroom and/or school-wide expectation
* Record incident on classroom behavior log

**Level Two Behaviors – Minor Referral**

Minor Referrals are issued for minor behavior infractions inside and outside of the classroom setting to include the commons, the gym, the auditorium restrooms, halls, playing fields, parking lots, and other areas. Minor Referrals are issued, for the most part, if the behavior is chronic or violates the rights of others.

**Level Two Behaviors include but are not limited to:**

* Minor inappropriate language
* Minor disrespect
* Pushing
* Dress Code violations
* Unsafe behavior

**Level Two Procedures:**

* Inform student of rule violated
* Describe expected behavior
* Contact parent if necessary
* Debrief and re-teach behavioral expectation
* Write Minor Referral form and submit to the office
* The office will ask the student to complete a Student Statement Form

**Level One and Level Two Possible Consequences:**

* Verbal Correction
* Loss of Privileges
* Apology
* Warning Slip
* Reflection Form
* Time out in office
* Lunch Detention
* School/campus cleaning duty

**Level Three Behaviors – Major Discipline Referrals**

Major Disciplinary referrals are issued for serious infractions and repeated and uncooperative behavior. Level Three Behaviors significantly violate the rights of others, put others at risk or harm, and/or are chronic Level One or Two Behaviors. Parents will be contacted by phone and by written notification. A parent conference or a student conference may be scheduled to request input and discussion. Teachers/staff will contact parents before referrals are submitted to the principal if they occur in the classroom setting.

**Level 3 Behaviors include but are not limited to:**

* Disrespect to staff, guest teachers, other students, or guests in our school
* Behaviors that are disrespectful of the learning process
* Comments or gestures that are offensive or in bad taste
* Chronic violation of classroom rules and procedures
* Chronic disregard of school wide rules and regulations
* Minor fighting
* Unkind treatment of other students

**Level Three Behaviors Procedures:**

* Inform student of rule violated
* Describe expected behavior
* Complete Office Discipline Referral form, contact parents, submit to office
* The office will ask the student to complete a Student Statement Form

**Level Four Behaviors – Major Discipline Referrals**

Some behaviors fall into the category of exceptional misconduct and require immediate and decisive corrective action. In the event of exceptional misconduct, school administrators may immediately remove the student from attendance through a short-term suspension and consider the imposition of additional suspension and/or expulsion. In all cases of exceptional misconduct, a written record will be maintained by the principal outlining the misconduct and the action taken. The Superintendent of schools will be notified of all suspensions, exceptional misconduct cases, and other situations as needed.

**Level Four Behaviors include but are not limited to:**

* Insubordination toward or noncompliance with a teacher’s directions
* Major fighting to include use of extreme physical force and sustained or potential injury
* Unauthorized entry, theft or vandalism of school buildings or the property of school employees, students or visitors
* Verbal, written, or physical abuse or harassment /bullying of other students, school employees or visitors
* Drug, alcohol, or tobacco use
* Bringing a weapon or an explosive device on school property
* Refusal of students to identify themselves to school personnel upon request
* Sexual harassment or discrimination
* Causing, attempting to cause, or threatening to cause physical injury to another person
* Disruptive conduct that is repeated and that makes it impossible for the normal conduct or activity of the school to continue unimpeded
* Willful and continued disregard of the reasonable directions and authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
* Harassing, threatening, or intimidating a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against the student for being a witness or both.

**Level Four Procedures:**

* Inform student of rule violated
* Describe expected behavior
* Complete Office Discipline Referral Form and attach any relevant documentation if possible

**OR**

* May require immediate removal from class to office. Call office to alert; follow up with a written description of the event on the Office Discipline Referral form.
* Parent contact coordinated between principal and teacher

**Level Three and Level Four Possible Consequences:**

* Conference and review of rules
* Parent contact
* Detention
* Exclusion from extra-curricular activities,
* Exclusion from school activities and programs,
* School clean-up duties
* Activity ineligibility
* Restitution
* In-school suspension
* Out-of-school suspension
* Expulsion

**Out-Of-School Suspension (OSS)**

Students whose behavior is considered disruptive or who have a continual non-resolved behavior problem may be suspended out of school; This action is deemed very serious and will require a parent-student-principal conference before reinstatement can take place. The intention of the staff at Mackay High School is to provide a continuous, uninterrupted education for all students. Students suspended out-of-school for inappropriate behavior will be expected to maintain their work in all classes.

1. Students suspended will be allowed to request their assignments and be given an opportunity for missed school work.

2 Inappropriate behavior warranting out-of-school suspension would include: fighting, habitual tardies, flagrant truancy, or inability for self-control. Any areas considered disruptive or a continuous non-compliance of school regulations could result in an out-of-school suspension.

3, Students on out-of-school suspension will not be allowed to attend any extra-curricular activity or practices related to activities on the days of suspension. All coaches and advisors will be notified of the suspension

**Fighting**

Violators may be suspended from school for up to three days upon the first offense. On the second offense they could be suspended for up to five days. If a third offense occurs the student may be referred to the Board of Trustees for expulsion. Fighters may also be referred to the police.

**Mackay Schools Referral Form**

**Student’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location**

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time** \_\_\_\_\_\_\_ Playground Library

**Teacher** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Multipurpose Bathroom

 Hallway Arrival/Dismissal

**Grade:** K 1 2 3 4 5 6 7 8 9 10 11 12 Classroom Other

**Referring Staff** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Minor Problem Behavior** | **Major Problem Behavior** | **Possible Motivation** |
|  Inappropriate language Physical Contact Defiance Disruption  Dress Code Property Misuse Tardy Electronic Violation Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Fighting Physical Aggression Defiance/Disrespect Harrassment/Bullying Dress Code Inapproprate Display of  Affection  Electronic Violation Lying/Cheating Skipping Class Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Obtain Peer Attention Obtain Adult Attention Avoid Peer(s) Avoid Adult Avoid Task or Activity Don’t Know Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Administrative Decision** |
| Loss of Privilege Time in Office Conference with Student  Parent Contact |  Individualized Instruction In-School Suspension ( \_\_\_\_\_ hours/days) Out of school suspension ( \_\_\_\_\_\_\_ days) Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Others Involved in Incident:**  None Peers Teacher Staff

 Unknown Other Substitute

Comments - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I need to talk to the students’ teacher I need to talk to the administrator

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Drug Free School Policy 3300**

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

For purposes of this policy, “Drugs” shall mean:

1. all dangerous controlled substances as so designated and prohibited by

Idaho law;

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

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

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

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

The Board shall review this policy annually.

Cross Reference: 3330 Student Discipline.

Legal Reference: Pub. L. 101-226 The Anti-Drug Abuse Act of 1986, Title IV,

 Subtitle B: The Drug-Free Schools and

 Communities Act of 1986 (as amended)

 IDAPA 08.02.03.160 Safe Environment and Discipline

Policy History:

Adopted on: April 10, 2012

Revised on: July 13, 2020

Reviewed on:

**Harassment and Bullying Definition**

1. A reasonable person under the circumstances should know that the action will have the effect

 of:

Harming a student;

 b. Damaging a student’s property;

 c. Placing a student in reasonable fear of harm to his or her person; or

 d. Placing a student in reasonable fear of damage to his or her property.

2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or

 abusive educational environment for a student.

An act of harassment, intimidation or bullying may also be committed through the use of a land line, wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

The discipline rules related to harassment, intimidation, and bullying apply when a student is:

1. On school grounds before, during, or after school hours; or at any other time when the school

 is being used by a school group;

2. Off school grounds at any school activity, function or event; or

3. Traveling to or from school or a school activity, function, or event.

**Due Process**

Students have a right to fair treatment and to be protected from arbitrary or unreasonable decisions. To this end, students must be informed of the consequences of actions, parents should be informed as early as possible when their student is in danger of the imposition of formal discipline, and students must be informed of their rights under these policies prior to the imposition of discipline. For more detailed information, refer to Mackay School District Policy 3330.

Students will be asked to complete a Student Statement Form to document the incident.

**Addressing Teachers**

Students shall address teachers in the accepting manner during the time that they are serving in their official capacity. First names and nicknames shall not be used by students in speaking to teachers. Students are expected to show proper respect to all teachers, employees and their property.

**Assemblies**

Assemblies will be held generally during Advisory and will usually run 20 minutes. All school assemblies are sponsored by the student council and faculty of Mackay Jr./Sr. High School. These assemblies are part of the total educational program. Students, by law, are under the jurisdiction of the school for the entire school day and therefore, are required to attend school assemblies. You are not to leave the building or campus during assembly with the same disciplinary action as truancy. Students need to report to the gym or auditorium and sit in the appropriate section. Common curtesy towards participants and performers must be observed. This means refraining from whistling and catcalling, etc. Cell phones are not to be used during assemblies. Keep feet off the seats in front of you and treat facilities with respect.

**Cell Phones/Headphones**

Cell phones/headphones are allowed on campus; however, they are not allowed in the classroom at any time unless prior administrative approval has been granted. Electronic devices may be used in the morning, during lunch, and after school in the commons, the gym, the auditorium, the multipurpose room and outside. They are not to be used in the instructional part of the building or classrooms at any time unless prior administrative approval has been granted. This includes assemblies and the gym during instructional time. Students who choose to bring the devices to school are required to have them turned off and in their lockers. Violation of this policy will result in the device being confiscated. The district will use reasonable care to safeguard confiscated devices, but will not be responsible if the devices are lost or stolen. Students or their parents may seek return of the devices consistent with disciplinary policies.

**Definition:** electronic communication and entertainment devices shall include, but not limited to cell phones, smart watches, laptops, tablets, iPods, MP3 players, and other similar devices or media players, without regard to the commercial name or manufacturer of the device. Violations of this policy will be handled as follows:

**1st referral:** device will be turned into the office and returned to student at the end of the school day.

**Additional referrals:** device will be turned into office and returned to a parent/guardian.

**Dances**

Dances at Mackay High School should be conducted under the following provision:

1. Chaperones must be chosen ahead of time. There should be three chaperones: All three chaperones must be school personnel. Chaperones have the right to expel dancers not abiding by the rules.
2. Alcohol, tobacco, and drugs will follow district policy and not be consumed prior to or during dances.
3. Advisors are responsible for the dancers, and discipline matters should be handled as soon as possible.
4. Once a student leaves the dance he/she has left for the entire event, and will not be allowed to return to the dance.
5. Students who have graduated from high school or dropped out of high school will not be allowed to attend unless approved by administrator (form must be filled out prior to the dance).
6. All dates, which do not attend Mackay Jr./Sr. High School must be pre-approved by administration (form must be filled out prior to the dance).
7. Outside beverages will not be allowed.

**Dress Code**

Although personal dress and appearance is left to the good taste and discretion of the individual student and his/her parents or guardian it is expected that such attire meet inclement weather conditions and the traditional norms of the community, society, and work place; and must not distract from the educational process.

All students are expected to dress in an appropriate and respectable manner. Unless the principal or designee indicates otherwise, students will wear footwear at all times. Examples of inappropriate attire for students include but are not limited to the following:

1. Caps, hats, hoods, or other head covers of any kind in the building and in classrooms during school hours. An exception can be made for safety and protection in the shop areas.

2. Spaghetti straps, tank tops, halter tops, tube tops, muscle shirts, or any other shirt types which expose under-clothing (including sports bras) and/or the chest and stomach area

3. Skirts or shorts with hemlines above the extension of the student’s fingertips or mid-thigh

4. See-through or revealing attire, including mesh fabrics and torn pants with holes above mid-thigh

5. Clothing that advertises or promotes tobacco, alcoholic beverages, or illegal drugs

6. Clothing that displays obscene or immoral pictures, slogans writing, or other questionable statements or pictures

7. Gang related clothing or paraphernalia (i.e. rags, bandanas, jackets, shirts, chins, spikes, or other offensive material)

8. Sunglasses in the building.

The Mackay School District Dress Code will be in effect at all school-sponsored activities Athletic uniforms must be modest and meet dress code guidelines.

Students who are in violation of the dress standards policy will be sent to the office where parents will be notified. Students may then be sent home to change their clothing. The absence from school will be considered unexcused.

**Leaving Campus**

Students are allowed to leave campus during lunch; however, once a student is in school, he/she will not leave school for any reason without checking out through the office and contacting their parents. **Students who leave without checking out first, will be truant.** Permission to leave the school will be granted once the office has talked to the parent. Students may be excused from class only through the office or another member of the staff.

**Littering**

We expect our students to take pride in the building, grounds, and facilities of Mackay High School. A neat, well-groomed appearance makes a comfortable setting for learning and gives favorable impression to our community. Students who purposely litter in the building or on the school grounds will be appropriately disciplined by the principal. During lunch hour no food or drinks are allowed in the gym.

**Lockers**

Each student will be assigned a locker. Locks may be rented from the office. It is the student’s responsibility to secure his/her locker. Students are warned not to leave money and/or expensive possessions in their lockers. The school reserves the right to search and all students’ lockers are part of the routine inspection.

**Public Display of Affection**

It is expected that all students will observe acceptable moral standards of behavior in school. Students that are overly affectionate or familiar with each other create embarrassing incidents for other students or school officials. Such students will be warned first, and then referred to the principal for disciplinary action.

**Search and Seizure Policy**

Students are advised that is the policy of School District 182 that members of the administrative staff have the authority to search the student lockers and all other school property over which the school district has control at any time, without student consent, and without a search warrant, Members of the administration staff also have the authority to search the personal property of students when reasonable under the circumstances. This authority to search school property, or personal property of the student when appropriate, is extended to members of the teaching staff who accompany students on out-of-town activities for school-related purposes at school district expense.

**Energy Drinks**

Mackay Jr/Sr High School values the health and wellbeing of our students and has the following procedures regarding energy drinks to support students engaging in quality educational experiences. As a school community we believe that the consumption of energy drinks has a detrimental effect on learning and is not conducive to good physical and mental health.

As a school we aim to promote healthy lifestyles and a positive learning environment by reinforcing positive behavior.  Students will not be permitted to bring energy drinks onto school grounds or possess them or consume them during school activities.

**Senior Trip/Lock -In and Reimbursement**

Current Mackay Jr/Sr High School students will decide as a class how they want to spend their lock-in with administration approval.  The class will decide how to disperse any leftover funds a minimum of 30 days prior to graduation. If the class cannot come to a decision, the principal and class advisor, or a minimum of two (2) adults, will make the final decision.

**Student Services**

**Fee Schedule**

High School Activity Card $30.00

High School Activity Fee (per activity) $150.00

Jr. High Activity Card $20.00

Jr. High Activity Fee (per activity) $100.00

High School Scholastics $75.00

**Meals**

|  |  |
| --- | --- |
| Breakfast (Adult) | $2.65 |
| Breakfast (Jr./Sr. High)  | $2.50 |
| Breakfast (Elementary)  | $2.50 |
| Milk | $ .45 |
| Lunch (Adult) | $4.95 |
| Lunch (Jr./Sr. High) | $3.30 |
| Lunch (Elementary) | $3.50 |

Mackay School District Policy 8245 (entire policy at back of handbook): Students and adults are to pay in advance or as incurred. Each student/adult is assigned his/her lunch number and account number. Your student's payment shall be deposited into their account and the computer will withdraw money at the time a purchase is incurred. When a student’s meal account funds are exhausted, a student paying the full or reduced price for meals may charge no more than thirty-five ($35.00) to his/her school meal account. Charging of a la carte or extra items to a student’s account will not be permitted. A la carte includes an extra milk or second breakfast or lunch. Students who buy a second breakfast or lunch will be charged the adult meal price. To ensure that no child goes hungry, an alternate meal may be given to student who have exceeded the charge limit.

 Free and reduced applications for breakfast and lunch are available at any time during the school year in the school and district offices*. Lunch applications that were approved from last year will be in effect for 30 school days.* If a new and approved application has not been received by this time, your child/children will be charged full price. An application is not retroactive so if your application is late you will still be responsible for the charges incurred during the lapse in application.

**Medication**

Authorization: it is imperative that a Request for Medication as School form be completed and signed by the parent or guardian and the student's physician, the physician's order must be renewed annually. Any dosage changes in the standing order require a new physician's order.

Labeling, Storage, Disposal: all medication must be received at school in its original prescription container. Medications should be brought to school by the parent or guardian, especially for elementary students. If this is not possible, the parent, or guardian must inform the building principal by telephone that the student is bringing the medication to school and how much is in the container. The amount of medication received will be verified and documented by the school building principal or designee.

Medications administered by school personnel will be kept in a locked storage cabinet. Access to medication will be under the authority of the school principal. At the end of the school year, parents or guardians will be notified and asked to pick up unused medication. All unused medications left at the school 30 days beyond parental notification will be destroyed by the school principal and witness by another school employee.

**Schedule Changes**

Changes to the schedule will be made only under the following circumstances:

* Student has previously earned a credit in the course.
* Student has not completed the required prerequisite for the course.
* Course change is required to meet graduation requirements.
* A multidisciplinary team (consisting of the student, parents, registrar, and/or principal meets and determines a change is in the best academic, social, emotional, and/or psychological interest of the student.)

**Visitors**

For the safety of the students and the faculty, ALL visitors must register with the office. Disruptions to the classrooms must be kept to a minimum. Visitors are welcome to visit our school and speak with teachers; however, prior arrangements must be made. Students who are not enrolled in Mackay High School should not be on school grounds without prior approval from the principal.

**Loitering/Unauthorized Persons**

The Principal has authority to request assistance from law enforcement if any visitor or unauthorized individual refuses to leave school grounds or creates a disturbance. Violation of District Policy may lead to removal from the building or grounds and denial of further access to District building or grounds.

Unauthorized persons loitering in or about any school building, or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered to be in violation of disorderly conduct or trespassing statues. Law enforcement shall be notified and requested to remove the individual from the building or grounds.

Parents who pick up their children from school shall wait in a common area for the student. Under no circumstances shall the parents wait outside of the classroom for the student-either at the end of the school day, or anytime during regular school hours.

All visitors to all schools must report to the office upon arriving at the school. If parents, legal guardians, or authorized individuals are picking up a student during regular school hours, school personnel will notify the teacher that an authorized individual has arrived to pick up the student. The teacher will send the student to the office. The parent or legal guardian must sign the student out of school using the student checkout form located in the office area.

**Extra-Curricular Activities**

**Extracurricular and Co-Curricular Participation 3380**

Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. **However, participation in extracurricular and co-curricular activities is a privilege, not a right** (I.C. § 33-512(12). As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

Extracurricular activity programs in the Mackay School District shall be governed by the rules and regulations of the Idaho High School Activity Association, Mackay School District policies, and rules specific to each sport/activity.

**Eligibility Requirements for Extracurricular and Co-Curricular Participation**

There are three categories that affect student eligibility for extracurricular and co-curricular activities: academic performance, attendance, and compliance with the district’s drug-free policies.

**Academic Performance**

Previous Semester

1. Students must pass 6 out of 7 classes from the previous semester. Example: you must pass six of seven classes first semester in order to play winter sports: Basketball, Cheerleading, Wrestling, Track, etc., You must pass 6 out of 7 classes second semester in order to play Football, Volleyball, Cheerleading, etc., for the following fall season (IHSAA Guidelines). Students may use passing summer school course grades to replace failing grades from the second semester, this will allow for fall participation. Students taking off-campus or release time must pass 6 out of 6 classes.
2. Students must have earned a 2.0 GPA.

Current Semester

1. Student must be enrolled full-time and passing 6 out of 7 classes.
2. Students must maintain a 2.0 GPA.

The Athletic Director will check eligibility every two weeks.

If, at the time of a scheduled check, a student is found to be below a 2.0 GPA or has one (1) “F”, he/she will be placed on probation for the next two weeks until which time the next eligibility check will take place.

During this two-week probation period, the student will be able to participate. It is during this time the student and parents need to meet with the teacher and discuss how to best improve the academic status of the student.

Within two (2) days of the eligibility check, the principal and/or extra-curricular or co-curricular activity supervisor will notify the student and parents in writing and by phone concerning the probationary status.

If at the end of the 2-week probation period the student remains ineligible, he/she will not be allowed to participate until a passing grade and a 2.0 GPA are in place. The student will be required to attend all practices but will not suit down for home games and will not attend away games. Teachers will notify admin when a passing grade is received. Once a passing grade and a 2.0 GPA are received the student will be eligible to participate.

**Attendance**

1. Students involved in extracurricular activities are required to attend all class periods on the day of the contest, performance, or activity. If a student misses more than 60 minutes of the school day, he/she cannot attend practice. (Policy 3050)
2. The Athletic Director of the Principal may make exceptions for medical appointments, family emergencies, or other special circumstances. A student suspended from school, regardless of in-school or out of school suspension, may not attend practice or participate in a contest, performance, or activity on the day he/she is suspended.

**Extracurricular or Co-Curricular Activity Suspension**

The Board believes that the safety and welfare of other students may be adversely affected when students who are involved in extracurricular or co-curricular activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in criminal conduct or drug use in any location.

I. Activity Suspension as a Result of a School Suspension

A student will be immediately suspended from all extracurricular and co-curricular activities when he/she receives an in-school or out-of-school suspension (not including an in-school detention) from school for any violation of school and district disciplinary guidelines.

Consequences:

1. The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension.
2. This type of activity suspension cannot be appealed.

II. Activity Suspension for Criminal Conduct or Drug Use in Any Location During the Scholastic Year

A student may be suspended from extracurricular and co-curricular activities when he/she has been arrested or it reasonably appears to the District that he/she has violated criminal law, other than infractions or minor traffic violations; or has been involved with drug paraphernalia, controlled substances, or drugs, including alcohol or tobacco, **in any location, either on or off campus,** during the scholastic year, in any of the following ways: attempting to secure or purchase; using or having reasonable suspicion of having used; possession; intending or attempting to sell or distribute; selling or giving away; or being knowingly present when any of the above are used, possessed, or consumed.

Upon the first violation, the student will be suspended from competition for the number of contests equal to 20% of the total number of competitions for the entire season in that sport. In the event this results in a fraction of a contest, (e.g. 4.5 contest) the suspension shall be served for the same fraction of the last contest (e.g. Basketball 4 Games 2 Quarters). A second violation will result in the student being suspended from competition for the number of contests equal to 50% of the total number of competitions for the entire season in that sport.

A third violation will result in being suspended from participation in all extracurricular activities for one (1) calendar year.

For first and second violations, the suspended student will be required to attend all practices and home games but will not be allowed to suit down for games/contests.

If the student notifies school personnel (self-reports) concerning his/her criminal conduct or drug use prior to the personnel’s knowledge of the incident(s), the principal or extra-curricular supervisor may reduce the length of the activity suspension. In no instance, will the suspension be less than one competition for the first offense and two competitions for the second offense. This does not apply to the third offense.

No suspensions will be carried over from junior high to high school. This policy shall be continuous throughout high school eligibility and violations are accumulative throughout high school.

Consequences:

**Infractions Which Occur in Out-of-School Trips**

During an out-of-school trip, if the authorized person in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use, or a major infraction, the authorized person will notify the parent/guardian, and ask him/her to take charge of the return of the student. The parent/guardian will assume any expenses incurred for the return of the student.

**Informal Hearing Process**

Prior to giving an activity suspension to a student, the principal or extra-curricular or co-curricular activity supervisor shall grant the student an informal hearing on the reasons for the activity suspension and the opportunity to challenge those reasons unless an emergency activity suspension is necessary. If an emergency activity suspension is necessary, an informal hearing will be held as soon as possible after the emergency ceases to exist.

**Student travel to or from an extracurricular or co-curricular activity**

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. Buses will drop off students at one location south of town if returning from the South and one location north of town if returning from the North. The South stop will be at the Leslie Gravel Pit, and the North stop will be at the Fish Hatchery Road historical sign.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent. Parents may complete a Parental Consent to Private Transportation of Student Waiver and Release of Liability to allow their student to ride from an event with another adult. No student may be released to ride home with another student or with anyone under the age of 21.

The activity must provide at least one instructor\coach or adult advisor for each bus on a special trip. The head coach or appointed representative must ride the bus to and from the event. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Coaches/Adults need to situate themselves throughout the bus to ensure proper supervision. Any adult designated by the principal as the school representative will have such authority.

Students must follow all school bus rules with these exceptions: Food and drink will be allowed with permission of the principal. No glass or aerosol containers are allowed on the bus, and drinks must have secure screw tops. However, any debris must be cleaned up at the end of the trip and before students leave the bus. Boys and girls will not sit in the same seat together.

If a student causes a disruption or hazard on the bus, a hearing will be held with the principal, driver, instructor/coach/or adult sponsor, parent/guardian and student. The driver, instructor/coach/or adult sponsor, parent/guardian and the student will have the opportunity to share with the principal their perceptions of the problem. If the principal finds that there has been an infraction of bus rules, he or she will take the following action:

1. On the first infraction, the student will be warned that following any further infraction he/she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event.

2. On the second infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events.

3. On the third infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester or trimester.

Based on the severity of the problem as it relates to respect and safety for others, the principal may bypass step #1 and/or step #2 above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester or trimester.

**Appeal Process**

1. This appeal process may be used by students and their parent/guardian only for first and second violations of activity suspension for criminal conduct or drug use in any location during the scholastic year.
2. The parent/guardian must request an appeal in writing within two (2) school days from the notification of the activity suspension decision.
3. The Superintendent will appoint a three-member panel composed of certificated staff members who have not been involved in the disciplinary action in question. The hearing panel will notify the student and the parent/guardian of the date, location, and time of the hearing; the student will have an opportunity to present additional evidence regarding the circumstances of the suspension or reasons to reduce the length thereof. The appeal must be scheduled within five (5) school days of the request.
4. If the panel determines that the evidence reviewed at the appeal supports the suspension, the suspension of the student from extracurricular and/or co-curricular activities shall be continued.
5. The student and the parent/guardian will be notified in writing of the panel’s findings and determination with respect to the student suspension from extracurricular and/or co-curricular activities within two (2) school days of the panel’s decision.
6. The panel’s determination is final, and is not appealable to the Superintendent or Board of Trustees.

**Elementary Students**

Students in kindergarten through sixth (K-6) grade who are in violation of this policy may have the length of the activity suspension reduced by the principal or other authorized administrator.

**General Definitions for Extracurricular and Co-Curricular Participation**

**Unless the context otherwise requires, in this policy:**

**“Extracurricular Activities”** means a district and/or school authorized activities which take place outside of the regular school day and do not involve class credit, including, but not limited to athletics, student groups or organizations, and community activities for which high school letters are awarded.

**“Co-Curricular Activities”** are district and/or school authorized activities held in conjunction with a accredit class, but taking place outside of the regular school day including, but not limited to, debate, drama, drill team, band, or choir.

**“Activity Suspension or Suspension from Extracurricular or Co-Curricular Activities”** meansthatsuspended students shall not travel, dress in uniform, associate, or participate with the team or group at its scheduled event(s). Suspended students may be allowed to participate in practices/meetings; however, the principal or designee may deem it necessary for students to be withheld from practices/meetings for the duration of the suspension.

**“Controlled Substances”** include, but are not limited to opiates, opium derivatives, hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents or the substances contained in the plant, any material, compound mixture or preparation with substances having a depressant effect on the central nervous system, and stimulants.

**“Drugs”** include any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substances, any illegal substance, any abused substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities and/or any substance which is tended to alter mood, and/or any substance which is misrepresented and sold or distributed as a restricted or illegal drug.

**“Drug Paraphernalia”** is defined as any or all equipment, products and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined in this policy.

**“Emergency Activity Suspension”** is defined as imposition of an activity suspension by a principal or his designee prior to an informal hearing when it is necessary to protect the health and safety of the individual(s) involved and immediate action is appropriate.

**“Event”** is defined as amatch, game, meet, or other competitive event, including regional and/or state tournaments, or competitions. “Event” is also defined as any performance(s).

**“Knowingly Present”** shall mean that a student attended a gathering of two (2) or more individuals at which one or more of the attendees (other than the student at issue) were using or are in possession of drug paraphernalia, controlled substances, drugs, pornography, or alcohol or tobacco and the student knew or reasonably should have known that such use or possession was occurring illegally.

**“On any school premises or at any school sponsored activity, regardless of location”** includes, but not be limited to buildings, facilities, and grounds on the school campus, school buses, school parking areas; and the location of any school sponsored activity. “On any school premises or at any school sponsored activity, regardless of location” alsoincludes instances in which the conduct occurs off the school premises but impacts a school related activity.

**“Scholastic Year”** is defined asthe period of time beginning with the first day of the fall extracurricular and co-curricular activities season and ending with the last day of school.

**“School Days”** include only those days when school is in session.

Policy History:

Adopted on: April 10, 2012

Revised on: June 20, 2022

**High School Graduation Requirements 2700p**

Prior to registering for high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements shall also be included in the student handbook.

Publication of Graduation Requirements

Prior to registering for high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements shall also be included in the student handbook.

Credits

Students shall be expected to earn a total of 54 semester creditsin order to complete graduation requirements. Special education students who have successfully completed their IEP leading to completion of high school will be awarded a diploma.

The core of instruction is **40 semester credits,** with an additional 14 elective credits required for graduation:

Secondary Language Arts and Communication 12 credits\*

 English (language study, composition, literature) 8 credits

 Senior Seminar 2 credits

 Speech or Debate 1 credit

 Reading 1 credit

Mathematics 8 credits\*

 Algebra 1 (or meets Algebra 1 standards) 2 credits

 Geometry (or meets Geometry standards) 2 credits

 Algebra 2 or Equivalent 2 credits

 Secondary Mathematics of the student’s choice 2 credits

Dual credit engineering and computer science courses aligned to the state standards for grades 9-12, including AP Computer Science and dual credit computer science courses may be counted as mathematics.

Students who choose to take Computer Science and Dual Credit Engineering may not concurrently count such courses as both a mathematics and science credit.

Science

 Secondary Science 6 credits\*

 (4 credits shall be laboratory sciences)

Social Studies 5 credits\*

 Government 2 credits

 US History 2 credits

 Economics and Financial Literacy 1 credit

Arts and Humanities 5 credits\*

 Spanish or Foreign Language 2 credits

 Secondary Humanities of the student’s choice 3 credits

*Humanities courses include instruction in visual arts, music, theatre, dance, or world language aligned to the Idaho content standards for those subjects. Other courses such as literature, history, philosophy, architecture, or comparative world religions may satisfy the humanities standards if the course is aligned to the Interdisciplinary Humanities Content Standards*

Health/Wellness 4 credits\*

 Health 1 credit

 PE 1 credit

 PE Elective 2 credits

Each student shall receive a minimum of 1 class period of psychomotor cardiopulmonary resuscitation (CPR) training as outlined in the American Heart Association (AHA) Guidelines for CPR to include the proper utilization of an automatic external defibrillator (AED) as part of the Health/Wellness course. Additionally, students participating in one season in any sport recognized by the Idaho High School Activities Association or club sport recognized by the local school district, or 18 weeks of a sport recognized by the local school district may choose to substitute participation up to one credit of physical education. Students who choose to do this will write a letter to the Board requesting approval to substitute one season of sports for the one credit of physical education.

Middle School Credit

If a middle school student completes any required high school course with a grade of C or higher before entering the 9th grade, and if that course meets the same standards that are required in high school and the course is taught by a teacher certified to teach high school content then the student has met the high school content area requirement for such course. The student shall be given a grade for the successful completion of that course and such grade and the number of credit hours assigned to the course shall be transferred to the student’s high school transcript and the student’s parent or guardian shall be notified in advance when credits are going to be transcribed. However, the student’s parent or guardian may elect to not have the credits and grade transferred to the student’s high school transcript. The student still must complete the required number of credits in all high school core subjects identified above in addition to the courses completed in middle school, unless the student is a participant in the 8 in 6 Program.

College Entrance Examination

Completion of a College Entrance Examination is no longer required for graduation; however, the District will facilitate completion of the ACT or SAT prior to the end of the student’s eleventh grade year.

Senior Project

A student shall complete a senior project that includes a written report and oral presentation by the end of grade 12. Senior projects may be multi-year projects, group or individual projects, or approved pre-internship or school to work internship programs at the discretion of the District. The project must include elements of research, development of a thesis using experiential learning or integrated project based learning experiences, and a presentation of the outcome. Additional requirements for the senior project are at the discretion of the District.

Idaho Standards Achievement Tests (ISAT)

In addition to obtaining the necessary credits as outlined above, a student will take the Idaho Student Achievement Test (ISAT) as defined by State Board of Education rules.

Civics Test

All secondary students must successfully pass the civics test or alternative path. “Civics test” as used herein means the 100 questions used by officers of the United States citizenship and immigration services as a basis for selecting the questions posed to applicants for naturalization.

Any student who participates in a United States Government and Politics course and an associated college credit-bearing examination shall be deemed to have met this requirement.

The District will determine the method and manner in which to administer the civics test. A student may take the civics test, in whole or in part, at any time after enrolling in grade 7 and may repeat the test as often as necessary to pass the test. The District will document on the student’s transcript that the student has passed the civics test.

The applicability of this requirement for students who receive special education services will be governed by the student’s Individualized Education Plan.

Waiver of Requirement

Graduation requirements generally will not be waived except as outlined in the Early Achievement of College/Career Readiness and Flexible Schedule portion of this policy. However, in rare and unique hardship circumstances, the Superintendent may recommend and the School Board may approve minor deviation from the graduation requirements.

Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences from accredited programs, such as summer school, university courses, correspondence courses, online/virtual courses, extended learning opportunities, and master-based education.

Credit for work experience may be offered when the work program is a part of and supervised by the school.

All classes attempted at Mackay Jr./Sr. High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of grade point average (GPA) and class rank. Credit shall be awarded only once regardless of repetition of the course.

Honor Roll

A student must have a minimum GPA of 3.5 to be placed on the honor roll. Specific information regarding honors at graduation is included in the student handbook.

Class Rank (Grade Point Average)

Class Rank is compiled from semester grades. Courses not eligible for GPA are designated with an asterisk on the report card.

Early Completion of Graduation Requirements

A student who completes all of the graduation requirements set forth by the District and the State Department of Education prior to the completion of eight semesters of school attendance in grades 9 through 12 may petition the Superintendent and Board for early graduation by submitting such a petition to the Superintendent through the building principal. The Superintendent shall submit the petition to the Board for endorsement and approval at the end of the quarter preceding the requested graduation date.

Early Achievement of College/Career Readiness and Flexible Schedule

A student may, at the student’s option and upon notification to the student’s school, be relieved from completing their remaining high school graduation requirements and apply for a flexible schedule or graduate early if the student:

1. Is at least 16 years of age;
2. Maintains a cumulative 3.5 grade point average;
3. Obtains permission from a parent/guardian, if under the age of 18;
4. Achieves a college and career readiness score;
5. Files the following with the school:
6. Notification of their intent to take a flexible schedule OR graduate early;
7. The student’s participation portfolio; and
8. An essay of at least one page explaining why the student wishes to have a flexible schedule which include the future plans using the flexible schedule OR early graduation;
9. Completes the following:
10. The required civics test;
11. The economics credit, government credits, and senior project required to graduate. A student’s senior project may describe the student’s experience in achieving a college and career readiness score and a detailed explanation of the student’s future plan.

Students eligible for a flexible schedule may be relieved from high school graduation requirements in order to:

1. Take elective courses, career technical education programs, or courses selected by the student which are available within the District;
2. Participate in apprenticeships or internships;
3. Act as a tutor at any grade level; or
4. Engage in such other activities identified by the Board.

A student who is granted a flexible schedule must adhere to the plan submitted to the school as part of their eligibility. Students who are under 18 may modify their plan with the approval of the student’s parent/guardian.

The Superintendent is authorized to create any procedures necessary to assist students to achieve early graduation as well create incentives for participation in any early graduation program. Existing programs providing incentive to complete coursework early are described in Policy 2435 Advanced Opportunities.

In order to transition to the updated graduation requirements, seniors graduating prior to Aug 31, 2024 may graduate with 52 credits. Seniors graduating after September 1, 2024 must meet all graduation requirements.

The Class of 2024 will need 52 required credits.

The Class of 2025 will need 54 credits.

Cross Reference: 2435 Advanced Opportunities

Legal Reference: I.C. § 33-4601, *et seq.* Advanced Opportunities

 IDAPA 08.02.01.350 Early Graduation

 IDAPA 08.02.03.105 High School Graduation Requirements

 IDAPA 08.02.03.107 Middle Level Credit System

Procedure History:

Promulgated on: March 23, 2015

Revised on: July 12, 2021

Revised on: April 11, 2022

Revised on: December 12, 2022

Revised on: November 13, 2023

Revised on: March 12, 2024

**The Road to Post-Secondary Education**

*What Students and Parents Should Know?*

**Freshman Year** **During The Spring of your Junior Year**

* Take challenging classes
* Keep your grades up (All 4 years of high school count)
* Take responsibility for asking questions and seeking help in classes where you are having difficulty
* Talk about your goals for the future
* Begin compiling a resume of all awards and activities
* Gather information about colleges from the internet
* Visit college campuses when the options arise.
* Be involved in extracurricular activities (Sports, Clubs, Volunteer, FFA
* Review your high school graduation plan and include dual-credit, Advanced Placement and Career-Technical Education Courses.
* Ask academic counselor for NCAA approved courses if interested in play college ball.
* Get involved in service learning projects, (Senior Projects) volunteer projects, and leadership opportunities.
* Refine the list of possible post-secondary institutions
* Narrow your possible college list to seven
* Make sure you have one or two private, liberal arts colleges on your list – they offer better packages
* Take college entrance exam
* Start researching college scholarships
* Complete a scholarship search on eCIS
* Email the admissions offices of the seven schools to let them know they are on your final list
* Visit the final seven schools
* Organize all scholarship materials and make multiple copies
* Write a rough draft of a college entrance essay

**Sophomore Year In the Fall of your Senior Year**

* Continue taking challenging classes
* Keep your grades up
* Update your resume
* Build self-responsibility and self-advocacy by talking to teachers when you are having difficulty, and turning in all assignments on time.
* Take dual-credit and Advanced Placement courses to earn college credit while in high school.
* Talk to college and career advisor and teachers to develop list of possible college majors and career interests.
* Visit college websites and familiarize yourself with admission requirements, financial aid options, academic programs, and campus culture/student life.
* Talk to your parents about savings plans
* Stay involved in school or community based activities
* Review your high school graduation plan and include dual-credit, Advanced Placement and Career-Technical Education Courses.
* Register for NCAA eligibility if interested in playing college ball.
* If you want to retake college entrance exam, December is your last chance to take it for fall admittance
* Continue taking challenging classes

Present and wrap up Senior Project

* Discuss college majors with your academic advisor
* Make a master calendar and record dates, fees, deadlines and due dates
* Gather financial aid information- it’s free @ eCIS
* Complete and submit scholarship applications
* Ask teachers/adults for letters of recommendation
* Fill out college applications and essays – online – Have credit card ready
* Update your resume
* Prepare your portfolio (if needed) and put on a DVD
* Complete a FAFSA 4 caster application at <http://www.fafsa.ed.gov/index/htm>

 **During the Spring of your Senior Year**

**In the Fall of your Junior Year**

* In January, Complete FAFSA online
* Check to make sure that all items have been received
* Complete and submit any supplemental financial aid forms
* Follow –up on scholarship applications
* Keep working hard in all your classes. Most university’s today re-evaluate applications after the final grades are posted
* Acceptance letters should start arriving
* Colleges will generally tell you whether you have been accepted or not by April 15th. Financial Aid award letters will usually arrive in April and May. You may want to start loan applications in May and June after you have decided which school to attend.
* Compare Financial Aid Awards
* Visit your college again
* During the summer – gather items needed for college!
* Continue taking challenging classes
* Continue compiling a resume of all awards
* Attend college presentations
* Gather information about colleges from the internet
* Visit with college recruiters and the academic advisor
* Discuss with your parents which colleges are realistic and affordable
* Parents meet with your accountant to consider moving college savings out of your account for financial aid purposes; the tax forms that you will be expected to provide are effective for the year before you apply for financial aid.
* Check on NCAA course and take and submit the ACT or SAT interested in playing college ball.

**\*PLEASE NOTE\*** To be eligible for NCAA you will need two years of a foreign language, a minimum of a 2.3 GPA and either a 75 or better on the ACT or a 980 or better on the SAT.

**IDLA Policy 2395**

The Idaho Digital Learning Academy (IDLA) is a legislatively created virtual school designed to provide Idaho students with greater access to an assortment of courses while working in collaboration with public schools. IDLA offers educational opportunities that meet students’ changing needs and grants students the flexibility of learning anytime, anyplace, and at a pace that meets their individual learning styles.

The District will use IDLA classes to supplement its curriculum and to provide remedial academic support.

Site Coordinator

The District will provide an individual, employed by the District, as a Site Coordinator. The Site Coordinator is to regularly motivate students and monitor their progress. The role of the Site Coordinator is to:

1. Advise students on appropriate courses for registration;

2. Ensure that students are completing work on a timely basis, including checking grades online every three (3) weeks;

3. Proctor final exams; and

4. Facilitate communications with students’ parents/guardians regarding course progress and the IDLA instructor.

Additionally, the Site Coordinator is a contact for the IDLA instructor and IDLA staff. A Site Coordinator shall be assigned to each building, or as an alternative, to each District. Anyone selected as a District Site Coordinator shall successfully complete the IDLA online Site Coordinator Course. The cost of the IDLA online Site Coordinator Course shall be paid by the District.

Student and Course Selection

District administrators, counselors, and teachers will identify those students who will benefit from IDLA classes.

At the discretion of the principal or designee, students may be selected to take IDLA courses if they:

1. Need to make up credits in order to graduate on schedule;

2. Are eligible for hospital or homebound programs;

3. Are interested in advanced placement or dual credit courses;

4. Want to supplement their curriculum by taking course(s) not offered at their school;

5. Have scheduling conflicts;

6. Want to accelerate their academic program by taking additional courses to facilitate early graduation;

7. Are excused from being physically present on the campus of their school of record for an

 extended period of time; or

8. Sign and submit 2395F to principal and superintendent asking to enroll in an IDLA course instead of a course scheduled at the school. Approval must be documented prior to enrollment.

9. The number of enrolled students in high school credit IDLA course does not exceed 15 students per a period unless the district has had to create a custom class.

10. Have not failed and IDLA class in the past two semesters.

Students may be denied the privilege of IDLA enrollment if their academic and behavioral record does not indicate the academic ability and self-discipline needed to succeed in online classes.

The parent or guardian, student, and principal or designee must confer and agree that the course(s) selected is (are) academically and developmentally appropriate for the student and that all prerequisites as determined by the student’s school of record have been completed before registration in an IDLA course.

Ethical Conduct

Any student attending classes through IDLA shall adhere to the District’s Acceptable Use of Electronic Networks policies and any acceptable use policy implemented by IDLA. Additionally, the student and the student’s parent/guardian shall agree to abide by the District’s and IDLA’s policies prior to IDLA classes beginning.

In the event of a violation of the acceptable use policy, plagiarism, or other disciplinary issues, IDLA will notify the District. The District shall take any disciplinary measures necessary as provided in District policy.

Tuition and Fees

The District shall abide by the IDLA Fees Policy Statement provided by IDLA. Registration fees and costs for courses for Distant Learning and IDLA are the responsibility of the student and his/her parent or guardian unless course registration is required due to scheduling conflicts for required courses. All fees should be paid upon enrollment. All costs must be borne by the student and his or her family.

If the student is enrolled in six or more credits or sufficient classes to qualify as full time in a District high school, the student is responsible for all tuition and registration fees to be paid to IDLA associated with over-enrollment. In other words, if the students has made a personal choice to take more than a full course-load of classes for credit, such is the personal choice and personal cost of the student/family of student.

Grading

IDLA provides a percentage grade to the Districts. The District transcribes the credit. The grade received from any IDLA class will be averaged into the student’s GPA. The student will be granted high school credit when earned through the IDLA. Students will earn one (1) semester credit per distance learning course completed upon passing the course with a grade of sixty-one percent (61%) or higher. Failure to pay fees to the District for completed courses will result in loss of credit.

 Advanced Placement Designation on Transcript

If a student of the District takes an IDLA class, the District will specify on the student’s transcript that the advanced placement course was taken through IDLA. The purpose for this is to ensure that the student’s transcript reflects an approved provider of the advanced placement course, such as IDLA.

For all other requirements regarding IDLA, please refer to the Idaho Digital Learning Academy.

*Policy Note: Some information to develop this policy was provided by the Idaho Digital Learning Academy.*

Cross Reference 3270 District Provided Access to Electronic Information, Services and

 Networks

 3270P Acceptable Use of Electronic Networks

Legal References: I.C. § 33-5502 Creation—Legislative Findings—Goal

 I.C. § 33-5505 Definitions. *Paulson v. Minidoka School District No. 331*, 93

 Idaho 469, 470 (1970).

Policy History:

Adopted on: March 23, 2015

Revised on: December 11, 2017

Revised on: June 12, 2023

Revised on: May 13, 2024

**Mackay School District No. 182**

**INSTRUCTION 2140**

Student and Family Privacy Rights

Surveys - General

Surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District’s educational objectives as identified in Board policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Any noncurricular-related survey, well-being questionnaire, or health screening must be approved by the Superintendent or designee before it is administered by an employee to any student. For the purposes of this policy, noncurricular survey shall mean surveys other than those conducted as part of a student’s course of study.

Personally identifiable information from student education records may disclosed to an educational agency or institution in order to:

1. Develop, validate, or administer predictive tests;
2. Administer student aid programs; or
3. Improve instruction.

In such cases, the school or District shall enter into a written agreement with the receiving organization. The study must not allow identification of individual parents or students by anyone other than representatives of the organization with legitimate interests in the information and the information must be destroyed when it is no longer needed for study purposes.

Surveys Created by a Third Party

Before the District administers or distributes a survey created by a third party to a student, the student’s parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time of their request.

This section applies to every survey:

1. That is created by a person or entity other than a District official, staff member, or student;

2. Regardless of whether the student answering the questions can be identified; and

3. Regardless of the subject matter of the questions.

 Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes ANY survey containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student’s parent/guardian;

2. Mental or psychological problems of the student or the student’s family;

3. Behavior or attitudes about sex;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of other individuals with whom students have close family relationships;

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;

7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian; or

8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

 In the case of such surveys, the student’s parent(s)/guardian(s) may:

1. Inspect the survey within a reasonable time of the request, and/or

2. Refuse to allow their child to participate in any survey requesting personal information. The school shall not penalize any student whose parent(s)/guardian(s) exercise this option.

In case of surveys, tests, or measuring devices on the following topics, the survey shall be provided to the parent(s)/guardian(s) and written parental permission shall be obtained before the survey is administered to the student.

1. A student’s sexuality;
2. Sex;
3. Religion
4. Personal political beliefs;
5. Mental or psychological problems;
6. Personal family information; and
7. Individual or family financial information.

For the purposes of this policy, personal family information means any of the information in this list or any personally identifiable information as defined in Policy 3575 about a student or any of their immediate relatives.

The employee overseeing any test, measurement device, survey, questionnaire, or screening for which such permission is required shall maintain documentation that all required parental and/or administrative permission has been given.

Instructional Material

A student’s parent(s)/guardian(s) may, within a reasonable time of the request, inspect any instructional material used as part of their child’s educational curriculum.

The term “instructional material,” for purposes of this policy, means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Collection of Personal Information from Students for Marketing Prohibited

The term “personal information,” for purposes of this section only, means individually identifiable information including:

1. A student’s or parent’s first and last name;

2. A home or other physical address, including street name and the name of the city or town;

3. Telephone number; or

4. A Social Security identification number.

The District shall not collect, disclose, or use student personal information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

The District, however, is not prohibited from collecting, disclosing, or using personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other post-secondary education recruitment or military recruitment;

2. Book clubs, magazines, and programs providing access to low-cost literary products;

 3. Curriculum and instructional materials used by elementary schools and secondary schools;

4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

5. The sale by students of products or services to raise funds for school-related or education-related activities; and

6. Student recognition programs.

Notification of Rights and Procedures

The Superintendent or designee shall notify students’ parents/guardians of:

1. This policy as well as its availability from the District office upon request;

2. How to opt their child out of participation in activities as provided in this policy;

3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled;

4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student, when the student turns eighteen (18) years of age or is an emancipated minor.

*NOTE: This policy must be adopted in consultation with parents. 20 U.S.C. § 1232h(c)(1). Therefore, ISBA recommends that, at a minimum, Boards specifically note this on their meeting agendas and request public comment prior to adoption.*

Cross Reference: 2520 Selection, Adoption, Use and Removal of Curricular Materials

 3200 Student Rights and Responsibilities

 3500 Student Health, Physical Screenings, and Examinations

 3575 Student Data Privacy and Security

 4175 Required Annual Notices

 4250 Education Research

Legal Reference: 20 U.S.C. § 1232h FERPA: Protection of Pupil Rights

 34 C.F.R. Part 99 Implementing FERPA

 IC § 33-6001 Parental Rights

Policy History:

Adopted on: December 8, 2014

Revised on: January 16, 2023

Revised on: August 14, 2023

**Unpaid School Meal Charges Policy 8245**

Unpaid School Meal Charges

The District adopts the following policy to ensure District employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, avoid identifying to other students or bystander’s students with insufficient funds to pay for school meals, and maintain the financial integrity of the school nutrition program.

The District will provide a copy of this policy to all households at the start of school each year and to families and students that transfer into the District at the time of transfer. The District may also make this policy available in student handbooks, on the District website, or by other means deemed appropriate. Information regarding how to apply for free or reduced price meals will also be provided to all families. Active efforts to encourage eligible households to apply for free or reduced lunch may be used to prevent meal charges.

Unpaid Meal Charges

When a student’s school meal account funds are exhausted, a student paying the full or reduced price for meals may charge no more than thirty-five dollars ($35.00) to his or her school meal account. Charging of a la carte or extra items to a student’s account will not be permitted. A la carte includes an extra milk or second breakfast or lunch.

Students who have charged the maximum amount allowed will not be allowed to charge further meals until the negative account balance has been paid in full or arrangements have been made with the food services director. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received.

The District will make reasonable efforts to notify families when meal account balances reach a negative balance in order to seek payment for the negative fund balance and to re-establish a positive account balance for the student’s use. At least one written warning shall be provided to a student and his or her parent or guardian prior to denying meals for exceeding the District’s charge limit. Families will be notified by automated calling system and/or a letter sent home with the student and/or by mail and/or by email.

To ensure that no child goes hungry, an alternate meal may be given to students who have exceeded the charge limit. The alternate meal will consist of a simple sandwich and white milk and shall be provided at a no cost.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

The District shall place the cashier station before the serving area to avoid requiring a student to return a meal if they are found to have reached the maximum charge amount.

Students and parents/guardians of students are encouraged to prepay meal costs. Payments for school meals may be made by:

1. Bringing payment to theschool;
2. Mailing a check to the school; or
3. Making payment on the District website

The first Thursday of May through the last day of school, a NO CHARGE POLICY goes into effect in order to eliminate negative balances at the end of the school year. There will be no charging of meals during this time period.

All negative accounts must be settled at or before the end of the school year. The district reserves the right to take additional action as appropriate to collect on delinquent accounts including the use of collection agencies, small claims court, or any other method permitted by law, provided the benefits of potential collections outweigh the costs incurred to achieve those collections.

Employees and/or Adults

Adults other than employees are not allowed to charge meals. Employees who incur charges for self and/or family members may have their pay garnished at the end of each pay period.

Records

Records of how and when this policy is communicated to households and staff will be retained.

The District shall also retain documentation of the handling of bad debt, including:

1. Evidence of efforts to collect unpaid meal charges in accordance with the this policy;
2. Evidence the collection efforts fell within the timeframe and methods established by this policy;
3. Financial documentation showing when the unpaid meal charge(s) became an operating loss; and
4. Evidence any funds written off as bad debt were restored to the nonprofit school food service account using non-Federal sources.

Charitable Assistance

The District may establish an unpaid meal charges fund to cover the cost of unpaid meal charges. Charitable groups, individuals, school fundraisers, and others may donate to this fund. Parents/guardians of children who pay the full amount for school meals and who have funds left over in their school meals account at the end of the school year may be offered the option of donating these funds to the unpaid meal charges fund. If the District chooses to establish an unpaid meal charges fund, the Superintendent or his or her designee shall establish procedures for the use of such funds.

Other Reference: 2017 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation’s Schools, United States Department of Agriculture

 Unpaid Meal Charges: Guidance Q&As, March 23, 2017, United States Department of Agriculture

Legal Reference: SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies, United States Department of Agriculture

Policy History:

Adopted on: February 11, 2019

Revised on:

**Mackay School District No. 182**

**INSTRUCTION 2425**

# Parental Rights

The Board of Trustees encourages parents/guardians to be involved in their student’s school activities and academic progress. As required by IC 33-6001, the District reinforces the rights and responsibilities of parents as primary stakeholders to make decisions regarding the upbringing and control of their child.

The Board is mandated to adhere to laws, rules, and regulations including the Constitution of the State of Idaho; the rules of the Idaho State Board of Education (Idaho Administrative Procedures Act); the rules and regulations of the Idaho State Department of Education; the laws, rules, and regulations of the federal government and the U.S. Department of Education; as well as educational provisions outlined in the Idaho Code. These mandates include the requirement stated at Article IX, Section 1 of the Idaho Constitution that it is “… the duty of the Legislature of Idaho to maintain a general, uniform, and thorough system of public, free common schools.”

Based upon the above provisions, as well as the State’s mandated requirements for advancement and graduation, the District has established its practices, policies, and procedures as well as the approved curriculum and assessment program. Failure to follow the District’s practices, policies, and procedures as well as the school’s curriculum and assessment program amounts to a violation of State and/or federal laws, rules, and regulations by the District, including but not limited to the failure to provide a general, thorough, free, and uniform system of public education as well as putting the District’s operations and funding in jeopardy.

Parents/guardians and students are expected to abide by the District’s practices, policies, and procedures governing the operation of the schools which are required by various State and/or federal laws, rules, and regulations. However, a student's parent/guardian has the right to reasonable academic accommodation if the accommodation does not substantially impact District staff and resources, including employee working conditions, safety and supervision on school premises for school activities, and the efficient allocation of expenditures. The District will strive to balance the rights of parents/guardians, the educational needs of other students, the academic and behavioral impacts to a classroom, a teacher's workload, and the assurance of the safe and efficient operations of the school.

If a parent has an objection to the District’s implementation of various mandates through the District’s practices, policies, and procedures, or if a parent/guardian would like to request reasonable academic accommodation, the appropriate avenue for the parent/guardian is to first seek to address such concerns through communication with the school’s administration. Should that avenue not resolve the situation, a parent/guardian is free to address such concerns with the Board of Trustees in conformance with Board policy regarding public participation at Board meetings.

A parent/guardian who has an objection to their child’s participation in the District’s adopted curriculum and/or the District’s implementation of practices, policies, and procedures in accordance with educational mandates, on the basis that it harms the child or impairs the parents' firmly held beliefs, values, or principles, may withdraw their child from the activity, class, or program. Except in the case of sex education curriculum, a parent/guardian who chooses to not have their child participate in the provided educational activity shall be responsible for identification and provision of non-disruptive alternative educational activities for their child during any time of objection, at no cost to the District. The final decision as to the placement of such alternative educational activity shall be at the discretion of the District, with input of the parent, consistent with the requirements for advancement and graduation and consistent with the reasonable accommodation requirements outlined above.

In the case of dual credit courses offered by an institution of higher education, academic accommodations and excusing students from objectionable assignments is solely at the discretion of the course provider and not the District. The District has no control over the selection, adoption and removal of curricular materials and it is the responsibility of the parent to have knowledge of and/or review such prior to student enrollment.

Access to Learning Materials

Parents/guardians are entitled to review all learning materials, instructional materials, and other teaching aids used in their student’s classroom. Parents/guardians can request access to learning materials by contacting the school’s administration during school hours.

Student Wellbeing

If a member of the District’s staff becomes aware of a change in the student’s mental, emotional, or physical health or well-being the staff member shall report this change so the student’s parent/guardian can be notified as described in Procedure 2425.

Addressing Parent/Guardian Concerns

A parent/guardian who feels the District has violated their rights, as described in this policy and otherwise provided in IC 33-6001 may file a grievance as described in Policy 4120 Uniform Grievance Policy.

Notice

The District shall annually provide parents/guardians with notice of their rights as specified in this policy.

Cross References: 2340F Parental Opt-Out Form for Sex Education

 2420 Parental and Family Engagement

 4105F Request to Address the Board

 4120 Uniform Grievance Policy

 4175 Required Annual Notices

Legal References: Id. Const. art. IX Education and School Lands

 IC § 32-1010 Intent of the Legislature – Parental Rights

 IC § 32-1012 Parental Right to Direct the Education of Children

 IC § 32-1013 Interference with Fundamental Parental Rights Restricted

 IC § 33-6001 Parental Rights

 IC § 33-6002 Annual Notice of Parental Rights

 IDAPA §§ 08.01-.04 State Board of Education and State Department of Education Administrative Rules

Policy History:

Adopted on: October 12, 2015

Revised on: July 13, 2020

Revised on: February 12, 2024

Reviewed on:

**STUDENTS 3295**

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

The Board 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.

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.

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.

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

 4175 Required Annual Notices

 5265 Employee Responsibilities Regarding Student

 Harassment, Intimidation, and Bullying

Legal References: 20 U.S.C. §§ 1681 - 1682 Title IX of the Education Amendments of 1972

 34 C.F.R. Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (Implementing Title IX)

 I.C. § 18-917 Assault and Battery - Hazing

 I.C. § 18-917A Student Harassment — Intimidation — Bullying

 I.C. § 33-205 Denial of School Attendance

 I.C. § 33-512 District Trustees - Governance of Schools

 I.C. § 33-1631 Requirements for Harassment, Intimidation and Bullying Information and Professional Development

 I.C. § 67-5909 Commission on Human Rights - Acts Prohibited

 I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline

Policy History:

Adopted on: April 10, 2012

Revised on: August 10, 2020

Reviewed on:

**Academic Honesty 3335**

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, cheating, forgery, copying, or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will have the responsibility for monitoring academic honesty.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s). All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. A copy of the Academic Honesty Policy shall be included in student handbooks and shall be distributed to parents via district publications at least annually.

Cheating

Cheating includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report.

2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students.

3. Obtaining test questions and/or copies of tests outside the classroom test setting.

4. Lending and/or copying from another student's work (homework, tests, projects, assignments).

5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading).

6. Allowing another student to copy answers during a test situation.

7. Collaborating with other students on an assignment in direct violation of teacher's instructions.

8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions.

9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher.

10. Submitting work previously presented in this course or in another course.

Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following:

1.  Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks.

2.  Paraphrasing the source without proper citation.

3.  Copying stories, in whole or part, which appear in books, magazines, television or film.

4.  Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.

5.  Submitting papers written in whole or part by someone else, including the Internet.

6.  Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.

7. Submitting a paper purchased from a research or term paper service, including, but not limited to the internet.

Cross Reference: 4175 Required Annual Notices

Policy History:

Adopted on: April 10, 2012

Revised on: August 10, 2020

Reviewed on:

**Mackay School District No. 182**

**STUDENTS 3500**

# Student Health/Physical Screenings/Examinations

The Board may arrange each year for health services to be provided to all students. At the start of the school year, each District school shall notify parent/guardians of health services offered or made available through the school or by private organizations partnering with the District that offer services on school property or as a part of a school program. Parents/guardians shall be notified of any new health services that become available after the annual notice is sent.

Such services may include, but are not limited to:

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

Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student’s progress. Additionally, if a member of the District’s staff becomes aware of a change in the student’s mental, emotional, or physical health or well-being, the staff member shall address the matter as described in Policy 2425.

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

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

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

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

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

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

Abortion-Related Counseling and Referrals Prohibited

All staff are prohibited from providing the following services to any person during working hours or in the course of their work:

1. Providing or performing an abortion;
2. Counseling in favor of abortion;
3. Referring for abortion; or
4. Dispensing emergency contraception, except in the case of rape.

Cross References: 2425 Parental Rights

Legal References: 20 USC § 1232h(b) Protection of Pupil Rights - Limits on Survey, Analysis, or Evaluations

 IC § 18-8701, *et seq.* No Public Funds for Abortion Act

 IC § 33-6001 Parental Rights

 IDAPA 08.02.03.160 Safe Environment and Discipline

Policy History:

Adopted on: December 13, 2021

Revised on: February 12, 2024

Reviewed on:

**Mackay School District No. 182**

**STUDENTS 3570**

Student Records

School student records are confidential and information from them shall not be released other than as provided by law. Federal and state laws grant certain rights to parents and students, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

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

Cross References: 3575 Student Data Privacy and Security

 4260 Records Available to the Public

 8605 Retention of District Records

Legal Reference: 20 U.S.C. § 1232g, *et. seq.* Family Education Right to Privacy Act

 (FERPA)

 34 C.F.R. Part 99 Implementing FERPA

 I.C. § 33-133 Idaho Student Data Accessibility,

 Transparency, and Accountability Act –

 Definitions – Student Data - Use and Limitations - Penalties

 I.C. § 33-209 Attendance at Schools - Transfer of Student

 Records - Duties

 I.C. § 33-717A Divorce Actions - Parents’ Access to

 Records and Information

Policy History:

Adopted on: April 10, 2012

Revised on: October 20, 2021

Revised on: April 8, 2024

**Parents Right-To-Know Notices Policy 4160**

*NOTE: This list of parental notice requirements is limited to those required by ESSA 20 USC § 6312 (e), other notices to parents are found in other policies. The only notices applying to districts that do* ***not*** *receive Title I funds are those regarding student privacy. The notices described in this policy are paraphrased; please see the specific ESSA section cited for the exact requirements.*

Academic Notices

1. **Teacher Qualifications:** At the beginning of each school year, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request, information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:

A. Whether the teacher has met the state qualifications and licensing criteria for the

 grade levels and subject areas in which the teacher provides instruction;

B. Whether the teacher is teaching under emergency or other provisional status

 through which State qualifications or licensing criteria has been waived;

C. Whether the teacher is teaching in the field or discipline consistent with the

 teacher’s certification; and

D. Whether paraprofessionals provide services to the student and, if so, their

 qualifications.

1. Student Performance: The District must provide parents the following information on the level of achievement of the parent’s child:

 A. Information on the level of achievement and academic growth of the student, if

 applicable and available, on each of the State academic assessments required by

 law; and

 B. Timely notice that the student has been assigned or taught for four or more

 consecutive weeks by a teacher who does not meet applicable State certification or

 licensure requirements at the grade level and subject area in which the teacher has

 been assigned.

## Testing Transparency Notices

## **Testing Notification:** At the beginning of each school year, the District shall notify the parents of each student that the parents may request, and the District will provide the parents in a timely manner, information regarding any State or District policy regarding student participation in any required assessments which information shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

## **Testing Information:** The District shall make widely available through public means (including by posting in a clear and easily accessible manner on the District's website and, where practicable, on the website of each school served by the District) for each grade served by the District, information on each test or assessment required by ESSA 20 USC § 6311, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including: The subject matter to be assessed; the purpose for which the assessment is designed and used; the source of the requirement for the assessment; and, if available, the amount of time the students will spend taking the assessment, the schedule for the assessment, and the time and format for disseminating test results.

English Leaner Program Notices

1. **Initial Program Notice:** The District shall, not later than thirty (30) days after the beginning of the school year, inform a parent of an English learner identified for participation or participating in such a program of:
2. The reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program;
3. The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
4. The methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
5. How the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
6. How such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
7. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if funds under this part are used for children in high schools;
8. In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in Section 614(d) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)); and
9. Information pertaining to parental rights that includes written guidance—

(i) Detailing the right of parents to have their child immediately removed from such program upon their request;

(ii) Detailing the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and

(iii) Assisting parents in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity.

1. **Program Notice During School Year:** For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, the District shall notify the children's parents during the first two weeks of the child being placed in a language instruction educational program consistent with subparagraph (1), above.
2. **Parental Participation:** The District shall provide the parents of English Learners information regarding how the parents can: be involved in the education of their children; be active participants in assisting their children to attain English proficiency; achieve at high levels within a well-rounded education; and meet the challenging State academic standards expected of all students; and shall implement an effective means of outreach to parents of the above include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of English Learners.
3. **Program Exclusion and Admission:** A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

## Parent and Family Engagement

Parents shall be notified of the parent and family engagement policy as outlined in 2420-2420P, in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

## Education of Homeless Children and Youths

1. The District shall provide written notice, at the time any homeless child or youth seeks enrollment in a school, and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth), which shall be signed by the parent or guardian, that:
	1. Sets forth the general rights provided by the McKinney-Vento Act as set forth in District Policy No. 3060; and
	2. Specifically, states:
		1. The choice of schools’ homeless children and youths are eligible to attend;
		2. That no homeless child or youth is required to attend a separate school for homeless children or youths;
		3. That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs;
		4. That homeless children and youths should not be stigmatized by school personnel; and
		5. Includes contact information for the local liaison for the homeless children and youths.
2. In the case of an unaccompanied homeless youth, the District shall ensure that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

Each district shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.

## Persistently Dangerous Schools

A “persistently dangerous school” is defined as a school which, for three consecutive years, meets the following criteria:

In each of the three consecutive years, there is one instance of: suicide; sexual offense; or kidnapping; or

The school exceeds an expulsion or student conviction rate of: 1 % of the student body; or three students, whichever number is greater, for violent criminal offenses or for violations of federal or state gun free school’s requirements on school property or at a school sponsored event while school is in session.

For the purposes of this definition, a “violent criminal offense” is defined as conduct which could be charged as a felony or misdemeanor involving the threat of or actual physical injury, a sexual offense, homicide, rape, robbery, aggravated assault, aggravated battery, stalking, first degree kidnapping or aggravated arson.

If a school in the District is identified by the state as a “persistently dangerous school,” the Superintendent, or designee, shall ensure the following actions are accomplished in a timely manner:

1. Notify the parents of all students attending the school that the state has identified the school as persistently dangerous. Notification to the parents must occur within ten school days from the date the state provided such notice to the District.
2. Offer all students in such school the opportunity to transfer to a safe public school within the District. If there is no other school in the District, the District is encouraged, but not required, to explore other options such as an agreement with a neighboring district to accept transfer students. The offer to transfer students should occur within 20 school days from the time the District received notice from the state.
3. For those students who accept the offer, the transfer should be completed within 30 school days from the date the District notified the affected parents.
4. Parental notification regarding the status of the school and the offer to transfer student may be made simultaneously.
5. For student(s) choosing a transfer:
	1. Students should be transferred to a school that is not identified as being in need of improvement, corrective action, or restructuring.
	2. Transfers may be temporary or permanent, but must be in effect as long as the school is identified by the state as persistently dangerous.
	3. In the event there is no other qualifying school in the District to accept the transferring student(s), the Superintendent should explore other options, such as an agreement with a neighboring district to accept the student(s). (See, Idaho Code §§ 33-1402, 33-1404.)

**School Intervention Action Plan**: For any school identified as “persistently dangerous” for two consecutive years, the District shall identify the problems and implement a written intervention action plan to ensure a safe school environment for students, faculty, and other school employees. Within 30 days of being notified, the intervention action plan shall be submitted to the State Department of Education (SDE) for approval. SDE will monitor the school progress.

**Safe School Option for Victims**: If a student is a victim of a violent criminal offense while attending school during normal school hours or at a school sponsored event, the District shall provide the following safe school options:

1. Within ten school days the Superintendent or designee shall ensure that the student is offered the opportunity to transfer to a safe school within the District;
2. If there is no qualifying school in the District, the District is encouraged, but not required, to explore other options such as an agreement with a neighboring district to accept the student.

To the extent feasible, the District will work with local victim assistance programs to determine whether they have services or funds available to help students in these circumstances. The Superintendent or designee should contact the office of the local county attorney to identify and locate qualified programs in the county.

## Student Privacy

1. The student privacy policies developed by the District shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by the District. At a minimum, the District shall provide such notice at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in such policies; and offer an opportunity for the parent to opt the student out of the activity.
2. The District shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., “*The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request.*”

## Program Notices to Parents Format

The notice and information provided to parents under this policy shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents of English Learners can understand.

Cross Reference: 2385 English Learner Programs

 2100 Curriculum Development and Assessment

2140 Student and Family Privacy Rights

 2420 Parent and Family Engagement

3000 Entrance, Placement, and Transfer

3060 Education of Homeless Children

4175 Required Annual Notices

Legal Reference: 20 U.S.C. §§ 1232g, *et seq*., Family Education Right to Privacy Act

 (FERPA)

 20 U.S.C. § 6311*et seq*. Basic Program Requirements

 20 U.S.C. § 6312(e) Local educational agency plans – Parents’

 Right to Know

 20 U.S.C. 1414(d) Individualized education programs

 20 U.S.C. 6318 Basic Program Requirements – Parent and

 Family Engagement

 20 U.S.C. § 6321 Fiscal Requirements

 20 U.S.C. § 7912 Unsafe School Choice Option

Policy History:

Adopted on: November 11, 2013

Revised on: August 10, 2020

Reviewed on:

**Equal Employment Opportunity and Non-Discrimination Policy 5120**

The District shall provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, military status, citizenship status, pregnancy, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose an undue hardship upon the District.

Inquiries regarding discrimination should be directed to the Title IX Coordinator. Specific written complaints should follow the Uniform Grievance Procedure.

In compliance with federal regulations, the District will notify annually all student and applicants of this policy and the designated coordinator to receive inquires. Notification should include the name and location of the coordinator.

Cross Reference: 4175 Required Annual Notices

 5250 Certified Staff Grievance Procedure

 5100 Hiring Process and Criteria

Legal Reference: 29 U.S.C. §§ 621, et seq. Age Discrimination in Employment Act,

 42 U.S.C. §§ 12111, et seq. Americans with Disabilities Act, Title I,

 29 U.S.C. § 206(d) Equal Pay Act,

 8 U.S.C. §§ 1324(a), et seq. Immigration Reform and Control Act,

 29 U.S.C. §§ 791, et seq. Rehabilitation Act of 1973,

 42 U.S.C. §§ 2000(e), et seq. VII of Civil Rights Act,

 29 C.F.R., Part 1601Title

 20 U.S.C. §§ 1681, et seq. Title IX of the Education Amendments,

 34 C.F.R., Part 106 Nondiscrimination on the Basis of Sex in

 Education Programs or Activities Receiving

 Federal Financial Assistance

 I.C. § 67-5909 State Government and State Affairs Acts

 Prohibited

29 CFR 1604.10 Pregnancy Discrimination Act -

 Employment Policies Relating to Pregnancy

 and Childbirth

 *U.S. Supreme Court Decision: Boystock v Clayton County Georgia*

Policy History:

Adopted on: June 11, 2012

Revised on: October 12, 2020

# Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying

 **5265**

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees, and patrons of the District. It is of particular importance that employees within the District become knowledgeable and thoroughly educated as to their legal and ethical responsibilities regarding intervention and reporting of student harassment, intimidation, and bullying.

## Intervention

District employees are authorized and expected to intervene or facilitate intervention on behalf of students facing harassment, intimidation, and bullying.

Intervention shall be designed to:

1. Correct the problem behavior;
2. Prevent another occurrence of the problem;
3. Protect and provide support for the victim of the act; and
4. Take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

## Professional Development

The District shall provide ongoing professional development to assist school employees in preventing, identifying, intervening, and responding to harassment, intimidation, and bullying.

The content of ongoing professional development for District employees shall include, but is not limited to:

1. School philosophy regarding school climate and student behavior expectations;
2. Definitions of harassment, intimidation, and bullying with specific examples;
3. School prevention strategies or programs including the identification of materials to be distributed annually to students and parents;
4. Expectations and examples of staff intervention to harassment, intimidation, and bullying; and
5. School process for responding to harassment, intimidation, and bullying including the reporting process for students and staff, investigation protocol, the involvement of law enforcement, related student support services, and parental involvement.

## Student Discipline

When disciplinary action is necessary for students engaging in harassment, intimidation and bullying, employees shall follow relevant District policies [3330 and 3340].

## Reporting

Any District employee who has witnessed, or has reliable information, that a student has been subject to harassment, intimidation or bullying, must report the incident to the designated school official in accordance with District policy and procedure [3295 and 3295P].

Knowingly submitting a false report under this policy shall subject the employee to discipline up to and including termination.

The Superintendent, building principal, and/or their designee shall be responsible for receiving complaints alleging student harassment, intimidation, and bullying and will ensure that documented complaints will be maintained as a confidential file in the District office and reported as required by the State Department of Education.

## Policy Distribution

The Superintendent or designee shall annually distribute and review with employees the requirements, policies, and procedures to be followed concerning the handling of student harassment, intimidation, and bullying and shall include this information in employee handbooks. All new employees will be given these policies and procedures as part of their orientation program.

Cross References: §§ 3295-3295P Hazing, Harassment, Intimidation, Bullying, Cyber Bullying

 § 3330 Student Discipline

 § 3340 Corrective Actions and Punishment

 § 4175 Required Annual Notices

Legal References: I.C. § 18-917 Assault and Battery - Hazing

 I.C. § 18-917A Student Harassment — Intimidation — Bullying

 I.C. § 33-1631 Requirements for Harassment, Intimidation and Bullying Information and Professional Development

 I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline

Policy History:

Adopted on: August 10, 2020

Revised on:

Reviewed on:

**Mackay School District No. 182**

**NONINSTRUCTIONAL OPERATIONS 8200**

Local School Wellness

It is the goal of the Mackay School District to strive to make a significant contribution to the general wellbeing, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. The Mackay School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential.

Healthy eating is demonstrably linked to reduced morbidity and risk of mortality from many chronic diseases.

The Board directs the Superintendent to inform and update the public, including parents, students, and others in the community, about the content and implementation of the wellness policy. Such information may be provided on the District website, through dissemination of student handbooks, or in any other manner the Superintendent may deem appropriate.

Definition

For the purposes of this policy the school day is defined as midnight before to 30 minutes after the end of the instructional school day.

Goals for Wellness Promotion

The District shall review and consider evidence-based approaches in establishing goals for school based activities to promote student wellness. This may include review of the “Smarter Lunchroom” tools and strategies.

To ensure the health and wellbeing of all students, it is the policy of the District to:

1. Ensure that foods sold at school during the school day meet or exceed the nutritional standards required by the USDA’s National School Lunch Program, the National School Breakfast Program, and the Smart Snacks in Schools regulations. Exceptions can be made for infrequent food sales fundraisers that occur no more than the number of times determined appropriate by the Idaho State Department of Education during the school year and are not held during school meal times. Fundraisers will be tracked at each school site by a designee of the Superintendent in charge of compliance at that site;

2. Ensure that non-compliant and non-exempt fundraising food sales will not occur on school grounds during the school day. The District operates under United States Department of Agriculture (USDA) program regulations of the National School Lunch Program, National School Breakfast Program, and the Smart Snacks in Schools regulations. These regulations apply to food sold during the school day in school stores, vending machines, and other venues. (Note: There are many healthy fundraising options available to schools including selling books, fresh produce, school spirit merchandise, or other non-food items during the school day. Fundraising activities involving the sale of food consumed outside of school, such as frozen pizza sales, are exempt from the nutrition standards.);

3. Ensure that celebrations that involve food during the school day be approved by administration. (or food otherwise provided but not sold). Time-honored traditions like treats for birthdays, or foods for after-school sporting events are not subject to nutrition guidelines and standards.

 [Note: The USDA has no role in regulating foods brought from home, but school districts are required to set nutrition guidelines for foods served at school other than those that are sold. The Smart Snacks in Schools regulations only affect foods that are sold on school grounds during the school day. Time honored traditions like treats for birthdays, or foods at an afterschool sporting event, are not subject to those standards.];

The District shall also take measures to promote nutrition and physical activity, engage in nutrition education, and conduct wellness activities. For this purpose, the District may:

1. Ensure that all District schools become certified as a Healthier US Schools Challenge schools and/or enroll as a Team Nutrition schools;

2. Host at least one health fair each year;

3. Draft and regularly distribute a wellness newsletter for students and parents;

4. Review Smarter Lunchroom Movement best practices and evaluate each school’s ability to implement them;

5. Promote healthy eating patterns through classroom nutrition education coordinated with the comprehensive health education program including education, health, and food services;

6. Provide 120 minutes of physical education per week to elementary students and 120 minutes per week to middle school students;

7. Offer a recognition or reward program for students who exhibit healthy behaviors.

8. Start a walking or physical activity club at each school;

9. Offer at least one after school physical activity program;

10. Ensure students have access to hand-washing facilities prior to meals;

11. Annually evaluate the marketing and promotion of the school meal program;

12. Share school meal nutrition information with students and families;

13. Offer students taste-testing or menu planning opportunities;

14. Participate in Farm to School activities and/or have a school garden;

15. Advertise and promote nutritious foods and beverages on school grounds;

16. Offer nutritious foods and beverages at lower prices than other foods and beverages;

17. Offer fruits or non-fried vegetables everywhere foods are sold;

18. Use student feedback to improve the quality of the school meal programs;

19. Offer a staff wellness program;

20. Provide District staff with adequate pre-service and ongoing in-service training that focuses on program administration, nutrition, physical activity, safety, the importance of modeling healthy behaviors, and strategies for behavioral change; and

21. Participate in community partnerships to support wellness programs, projects, events, or activities.

Nutrition Standards

To promote student health and reduce childhood obesity, the District requires all schools within the District to comply with the nutrition standards established by the USDA with respect to all food that is available on school grounds during the school day.

Community Participation

The District shall invite parents, students, representative food service staff of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public to participate in the development, implementation, and periodic review of this policy.

The Superintendent shall annually make available to the public the content of the policy and an assessment of the implementation of this policy including:

1. The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
2. The extent to which the District’s wellness policy compares to model local school wellness policies; and
3. A description of the progress made in attaining the goals of the wellness policy.

Methods of providing this information to the public may include developing or disseminating printed or electronic materials to families of school children and other members of the school community at the beginning of the school year, or posting the local wellness policies and an assessment of their implementation on the District or school website. The assessment of the implementation of the policy shall be conducted at least once every three years.

Record Retention

The District shall retain the following records relating to the wellness policy:

1. The written local school wellness policy;

2. Documentation demonstrating the community was involved in the development, implementation, and periodic review of the wellness policy;

3. Documentation of the assessment of the wellness policy; and

4. Documentation to demonstrate the public was notified annually as required by this policy.

Monitoring Compliance

The Superintendent shall designate one or more District officials or school officials to ensure that each school complies with this policy.

Cross-Reference: 2310 Nutrition Education

 2315 Physical Activity Opportunities and Education

 4175 Required Annual Notices

 8230 Nutrition Standards

Legal Reference: P.L. 108-265 The Child Nutrition and WIC Reauthorization Act

 of 2004

 42 USC § 1758b Local School Wellness Policy

 42 USC § 1771 *et seq.*Child Nutrition Act of 1966

 42 USC § 1751 *et seq.*National School Lunch Act

 7 CFR §§ 210 & 220 Nutrition School Lunch and School Breakfast

 Programs: Final Rule

 7CFR § 210.30 School Nutrition Professional Standards

Other Reference: Idaho Wellness Policy Progress Report, Idaho State Department of

 Education

 Implementation and Monitoring Plan, Idaho State Department of

 Education

 Wellness Policy Guidelines- Elements of Implementation for Final Rule,

 Idaho State Department of Education

 <http://www.sde.idaho.gov/cnp/sch.mp/snacks.html>

Policy History:

Adopted on: August 8, 2016

Revised on: August 10, 2020

Revised on: February 12, 2024

**Substance and Alcohol Abuse 3320**

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

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

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

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

1. Upon reasonable suspicion, the student will be asked if he or she has used and/or is under the influence of alcohol and/or drugs.
2. If the student admits to the use, the student’s parent/legal guardian will be immediately called;
3. The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;
4. Law enforcement will be called when deemed appropriate.

1. The student will be immediately suspended from school, and depending upon the circumstances, may be suspended for up to 20days and/or recommended for expulsion.
2. As a condition of readmission, the student and parent will agree to undergo assessment and counseling for alcohol and/or drug use. The District will provide counseling services and any other services available to the student and/or the student’s parents.
3. If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the use or influence of alcohol and/or drugs, an investigation will be conducted, which may include a search of the student’s locker, car, desk or any other school property used by the student may be subject to search. In addition, law enforcement will be called immediately as will the parent/guardian. The student will be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion will be made to the Board of Trustees. The student will be entitled to full due process prior to being expelled from school. As a condition of readmission, the Board may require that the student undergo assessment and counseling for alcohol and/or drug use.

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

Cross Reference: 3330 Student Discipline

 3340 Corrective Actions and Punishment.

 3360 Discipline of Students with Disabilities

 3370 Searches and Seizures

 4175 Required Annual Notices

Legal Reference: Pub. L. 100-690 The Anti-Drug Abuse Act of 1988 (as amended)

 I.C. § 33-210 Attendance at Schools - Students Using or Under the Influence of Alcohol or Controlled Substances

 IDAPA 08.02.03.160 Safe Environment and Discipline

Policy History:

Adopted on: April 10, 2012

Revised on: August 10, 2020

Reviewed on:

**Mackay School District No. 182**

**STUDENTS 3270**

# District Provided Access to Electronic Information, Services, and Networks

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

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

## Curriculum

In accordance with this policy and the Board’s philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for internet safety which shall be integrated into the District’s regular instructional program. In compliance with the Children’s Internet Protection Act this instruction will include information on the safe use of social networking sites and instant messaging, the characteristics of cyber-bullying, and recommended responses.

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

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

## Internet Safety

Each District computer with internet access shall have a filtering device as described in Procedure 3270P.

The District shall require that any vendor, person, or entity providing digital or online library resources to the District for use by students verify they have policies and technology protection measures:

* + - 1. Prohibiting and preventing users from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors, as defined by section 18-1514, Idaho Code; and
			2. Filtering or blocking access to obscene materials, materials harmful to minors, and materials that depict the sexual exploitation of a minor, as defined in chapter 15, title 18, Idaho Code.

The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing material that is inappropriate or harmful to minors, as defined in section 18-1514 Idaho Code or as defined in 47 USC Section 254.

Filtering should also be used in conjunction with:

1. Educating students on appropriate online behavior;
2. Requiring students review and sign Form 3270F Internet Access Conduct Agreement;
3. Using behavior management practices for which internet access privileges can be earned or lost; and
4. Appropriate supervision, either in person and/or electronically.

The system administrator and/or Internet Safety Coordinator and/or building principal shall monitor student internet access.

Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the Internet Safety Coordinator. It shall be the responsibility of the Internet Safety Coordinator to bring to the Superintendent or designee any suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18-1514 and any other applicable provisions of Chapter 15, Title 18, Idaho Code.

## Internet Access Conduct Agreements

Each student and their parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District’s computer system and/or internet service.

## Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user’s access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user and attorney fees. The user or, if the user is a minor, the user’s parent(s)/legal guardian(s) agrees to cooperate with the District in the event the school initiates an investigation of a user’s use of their access to its computer network and the internet.

## Violations

If any user violates this policy, the student’s access to the District’s internet system and computers will be denied, if not already provided, or withdrawn and they may be subject to additional disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with their decision being final. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other District discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

## Internet Safety Coordinator

The Superintendent shall serve, or appoint someone to serve, as “Internet Safety Coordinator” with responsibility and authority for ensuring compliance with the requirements of federal law, State law, and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate District personnel regarding the internet safety component of the District’s curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy or refer them to other appropriate personnel depending on the nature of the complaint.

The Internet Safety Coordinator shall maintain documentation evidencing that instruction by school personnel on internet safety is occurring District wide.

## Public Notification

The Internet Safety Coordinator shall inform the public via the main District webpage of the District’s procedures regarding enforcement of this policy and make them available for review at the District office

## Submission to State Department of Education

This policy shall be filed with the State Superintendent of Public Instruction every five years after initial submission and subsequent to any edit to this policy thereafter.

Cross Reference: 2335 Digital Citizenship and Safety Education

 3330 Student Discipline

Legal Reference: 20 USC § 9134(f) State Plans - Internet Safety

 20 USC § 7131 Internet Safety

 IC § 18-6726 TikTok Use by State Employees on a State-Issued Device Prohibited

 IC § 18-1514(6) Obscene Materials — Definitions

 IC § 33-132 Local School Boards — Internet Use Policy Required

 IC § 33-137 Digital and Online Library Resources for K-12 Students

 Idaho Executive Order 2022-06

Policy History:

Adopted on: April 10, 201

Revised on: October 12, 2020

Revised on: June 12, 2023

**Mackay Schools Referral Form**

**Student’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location**

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time** \_\_\_\_\_\_\_   Playground Library

**Teacher** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Multipurpose Bathroom

   Hallway Arrival/Dismissal

**Grade:**  K  1  2  3  4  5  6  7  8  9  10  11  12   Classroom Other

**Referring Staff** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Minor Problem Behavior** | **Major Problem Behavior** | **Possible Motivation** |
|     Inappropriate language    Physical Contact    Defiance    Disruption     Dress Code    Property Misuse    Tardy    Electronic Violation    Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |     Fighting    Physical Aggression    Defiance/Disrespect    Harassment/Bullying    Dress Code    Inappropriate Display of      Affection           Electronic Violation    Lying/Cheating    Skipping Class    Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |     Obtain Peer Attention    Obtain Adult Attention    Avoid Peer(s)    Avoid Adult    Avoid Task or Activity    Don’t Know    Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Administrative Decision** |
| Loss of Privilege    Time in Office    Conference with Student     Parent Contact |     Individualized Instruction    In-School Suspension ( \_\_\_\_\_ hours/days)    Out of school suspension ( \_\_\_\_\_\_\_ days)    Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Others Involved in Incident:**  None Peers Teacher Staff

     Unknown Other Substitute

Comments - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

    I need to talk to the students’ teacher I need to talk to the administrator

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



In order for a non-MHS student to be admitted to a dance/activity sponsored by Mackay High School, this form must be completed and turned in to the office within one week of the sponsored dance/activity.

All guests must be no younger than 14 and no older than 19 years of age. All guests must be in good standing with their school. MHS administration may contact the guest’s school requesting information regarding attendance and behavior.

Guests must bring to the dance a valid, up to date picture ID to be presented at the door to the administrator/advisor. (NO EXCEPTIONS) Or admission to the dance will not be accepted.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest’s Name School Guest Attend (Please Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest’s Signature Home/Parent/Guardian Phone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

MHS Students Name Grade Level

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To Be Completed by School Administration**

The student listed above is in good standing at our school. They have had no significant attendance or behavior/discipline issues.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Administrator School Phone Number

Please Fax: Attention Administration at Mackay High School 208-588-2549

MHS reserves the right to exclude or remove anyone prior to or during the dance/event at the discretion of the school authorities.

\_\_\_\_\_\_\_\_ Approved \_\_\_\_\_\_\_Denied MHS Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_