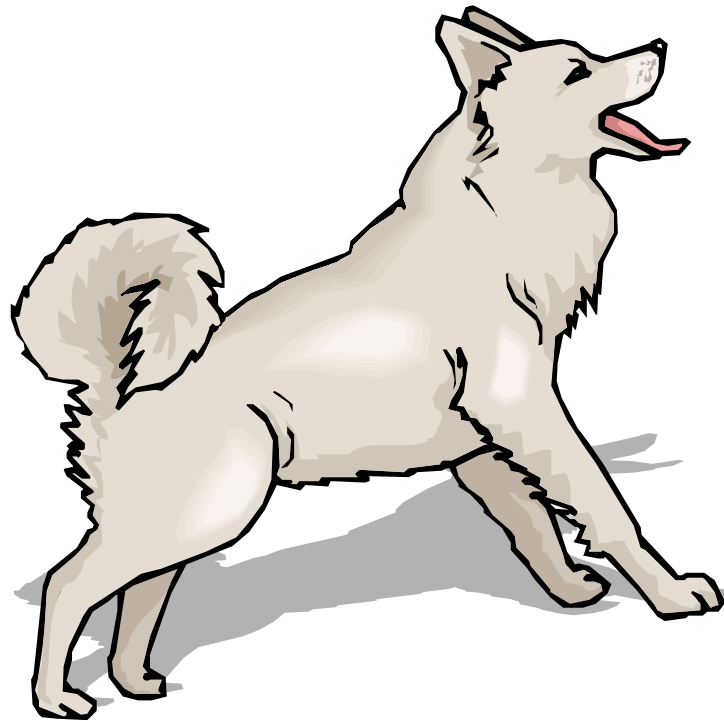


# Highland Elementary School Grades K-5



2016-2017  
Student Handbook

**Revised May 2016**

Dear Families,

I would like to welcome you to Highland School District for the 2016-2017 school year. Mission statement: **Highland Schools exist to help all children learn so that they can succeed in life.** As professional educators it is our mission to provide our students and your children with tools and knowledge to meet their educational and life goals. Our district goals for the 2016–2017 school year include the following:

- Implement the Common Core State Standards which will increase our reading, math, and language usage scores.
- Improve mutual respect between staff, students, and the community.
- Provide a safe educational environment for learning.
- Provide, encourage and promote student involvement and participation through during school and after school activities or clubs.

We hope that you, our students’ families, help support these goals and will assist us in meeting these important goals. Safety and protection for students and staff is a priority and therefore ALL parents/patrons MUST (1<sup>st</sup>) stop in the office, sign in and receive a visitor pass, even if you are just picking up your child for an appointment. If you would like your child to be waiting in the office, call ahead and school personnel will have them ready for check-out. (2<sup>nd</sup>) If you are visiting or participating in any school organizations, you still MUST use the check-in procedure and attain a visitors pass.

The district continues to offer free breakfast for all students. Breakfast is served between 7:35 a.m. and 8:00 a.m. The lunchroom will open at 7:35 a.m. The hallways and classrooms are not open until 7:45 a.m. Even though breakfast begins at 7:35 a.m., we strongly encourage students to arrive at classroom doors no sooner than 7:45 a.m. There isn’t any supervision of students until 7:45 a.m.

Please sign the “Contract Regarding the Use of the Internet” pgs. **39-40** (for grades 4-6), the “Information Release Form” pg. and “The Acknowledgement of Understanding” pg. **41**, found in the appendix and return them to your child’s teacher.

Sincerely,

Mr. Brad Baumberger, Superintendent  
Dr. Sarah Hatfield, K-12 Principal

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- H. Information Release Form (Due Sept. 3, 2015)
- I. Acknowledgement of Understanding Signature Page (Due Sept. 3, 2013)

## STAFF DIRECTORY: 2016-2017

<b>District Office</b>	
Superintendent, Federal Programs Director, Special Education Director, Athletic Director	Mr. Brad Baumberger
Principal K-12, Curriculum Director	Dr. Sarah Hatfield
Business Manager	Mr. Nathan Weeks
Office Manager	Mrs. Shannan Randall
Technology Coordinator	Mrs. Raina Frei
Food Services	Mrs. Amanda Beck, Kitchen Manager
	Mrs. Kristin Mattson, Kitchen Assistant
Custodians	Mr. Bill Heath
	Ms. Peggy Paul

<b>Elementary</b>		<b>Secondary</b>	
Dr. Sarah Hatfield	Principal	Dr. Sarah Hatfield	Principal
Mrs. Christy Rosenau	Kindergarten	Mr. Bill Gehring	Counselor/History
Mrs. Joan Tiede	First Grade	Mr. David Palmer	English
Mrs. Teresa Randall	Second Grade	Mr. Chris Cowan	Music
Ms. Julie Yochum	Third Grade	Mrs. Lindsey Woltering	Special Education/Title I
Ms. Danette Horrocks	Fourth Grade	Mrs. Terrie Hines	Business Education/ Physical Education
Mrs. Alia Riggers	Fifth Grade	Ms. Josette Nebeker	Agricultural Science
Ms. Michele Anderson	Sixth Grade	Mrs. Pamela Turnbull	Science
Mr. Chris Cowan	Music	Mrs. Jennifer Crow	English/Spanish
Mrs. Lindsey Woltering	Special Education/Title I	Mrs. Kayla Zenner	Math
Mrs. Holly Droegmiller	Paraprofessional	Mrs. Connie Pentzer	Library/IDLA
Mrs. Brenda Stigum	Paraprofessional		

### **Board Members:**

- Mr. Nathan Stigum, Chairman
- Mr. Erle Striebeck, Board Member
- Mrs. Mere Jo Haight, Board Member
- Mr. Ed Pentzer, Board Member
- Mr. Jason Davis , Board Member

**School Directory:** Staff members can be reached by calling the school at 924-5211 or by visiting the school site at [www.sd305.k12.id.us](http://www.sd305.k12.id.us).

**Phone Extensions:** Highland School District 924-5452 or 924-5211

<b>District Office</b>	
<b>Staff Member</b>	<b>Extension</b>
Mr. Brad Baumberger	2501
Mrs. Sarah Hatfield	2502
Mr. Nathan Weeks	2503
Mrs. Shannan Randall	2500
Mrs. Raina Frei	2301
Mr. Amanda Beck, Kitchen Manager	2204
Mrs. Kristin Mattson, Kitchen Assistant	2204
Mr. Bill Heath	2200
Ms. Peggy Paul	2200

<b>Elementary</b>		<b>Secondary</b>	
<b>Staff Member</b>	<b>Extension</b>	<b>Staff Member</b>	<b>Extension</b>
Mr. Brad Baumberger	2501	Dr. Sarah Hatfield	2501
Mrs. Christy Rosenau	2305	Mr. Bill Gehring	2201
Mrs. Joan Tiede	2304	Mr. Chris Cowan	2203
Ms. Teresa Reid	2309	Mrs. Lindsey Woltering	2303
Ms. Julie Yochum	2306	Mrs. Terrie Hines	2110
Mrs. Danette Horrocks	2307	Ms. Josette Nebeker	2401
Mrs. Alia Riggers	2308	Mr. David Palmer	2202
Ms. Michele Anderson	2302	Mrs. Pamela Turnbull	2107
Mr. Chris Cowan	2203	Mrs. Jennifer Crow	2106
Mrs. Lindsey Worltering	2303	Mrs. Kayla Zenner	2109
Mrs. Holly Droegmiller	2303	Mrs. Connie Pentzer	2101
Mrs. Brenda Stigum	2303		

**HIGHLAND JOINT SCHOOL DISTRICT #305  
SCHOOL CALENDAR  
2016-2017**

JULY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

<b>Students in Session</b>
<b>Vacation Days</b>
<b>Fair</b>
<b>Teacher Work Days</b>
<b>Graduation</b>
<b>○ = End of Quarter</b>
<b>Elementary Last Day May 18</b>
<b>Secondary Last Day May 25</b>

## 2016-2017 SCHOOL CALENDAR

4-Day School Week - Monday - Thursday

Kindergarten - All Day - 3 days per week - Monday, Tuesday, Thursday  
(except as Noted)

Start Time: 8:05 - End Time: Elementary: 3:38, High School: 3:43

August 15-16	High School, Junior High Registration
August 17-18	Teacher Work Days
August 22	First Day of School, grades K-12
September 5	NO SCHOOL—Labor Day
September 29	NO SCHOOL—Lewis County Fair
October 27	End of 1st Quarter (38 days)
November 1-3	Elementary Parent/Teacher Conferences
November 1-2	Secondary Parent/Teacher Conferences
November 23 & 24	NO SCHOOL—Thanksgiving Vacation
December 21	End of 2nd Quarter (29 days). End of 1 <sup>st</sup> Semester
December 22-Jan. 2	NO SCHOOL—Winter Vacation (return on 1/3/2017)
January 16	NO SCHOOL—Human Rights Day
February 20	NO SCHOOL—Presidents' Day
March 9	End of 3rd Quarter (37 days)
March 13-16	Elementary Parent/Teacher Conferences
March 14 & 15	Secondary Parent/Teacher Conferences
March 27-30	NO SCHOOL—Spring Break (return on 4/3)
May 16	Kindergarten Graduation, 2:45 pm
May 18	Elementary, (K-6) Last Day
May 23	Seniors Last Day (Early Release at 1:19 p.m.)
May 25	Grades 7-11 Last Day (Early Release at 1:19 p.m.) End of 4 <sup>th</sup> Quarter (40 days). End of 2 <sup>nd</sup> Semester
May 26	Work Day for Teachers
May 27	Graduation
1st quarter	38 days
2nd quarter	29 days
3rd quarter	37 days
4th quarter	40 days
TOTAL	144 days (grades 7-12), 140 days (Grades 1-6) 107 days (Kindergarten)



**School Song:** The purpose for including the school song in the Student Handbook is to help create a climate in our school which helps to support one another. This is your school and one way among many that each student can help to encourage and foster a positive attitude is to support other students.

**Highland Elementary Spirit Song**

Black and Gold, Black and Gold,  
Teach us some of the new and the old.  
Black and Gold, Black and Gold,  
So we'll grow up to be strong and bold  
We're black, we're white  
We're going in for the gold,  
So let's hear it for the Highland Huskies

**Highland High School Song**

“Oh, we're all from mighty Highland,  
And our teams are brave and bold.  
We are pulling for a victory,  
Because we're strong and true,  
Loyal to the black and gold.

From the north we came to win this game,  
Heaven help our helpless foes.  
Come on and fight you Huskies,  
Beat those \_\_\_\_\_,  
Fight 'til the battle's won!”

**PREFACE**

**A. Discrimination Statement**

The Highland School District #305 does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

The following Highland Staff members have been designated as officers to coordinate compliance with the legal requirements and may be contacted at the Highland Schools for additional information and/or for compliance issues. Any complaint(s) arising out of a belief that discrimination issues have occurred will be handled by the designated officers:

Mr. Brad Baumberger, Superintendent/Athletic Director  
Dr. Sarah Hatfield, Principal K-12

**B. Acknowledgment of Receipt/Signature Page of Student Handbook and Release Form for Personal Information**

Parents/guardians and students must acknowledge receipt of the Highland SD #305 Elementary School Handbook. This form may be found on pg. 40 of this Handbook. Parents in grades K-6 are also asked to sign and return the Internet Access Conduct Agreement on pg. 39 and Information Release form on pg..

## **C. Code of Conduct**

The code of conduct will be addressed under the four main bodies of the Handbook: 1) Enrollment and Attendance; 2) Students Rights and Responsibilities, 3) Student Protection, 4) General School Rules/Consequences. There are explicitly expressed standards that inform the students of the provisions of each section and expectations of students.

## **D. District Mission Statement and Goals for 2016-2017**

Highland School District will provide education to all students so that they have the opportunity to learn at their individual optimum as determined by periodic assessment of academic growth for all.

### **Mission Goals**

#### **One: Instruction**

We believe that student learning is the chief priority for the school and that all students can learn. Our work as educators in a learning community will:

- Emphasize challenging expectations to increase student performance
- Ensure a variety of learning activities and instructional approaches
- Develop in our students the habits of thinking, cooperation, and self-discipline
- Guide students to make appropriate decisions
- Value diversity

#### **Two: Participation**

We will actively seek the input and involvement of staff, parents, students, and the community when making educational decisions necessary to ensure every student's success. The school will:

- Share the responsibility with teachers, administration, parents, and community to ensure student success
- Expect students to demonstrate their essential knowledge and skills as well as be actively involved in solving problems and producing quality work

#### **Three: Communication**

We shall communicate, as effectively as possible, our progress, successes, and plans for the implementation of our goals. We will accomplish this using:

- Parents contacting teachers as needed
- Monthly newsletters
- Monthly board meetings
- Community input meetings (as needed for clarification)
- Teacher/Administrator correspondence
- Media

#### **Four: Finance**

We will develop annual operating and capital financial plans to implement the objectives necessary to achieve our goals and meet our contractual obligations in a manner that is fiscally

responsible to our community.

#### **Five: Long Range Planning**

We will develop, communicate, and implement long range educational and facilities plans based on student needs, equity and excellence, and fiscal responsibility.

#### **E. School Calendar**

**School Calendar:** The school calendar is a document that can be found on pages 7-8. Please notice that Highland School District is running a 4-day school week. This calendar will be useful to parents, students, community members and district employees in that it indicates full day sessions for student contact days, early release days for student contact days, in-service days for instructional staff, and days that school will not be in session. There are a total of 144 full student contact days for the 2016-2017 school year. The Kindergarten classes are held on Mondays, Tuesdays and Thursdays throughout the school year.

#### **F. Scheduled Regular School Board Meetings**

The Board of Directors for the Highland School District meets on a monthly basis. As stated in Board Policy, the meetings are to be held on the second Monday of each month and shall begin at 7:00 p.m. in the library. Students, staff members, District employees, and community are encouraged to attend meetings. The meetings consist of an open session in which the Board of Directors conducts matters of business on behalf of the School District. There are, often, executive session meetings which are allowed under the Idaho Codes.

#### **G. Policy Update and Locator Method:**

During the spring of 2005, several community members, District employees, school administrators, and students met for the purpose of revising District Policies. The main attention was given to Section 400, which addresses Pupil and Personnel Services. In addition to working on Section 400, the Policy Revision Committee addressed the need for a Community Policy section. That new section is under the number series 800. While it is impossible to include every Policy in the Student Handbook, the Committee desired to place selected policy changes in the appropriate parts (I, II, or III). The Policy Committee revised and recommended several changes for policies to be acted upon by the board. Students and parents are encouraged to become familiar with all school policies. The District Policy Manual is located in the Highland SD #305 library. The district policy manual can also be found on the district website at [http://www.sd305.k12.id.us/board/board\\_of\\_trustees.php](http://www.sd305.k12.id.us/board/board_of_trustees.php).

#### **H. School Improvement Committee**

Highland School District has a School Improvement Committee, composed of staff, parents and community members. This committee is interested in parent feedback and is always looking for volunteers to serve on the committee. If interested, please contact the school office.

## **Part I - Enrollment and Attendance**

### **A. Entrance, Placement, and Transfer**

Parents and students are requested to complete entrance forms upon registration to Highland Elementary. Students will be placed in a classroom based on age, past school history, and/or any assessment data that is available. The Highland Elementary staff may choose to administer the survey section of the ISAT to provide additional information when placement is in question. New students will also take the STAR test.

### **B. Open Enrollment**

Highland is an open enrollment district and tuition will be waived for out-of district students who meet the terms of this policy. Out of district students who wish to attend Highland must apply to the district for enrollment. Parents must complete a Pre-Enrollment Form and the General Information Form, which can be obtained in the Central Office. See Highland School District Policy 412.1

### **C. Immunization Requirements**

Students enrolling in pre-school and kindergarten through 6<sup>th</sup> grade must show proof of receiving the following immunizations before attendance in the district.

Children born **before September 1, 2005** must show proof of receiving the following immunizations:

1. Five (5) or more doses of Diphtheria, Tetanus, and Pertussis (DTaP) vaccine, unless fewer doses are medically recommended.
2. Three (3) or more doses of Polio vaccine, unless fewer doses are medically recommended.
3. Two (2) dose each of Measles/Mumps/Rubella (MMR) vaccine, given after one year of age.
4. Three (3) doses of Hepatitis B vaccine.

Children born **after September 1, 2005** must show proof of receiving the following immunizations:

1. Five (5) or more doses of Diphtheria, Tetanus, and Pertussis (DTaP) vaccine, unless fewer doses are medically recommended.
2. Four (4) or more doses of Polio vaccine, unless fewer doses are medically recommended.
3. Two (2) doses each of Measles/Mumps/Rubella (MMR) vaccine, given after one year of age.
4. Two (2) doses of Varicella (Chickenpox).
5. Two (2) doses of Hepatitis A.
6. Three (3) doses of Hepatitis B vaccine.

Students' parents may claim an exemption to any or all of the required immunizations for medical, religious, or personal reasons. Please see HSD policy 411.1

### **D. Enrollment**

Parents and students are asked to complete enrollment forms at least one day prior to the children's first day of classes. Transfer students are also asked to complete enrollment forms at least one day prior to

beginning class. This allows the staff to make sure that desks, books, workbooks, etc. are ready for the students' first day.

### **E. Attendance Records**

Student Attendance records will be submitted by the classroom teacher, forwarded and stored by the school office. Attendance will be recorded in half-day or whole day absence, and tardiness will also be documented.

### **F. Compulsory Attendance**

Every parent, guardian, or other person having custody of children between the ages of 7 and 16 shall cause the children to regularly attend the public schools of the district, when required to do so. Every parent, guardian, or other person having custody of children who attend the public schools shall bear the responsibility for the children's punctual attendance (**Idaho Code 33-202**). The services of the public schools of Idaho are extended to any acceptable person of school age. "School age" is defined as including all persons resident of the state, between the ages of five (5) and twenty-one (21).

### **G. Attendance Policy**

All students are expected to be in attendance unless absent for unavoidable reasons. Students will be allowed to accumulate no more than seven (7) excused absences in a class period per semester. Any student that has more than the seven (7) excused absences will be subject to loss of credit due to excessive absences per the attendance review committee recommendation. The following are considered excused absences:

- Illness of student
- Doctors appointment
- Death in the family
- Summons to a court of law
- Family emergency

In order for an absence to be excused one of the following requirements must be met:

- Parent/guardian confirmation of the absence must be presented to the office secretary within two (2) school days of the absence. (A written note, email, text or phone call by parent/guardian will be considered the confirmation).
- Upon return to school from a doctor's appointment, the student must present a physician's excuse on the physician's letterhead or paperwork.

If the above requirements for an excused absence are not met, then the absence will be counted as unexcused and a zero will be recorded in any class missed. Any student that is more than 15 minutes late to class will be considered absent (unexcused). Any student that has three (3) unexcused absences will be subject to loss of credit per the attendance review committee recommendation. Student with any combination of excused and unexcused absences that results in over seven (7) absences will be subject to loss of credit per the attendance review committee recommendation.

Students who are absent, because of participation in school activities such as sports, band, drama, or class activity such as field trips, will be automatically excused, and such events will not count toward the seven (7) absence total.

Students that have habitual tardies and/or absences will be reported to the superintendent. The superintendent has the discretion to contact Child Protective Services (CPS), law enforcement or other agencies that are deemed appropriate to ensure that student have the opportunity to attend school.

## **H. Truancy**

Truancy is an unexcused absence about which the parents and/or the school have no prior knowledge and no request has been received. Students will be expected to make up the time they missed either before or after school hours, at the discretion of school officials. Truancies must be made up by after school detention time exceeding the length of time the student was truant. It is the general rule that truant students will serve twice as many hours as were missed. Truancies, even when made up, count as absences in the seven permitted (HSD policy 411.0). According to Idaho Code 33-206, it is at the discretion of the Board of Trustees to refer habitually truant students to the prosecuting attorney.

## **I. Make-Up Work**

For excused absences, students will be allowed to do make-up work either before, during, or after the absence and full credit shall be given. It is the responsibility of students to make up missed work, along with the support and assistance of the teacher and parents/guardians.

- In the case of pre-arranged absences, students shall get assignments before leaving. Assignments are due to the teacher upon the students' return to school.
- In the case of an un-planned absence, parents may call the office and request assignments be sent to the office. **Parents may pick up the assignments after 3:00 p.m.**

## **J. Tardy Policy**

The school day begins at 8:00 at Highland Elementary. Students, who are not in their classroom when the 8:05 bell rings, will be counted as tardy. Students who are tardy will be required to make up the missed time during recess, lunch or after school. Three tardies equal a ½ day absence when figuring faithful attendance awards at the end of the year.

## **K. Education of Homeless (McKinney-Vento Law)**

The McKinney-Vento Homeless Education Assistance Act protects families who are homeless. This includes families that are living in a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer, or doubled up with friends or relatives. Please contact the school district for more information.

## **L. Students Legal Age**

To be eligible to enter kindergarten, students must be five (5) years of age by the 1st day of September of that year. To be eligible to enter the first grade, students must be six (6) years of age by the 1st day of September of that year.

For resident exceptional children who are physically handicapped, developmentally delayed, mentally retarded, emotionally disturbed, chronically ill or have visual or auditory handicaps, or speech impairments, school age shall begin at the attainment of age three and shall continue until age 21.

All students entering school are required to submit birth certificates and immunization records.

### **M. Home Schools**

When parents request that students who were formerly home schooled be enrolled at Highland, the grade level of the student will be determined by standardized testing in order to place the students at appropriate grade levels. Other regulations will follow guidelines set by the State Board of Education (HSD policy 412.3).

### **N. Special Programs**

Highland School District provides several programs to support student learning:

- a. Special Education Pre-School- Highland provides a pre-school program for children with special needs, ages 3-5. The pre-school program is integrated with the Lewis County Head Start. Classes are held 3 days a week at 213 West Main, Craigmont. Referrals can be made at the school office or at the Pre-School.
- b. Special Education- Special Education services are provided for students in grades K-6. Referrals for Response to Intervention (RTI) services may be obtained by visiting the office or the special education classroom. This program utilizes an in-class model primarily along with a pullout model when deemed necessary.
- c. Title I- Our Title I program serves elementary students in both math and reading. The Special Education teacher and paraprofessionals work in the regular classroom to assist eligible students. Occasionally students receive support out of the classroom.
- d. Psychological/Counseling Services- There are psychological and counseling services available to students of Highland Elementary on a part-time basis. Services are provided through testing, counseling in and out of classrooms with individuals or groups as defined by need or request. Referrals for these services can be made by parents/guardians, teachers, the Highland Assistance Team, or the administration.
- e. Speech/Language Therapy-the Communication Disorder Specialist offers speech and language therapy to students in pre-school through grade six. Referrals can be made through classroom teachers, the RTI team, or the administration.
- f. Student Health Services-Highland School District contracts with the North Central Health Department for student health services. We have a school nurse who comes to our school monthly. The school nurse monitors student immunization records, conducts vision, hearing, and scoliosis screenings, and teaches classes on human development.

## **Part II - Student Rights and Responsibilities**

### **A. Safe and Secure Learning Environment**

The safety of every student, employee, and school visitor is one of the district's highest priorities. A safe and secure learning environment for all is required in order to maximize educational opportunities. The Board requires that any crimes, threats, and serious incidents related to the school setting be reported to the Superintendent (HSD policy 422.0).

### **B. Students Rights and Responsibilities Statement**

- Students have a right to an education free from disruption from other students.
- Students have the right to due process (to be heard by an administrator).
- Students have the right to be safe in school.

In an effort to protect the safety of all students and staff, the District is adopting a new safety procedure which includes keeping all outside exits locked throughout the day, with the exception of the main office, gym breezeway, and one entrance from the elementary playground.

### **C. Concerns/Complaints**

The district will endeavor to respond to and resolve all complaints in a fair, equitable and prompt manner. Parent concerns about the teaching staff should be referred first to the teacher. If your concern is not addressed to your satisfaction, then please follow the procedure outlined below:

#### **Teacher**

As soon as you have a concern, send a note, or post an e-mail (all staff e-mail addresses and phone numbers can be found at <http://www.sd305.org>), or call the teacher before or after instruction time. If the staff member is not reached, please leave your name and contact information, so he/she can contact you at the earliest convenience. Teachers wish to hear more, not less, from parents. The majority of misunderstanding can be resolved with the teacher.

#### **Principal**

If the issue has not been resolved to your satisfaction, send a note or call the Principal. The Principal will arrange for a meeting between the teacher or employee to whom the complaint was brought forth and the parent(s) or student(s). The arrangement for such meeting shall be made as soon as possible, along with written documentation.

#### **Superintendent**

The Principal and Superintendent shall meet with the parties involved to mediate a resolution, along with written documentation.

#### **Board of Trustees**

If the complaint is not resolved at the Principal/Superintendent level, the parents or students must submit a written complaint to be filed with the Board of Trustees (HSD policy 444.0).



**Please note that “certificated employees of every school district shall be free from abuse by parents or other adults, as provided in Section 18-916, Idaho Code” (Section 33-1222, Idaho Code). All employees must be respected as they perform and direct their assigned roles.**

**Please contact**

- The Teacher

**If issue is not resolved, then...**

- The Principal

**If issue is not resolved, then...**

- The Superintendent

**and last**

- The Board of Trustees

**Contact information can be found at <http://www.sd305.org> or pg. 7.**

#### **D. Distributing and Posting of Materials/Announcements**

Any individuals, organizations or groups wishing to send material home with students or to have information included in the announcements shall get pre-approval from the school principal.

#### **E. Student Dress**

Student dress shall only be regulated when, in the judgment of school staff and/or administration, there is a reasonable expectation that:

1. A health or safety hazard is presented by the students’ dress or appearance.
2. Damage to school property shall result from the students’ dress.
3. A disruption of the education process will result from the students’ dress or appearance.

Prohibited clothing includes the use of inappropriate messages, see-through clothing, or gang related symbols. Hats are not to be worn in the classroom. If students violate this rule, hats may be confiscated. Clothes, which in any way reveal undergarments, may be considered obscene. It is a general understanding that shorts/skirts need to be longer than extended fingertips. Undershirts, belly shirts, and spaghetti straps are not appropriate school dress. Students need to wear appropriate shoes on PE days.

If inappropriate clothes are worn to school, parents will be notified and alternative clothes will be given to the student for the day. Parents may be asked to bring a change of clothes from home.

#### **F. Electronic Communication Devices/Personal Entertainment Devices**

Game Boys, MP3 players, iPods, cell phones, etc. are not allowed on campus, unless cleared by the administration.

#### **G. Sexual Harassment/Intimidation/Menacing/Bullying Policy**

**Highland School District has a no tolerance policy for sexual harassment, intimidation, menacing and bullying.** If students should feel threatened, they should report their concern to their parents, teacher, and/or principal. Harassment/Bullying/Intimidation complaint forms are available in the school

office and must be completed to bring about an internal investigation (Form found on pg. 30-35).

## **H. Drug Free School Zone**

Highland School is a drug free zone. This means that drugs, alcohol, and tobacco are not allowed on the school grounds.

## **I. Academic Honesty**

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 the above actions.

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 is defined as and 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.

## **Part III - Student Protection**

### **A. Evacuation Drills**

Highland Elementary School conducts monthly fire drills. Students and staff are to exit the building in a calm, pre-determined manner (HSD policy 447.0).

### **B. Crisis Manual**

Highland School District has a Crisis Manual that has protocol for students and staff in the case of an emergency. See the School Administration for additional information.

### **C. Emergency School Closure-Severe Weather/Disaster**

In cases of severe weather (snow, ice, temperature, etc.), official notice of school closing may be heard over radio stations **KORT, KOZE, KLER,** and **TV stations** as the district makes contact.

The District does have a disaster plan in place. Students could be moved to alternate locations that have been arranged by the district. The district asks that parents/guardians please work with the school to **not** release or obtain students from school supervisions until contact has been made. It is important, if such an unfortunate event happens, that all community members work together to establish a proper enrollment count of students before release begins (HSD policy 446.0).

### **D. Visitor/Parent Check-In Policy**

All visitors must check-in at the office when arriving. Parent visits are always welcome at Highland. Safety and protection for the students is a priority and therefore ALL parents/patrons **MUST** stop in the office, sign in and receive a visitor pass, even if you are just picking up your child for an appointment. If you would like your child to be waiting in the office, call ahead and school personnel will have them ready for check-out. If you are visiting or participating in any school organizations, you still **MUST** use the check-in procedure and attain a visitor's pass. Please refer to checkout procedure on pg. **14** (Part I, Section G).

### **E. Progress Reports/Report Cards**

Report cards are sent home at the end of every 9 week period. At the end of the first and the third quarters, parents will receive their children's report cards at the parent/teacher conference. Report cards will be mailed one week following the end of the quarter for the remaining grading periods.

In grades 3-6, Progress Reports will be sent home mid-quarter. In grades K-6, parents will be contacted whenever students are experiencing difficulty with benchmarks. Parents are encouraged to make appointments with teachers whenever there is a concern.

### **F. Conferences**

Elementary Parent-Teacher Conferences take place twice a school year at the end of the first quarter and the end of the third quarter. Teachers send letters home in advance with suggested appointment times. Parents are encouraged to attend conferences in order to discuss their child's progress.

## **G. School Day**

Highland Elementary School will open at 7:45 a.m. However, students who arrive for breakfast will be served in the cafeteria beginning at 7:35 a.m.

Parents who want their children to receive extra help with their school work may contact the classroom teacher or building principal to arrange an earlier arrival time.

**Because of safety/supervision issues, students will not be allowed on the playground, gymnasium or in the hallway before 7:45 a.m.**

Students are asked to leave the school grounds upon dismissal, unless special arrangements have been made with the teacher or building principal.

## **H. Medication**

Idaho State Law allows the school nurse, or other designated personnel (i.e. principal, secretary) to assist students in taking prescribed medication if the school obtains specific written instructions from physicians and parent/guardian. These forms are available in the office and must be signed by the parent/guardian if medication is to be administered to students during the school day. If your children need medication at school, please notify the office for compliance protocol (HSD policy 441.0).

## **I. Injury/Illness at School**

Parents/guardians or listed alternate contacts will be notified when children are ill or injured at school. Please keep your children's general information form up to date, so parents or the listed contact person can be reached at all times during the school day.

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

## **J. Insurance**

The school district does not provide accidental medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of parent/guardians.

Student medical insurance is available for families for their individual purchase through the district office. Brochures are available.

## **K. Telephone Use**

Telephones are for official use only. Students are only permitted to make phone calls with permission from their teacher.

**L. Textbooks and Supplies**

All basic textbooks are loaned to students for their use during the school year. They are to write their names in the books as directed by the teacher. All books are to be kept clean and handled carefully. Students may be asked to purchase classroom supplies and materials for use in class. A class list of supplies is available from the district office.

**M. Lunches**

Forms for Free or Reduced Hot Lunch meals can be obtained from the district office. Parents/guardians are encouraged to fill out the forms. This program provides valuable support to students, and to the district through federal funding for additional programs.

Lunch costs (full price):

Elementary student lunch = \$2.50

Chocolate milk = \$ 0.30

Milk = \$ 0.30

Adult lunches = \$4.00

Children who bring sack lunches may purchase milk at the school and eat in the cafeteria. Hot lunches may be purchased from the school. Please pay for lunches in advance at the school office.

**N. Birthday Treats/Wellness Policy**

Building self esteem is one of the goals of our elementary school. Students may bring treats for their class on the birthday or “un-birthday”. Arrangements need to be made with the classroom teacher in advance. We ask that all treats be purchased, rather than home-made. The district wellness policy encourages healthy eating choices for students and staff. Parents are encouraged to consider low fat/low sugar snacks. See pg. 28 for a list of healthy food choices. The Wellness policy may be found in the Highland School District Policy Book, Section 460.

**Part IV - General School Rules/Consequences**

**A. General Rules**

The Highland Elementary Staff will instruct all students to adopt and live by the belief statement: **I WILL NOT USE MY HANDS OR MY WORDS FOR HURTING MYSELF OR OTHERS.** This statement sets the tone for all behavioral expectations at Highland Elementary, whether in the classroom, lunchroom, playground, or other common areas.

One of the goals of education is to encourage independence and responsibility in students as they mature. Since an orderly atmosphere is essential for learning to take place, certain guidelines are offered for the personal welfare of the students and the common good of the entire school.

Follow Directions Politely the First Time they are Given.
Inappropriate and Illegal Materials are Not Allowed on School Property
Respect School and Personal Property
Stay in Assigned Areas
Totally Respectful to Others in Words and Actions

## **B. Discipline**

Discipline applied by our school, in conjunction with parents, is intended to help you develop the responsibility of self-discipline, self-respect, and the respect for others necessary to function successfully in society. Discipline is applied in order to preserve the rights of other students and staff, and protect the educational process from dangerous and disruptive acts. The school staff believes it is our responsibility to administer a fair and comprehensive discipline policy. The purpose of this policy is to ensure the rights of all students to attend a school with a positive productive learning environment. Our long-range goal is to help all students experience the satisfaction of self-discipline. Our intent is to administer this policy in a consistent and fair way. When dealing with inappropriate behavior, we deal with the issues and behaviors that were observed. Then we assign appropriate consequences. Each of our staff members is anxious to work with students and parents to find solutions to problems. This will help make our school the very best it can possibly be.

## **C. School-wide Discipline: Behavior/Consequences**

### **Minor Infractions**

Minor infractions include but are not limited to:

- Profanity
- Scuffling
- Lack of Attendance
- Failure to Follow Rules
- Defiance/Disrespect/Non-Compliance
- Disruptions
- Physical Contact
- Property Misuse
- Dress Code

Corrective procedure: Staff is empowered to use a variety of corrective procedures to modify student's behavior. These may include, but shall not be limited to:

- Detention at break, lunch or after school
- Conferences with parents/guardians
- Revoking classroom privileges
- Special seating arrangements, etc.
- Revoke recess

### **Major Discipline Violations**

Major discipline violations include but are not limited to:

- Insubordination
- Verbal or physical abuse (fighting) of other students, employees, or visitors.
- Possession, use, sale, distribution and/or intent to distribute any drugs, tobacco or alcohol
- Possession or use of firearms, knives, or objects that could be used as weapons.
- Driving during school hours without permission.
- Stealing
- Damage of Property

- Making bomb threats, activating a school fire alarm or fire extinguisher without appropriate cause
- Forgery/theft/plagiarism
- Harassment of any kind (sexually, physical, gender, race, etc.)

Corrective procedures may include but shall not be limited to:

- Conference with principal, discipline form filed. May receive in-school suspension.
- Parent notified and conference may be held. May receive detention, in-school suspension or out-of-school suspension.
- Student could be suspended or put on probation.

Parent will be contacted early in the process and any contact documented.

#### Expulsion

Only the Trustees have authority to expel students from school. The building principal and/or superintendent shall notify the students, student's parents and the Trustees in writing that he/she is recommending that the students be expelled. The notification will contain the infraction committed, the right to a hearing before the Trustees, the right to be represented and the time, date and location of the school board hearing.

#### **D. Teacher Defined Discipline:**

Students are expected to comply with the disciplinary assignments of their teachers. Teachers can require a detention, depending on the severity of the behavior. Failure to do so may result in additional consequences when referred to an administrator.

OSS –Out of School Suspension

#### **E. Additional Behavioral Expectations**

- Cell Phones- Students who bring cell phones to school shall keep them turned off during class time. Cell phones that ring during class will be kept by the teacher until the end of the day.
- Knives are NOT allowed at school. This includes Leathermans, box-cutters, and razor blades.
- Skateboards and roller blades are not allowed at school.
- Bicycles-Students are asked to walk their bikes before and after school when school busses are arriving and departing.

#### **F. Discipline of Students with Disabilities**

Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent amendments (Individuals with Disabilities Education Act), Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act will follow federal guidelines as well as the provisions of HSD policy 425.0



## **G. School Bus Expectations**

A copy of the school bus rules are given each year to all students who ride the bus by Harlow Bus Services. Violations of bus rules will result in a “bus conduct” notice being sent to parents. Discipline situations are to be handled between the driver and students in most cases. When this is not possible, the discipline procedure will be:

1. Bus drivers will fill out and turn in the bus notice to the principal.
2. Upon the receipt of the first notice, the principal shall consult with the students and notify the parent or guardian of the students’ misbehavior.
3. Upon receipt of the second notice, the principal shall hold a hearing for the students. The students may be suspended from the bus for up to five days.
4. Upon receipt of a third notice, the principal shall hold a hearing for the students. The students may be suspended and/or a request made to cease bus service for the students.

## Part V - Schedules and Guidelines

### A. Highland Bell Schedule

#### 2015/2016 SCHOOL YEAR

<b>Elementary Bells</b>		<b>Secondary Bells</b>	
<b>8:00 a.m.</b>	<b>Warning Bell</b>	<b>8:00 a.m.</b>	<b>Warning Bell</b>
<b>8:05 a.m.</b>	<b>School Begins</b>	<b>8:05 a.m.— 9:01 a.m.</b>	<b>First Period</b>
<b>9:50 a.m. – 10:05 am</b>	<b>Recess K-3 Begins</b>	<b>9:04 a.m.— 10:00 a.m.</b>	<b>Second Period</b>
<b>10:05 a.m. – 10:20 a.m.</b>	<b>Recess 4-5 Begins</b>	<b>10:03 a.m.— 10:59 a.m.</b>	<b>Third Period</b>
<b>11:20 a.m. – 11:50 a.m.</b>	<b>K-3 Lunch Begins</b>	<b>11:02 a.m.— 11:58 a.m.</b>	<b>Fourth Period</b>
<b>11:30 p.m. – 12:00 p.m.</b>	<b>4-6 Lunch Begins</b>	<b>12:01 -- 12:16 12:16 -- 12:46</b>	<b>Advisory A Lunch A</b>
<b>11:50 a.m. – 12:10 p.m.</b>	<b>K-3 Recess</b>	<b>11:58 -- 12:28 12:31 -- 12:46</b>	<b>Lunch B Advisory B</b>
<b>12:00 p.m. – 12:20 p.m.</b>	<b>4-6 Recess</b>	<b>Warning Bell</b>	<b>12:46</b>
<b>2:00 p.m. – 2:20 p.m.</b>	<b>K-3 Recess</b>	<b>12:49p.m. – 1:45 p.m.</b>	<b>Fifth Period</b>
<b>2:20 p.m. – 2:40 p.m.</b>	<b>4-5 Recess</b>	<b>1:48 p.m. – 2:44 p.m.</b>	<b>Sixth Period</b>
<b>3:38 p.m.</b>	<b>Ring Dismissal</b>	<b>2:47 p.m. – 3:43 p.m.</b>	<b>Seventh Period</b>

Elementary last day of school May 26, 2015

### **C. Healthy Snack Ideas**

The District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available. Some suggested foods are listed below:

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit and 100% fruit juices
- Frozen fruit juice pops
- Dried fruits (raisins, banana chips, etc.)
- Dried fruits
- Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, **NO** nuts, etc.)
- Pretzels
- Low-sodium crackers
- Baked corn chips & fat-free potato chips with salsa and low-fat dip (Ranch, French, Onion, bean, etc.)
- Low-fat muffins, granola bars and cookies
- Angel food and sponge cakes
- Flavored yogurt & fruit parfaits
- Jell-O and low-fat pudding cups
- Low fat ice creams, frozen yogurts, sherbets
- Low-fat and skim milk products
- Pure ice cold water

**\* Please check with the classroom teachers for allergies students may have.**

### **D. Class work Guidelines**

Independent reading is a daily expectation, including during vacations and on holidays and weekends.

#### **Guidelines for Teachers**

The teacher is expected to:

- Clearly explain the purpose of any given assignment.
- Clearly give directions for the method of accomplishing the assignment.
- Make sure students understand how they are being assessed.
- Ensure availability of all necessary resources to carry out the assignment.
- Make it clear that deadlines are understood and followed.
- Acknowledge receipt of daily work and provide feedback in a timely fashion.
- Provide constructive feedback to the student and use student work to plan for the future.
- Return corrected work in a timely manner.

### **Guidelines for Students**

The student is expected to:

- Ask the teacher questions if in doubt about the purpose, requirement or directions or the assignment.
- Meet the deadlines for daily work and projects by budgeting time realistically to complete it.
- Speak with their teacher(s) or parents/guardians when the cumulative amount of daily work on a given day may exceed reasonable limits.
- Be responsible for making up work missed when absent from the classroom.

### **Guidelines for Parents/Guardians**

The parent/guardian is expected to:

- Provide students with a time and place to carry out their assignments.
- Encourage integrity and never give so much help that the value of the class work will be compromised.
- Contact the teacher in the event of questions or concerns.
- Understand that after school activities are not acceptable excuses for not completing assignments.
- Ensure that students and/or parents pick up assignments missed when it appears the excused absence will be prolonged. A minimum of 24 hrs. notice should be given to the teacher so the assignments can be prepared.

## **F. Hazing/Harassment/Intimidation/Bullying/Cyber Bullying/Menacing**

### **Complaint Procedures**

Building principals and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, cyber bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be investigated in accordance with the following procedures:

**Step I** Any hazing, harassment, intimidation, bullying, cyber bullying or menacing information (complaints, rumors, etc.) shall be filed with the building principal or superintendent. Complaints against the building principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

### **Appropriate Forms: Incident Report Form and Witness Disclosure Form**

**Step II** The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Appropriate Form: Status Report**

**Step III** If the complainant is not satisfied with the decision at Step II; he/she may submit a Formal Complaint Form to the superintendent or designee. The Formal Complaint Form must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's formal complaint within 10 working days.

**Appropriate Forms: Formal Complaint Form, Status Report Form**

**Step IV** If the complainant is not satisfied with the decision at Step III; a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying, cyber bullying or menacing complaints and documentation will be maintained as a confidential file in the district office.

**Appropriate Form: Status Report Form**

Highland School District #305

**INCIDENT REPORT**

Employee/Student: \_\_\_\_\_

Date and Time of Incident \_\_\_\_\_

Where Did The Incident Occur? \_\_\_\_\_

Describe in detail the Incident:

\_\_\_\_\_  
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List any witnesses who were present:

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

Reported To: \_\_\_\_\_ Date: \_\_\_\_\_

My signature below verifies that the information I have provided is true, accurate, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant's Signature Date

**Return to Building Principal, Supervisor, or Superintendent**

**Highland School District #305**

***WITNESS DISCLOSURE FORM***

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date and Time of Testimony/Interview: \_\_\_\_\_

Description of Incident Witnessed:

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My signature below verifies that the information I have provided is true, accurate, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**Return to Building Principal, Supervisor, or Superintendent**

OFFICE USE: Received by _____ Date: _____ Signature and Title
---

Highland School District #305

**INCIDENT STATUS REPORT**

Is the Incident Resolved?      Yes \_\_\_\_      No \_\_\_\_

Explain:

\_\_\_\_\_  
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Further Action:

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\_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_



Highland School District #305

FORMAL COMPLAINT FORM

Highland School District maintains a policy for prompt resolution of any complaint presented to a district administrator, supervisor, or Board Member. If you have been unsuccessful in resolving a complaint at the informal level and you wish your complaint to be addressed through this complaint procedure, please complete the following information regarding the complaint:

Complainant Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Type of Complaint: \_\_\_\_\_

Specific Complaint: Please provide detailed information including date, time, location, witnesses, and specifics of incident. (Continue on separate page if more space is needed.)

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

Did you discuss this complaint with the person at the informal level? Yes \_\_\_ No \_\_\_

If so, where and when did that discussion occur?

\_\_\_\_\_

My signature below verifies that the information I have provided is true, accurate, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant Signature Date

Return to Building Principal, Supervisor, or Superintendent.

Attach all pertinent forms: Incident Report Form, Witness Disclosure Form, Status Report Form

## G. Technology User Policy

### Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator (and/or building principal) will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. His or her decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another, without his/her consent;
  - j. Posting anonymous messages;

- k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. 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.
6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

9. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
- a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and the student.
10. Use of Electronic Mail.
- a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
  - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
  - d. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
  - e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
  - f. Use of the District’s electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. The district computer network will allow access to the Internet through a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and building principals shall monitor student Internet access.



**LEGAL REFERENCE:** Children’s Internet Protection Act, P.L. 106-55420 U.S.C. § 6801, et seq. 47 U.S.C. § 254(h) and (l)

ADOPTED: 2/8/2012

AMENDED:

# CONTRACT REGARDING THE USE OF TECHNOLOGY

## INTERNET ACCESS CONDUCT AND MOBILE COMPUTING DEVICE AGREEMENT

*Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the Highland School District's policy regarding District-provided Access to Electronic Information, Services, and Networks (Policy No. 429.2). Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

I have read, understand, and agree to abide by the terms of the Highland School District's policies regarding District-provided mobile computing devices (Policy No. 429.3). Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device, or may lose the privilege of taking it home and may be responsible for the repair or replacement cost, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or administrator.

User's Name (Print) \_\_\_\_\_ Home Phone: \_\_\_\_\_  
User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

Status: Student \_\_\_ Patron \_\_\_ I am 18 or older \_\_\_ I am under 18 \_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

**Parent or Legal Guardian.** (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above named-student, I have read, understand and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services and Networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

As the parent/guardian of the above student, I understand my child's responsibility in the use and care of the device and my financial responsibility in the event my student loses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if they are found to be responsible for deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair/replacement cost.

I have read the District Policy No. 429.3 and explained it to my child. I understand that if any violation or misuse of the device occurs while it is in my child's custody, his/her access privileges to the internet or use of a mobile computing device can be suspended or terminated, that he/she will forfeit any fees paid for use of the device, and that he/she may face other disciplinary measures, regardless of whether the misuse was committed by him/her or another person.

I also understand that I will be responsible for monitoring my student's use of the device outside the school setting.

I also understand that a district provided e-mail may be set up for students under the age of 13 for use in the educational setting at Highland Schools.

Parent / Legal Guardian (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_

This Agreement is valid for the 2016-2017 school year only.

**\*\*\*\*\* SIGN AND RETURN TO THE SCHOOL. \*\*\*\*\***

**Student Media Release—School District/External Publications and Web**

**Information Release Form**

If your preference changes during the year, you are responsible for contacting the school and completing a new form. If you have any other questions, please contact the school before signing.

Please initial the box(es) below to indicate you agree to give permission.

**PUBLICATION RELEASE:** (This includes school publications and news release from outside sources, such as newspapers, radio, and television)

\_\_\_\_\_ The district has permission to display and release to the media my child’s photo with first and last name attached.

\_\_\_\_\_ The district has permission to display and release to the media my child’s first and last name (no photo)

\_\_\_\_\_ External media outlets have permission to interview my child for newspaper or television.

\_\_\_\_\_ I do not wish for any information to be released (This will include honor roll, student of the month, etc.)

I understand that this information will be available to anyone on the Internet.

By signing below, I verify that I understand the above release and that I have indicated my preferences. If my preferences change during the school year, I will contact the school.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child’s name (please print)

**\*\*\*\*\* SIGN AND RETURN TO THE SCHOOL. \*\*\*\*\***



