

Elevate Academy

Engage! Inspire! Ignite!

Student Handbook

2025-26 School Year

Home of the Eagles!

Mission

Elevate Academy is a 6th-12th grade learning environment committed to serving At-Risk students. Through purposeful instruction, students will take responsibility for leading their own lives & studying a career track that may include vocational and college paths or a combination thereof.

Vision

Community focused, relevant, personalized education for all.

Core Tenets

- **Beat the Odds** - We believe in supporting every student regardless of their circumstance.
- **Integrated, Purpose Driven Curriculum** - We provide purpose and the “why” behind everything we teach. All learning will come with an explanation, purpose, and application connected to real world skills. Content standards are crosswalked with career pathways.
- **Career Technical Education Focused (CTE)** - We believe every student is capable of succeeding, though that might not come in the traditional, educational setting. Our students will have opportunities through Career and Technical courses that align with local industry to find their passion and become employable upon graduation.
- **Mastery Based, Personalized Education** - We believe in meeting students where they are at in their learning. Taking ownership of their education is vital to being successful in school, and as an adult. Students can master out of content they already know and focus on skills they are learning.
- **Opportunity Driven Focus** - We believe in a system that seeks out, creates, and provides opportunities for students. Elevate Academy values creating systems that allow students to explore outside of their comfort zone, try new things, gain experience, and confidence as they move forward in their education.
- **Community Driven Education** - We believe we are educating the future workforce and the communities they serve. Community must be a driving force in planning, sustaining, and informing what is needed in the workforce.

Elevate Academy has an integrated approach for middle school and high school education. The core learning is taught through career opportunities, allowing students to see how the learning connects to life and job skills. We believe that all students, who have the opportunity to engage in school and activities that inspire them, will be more likely to develop habits and dispositions

that will lead to success in the workplace and in life.

Facilities

Our buildings are in excellent condition and in order to maintain a safe and orderly environment that is conducive to learning, we need students and staff to work together. The following are important for maintaining a clean and safe environment for everyone:

1. No food or drink will be allowed in the classrooms.
2. No food or drink from an outside source will be allowed into the school.
3. Bags will be for Physical Education and after school activities only. Bags or backpacks will be stored in the cafeteria cubbies and not be allowed in the classrooms. Students should only bring bags or backpacks when absolutely necessary.

Thank you for helping us provide a safe and respectful environment at Elevate Academy.

SF1.1 Attendance & Truancy

SF1.1.1 Compulsory Attendance

Parent/guardians are responsible to ensure their children, who obtain the age of seven (7) prior to the first day of school, attend school or are otherwise comparably instructed until the child reaches the age of sixteen (16).

SF1.1.2 Attendance Standards

The Elevate Academy Board, with recommendation from the Administrator, will develop attendance standards aligned with Idaho Code and IDAPA rules for Elevate Academy. In cooperation with the Elevate Academy Board, the Administrator will develop procedures to support the attendance standards.

All absences, including extraordinary and physically excused absences, count toward the 93% attendance standard. By enrolling in Elevate Academy, parent/guardian agree to assist the school in enforcing the attendance policy and adhering to the 93% attendance standard. A physician's letter is required for absences due to illness that will cause the student to fall below the 93% attendance standard.

Allowable absences may not exceed 7% of the days during the school year. Additionally, students are not permitted to miss more than one day within a school week. If a student misses more than one day in a school week for multiple weeks they will be considered non-compliant.

The Administration has the discretion to evaluate extraordinary absences and special circumstances which may cause a student to fall below the 93% attendance standard.

*****Students that miss any day Monday through Thursday will be expected to attend Friday of that week.

SF1.1.2a

Students who exceed the allowable absences may be recommended for dismissal from the school.

SF1.1.2b

Communication regarding student absence must come from a parent/guardian within forty-eight (48) hours of the absence to prevent truancy.

SF1.1.2d Exceptions

Activities and absences that do not count against the attendance standard include: 1. Field trips/class activities (students that have excessive tardies or absences may not be allowed to participate in field trips or other activities);

2. Bereavement for a member of the immediate family (i.e., father, mother, brother, sister, grandparent/guardian

3. Supportable absences (see SF1.1.3);

4. Illness waiver (confirmed with documentation from a licensed medical practitioner); and

5. Work study opportunities

SF1.1.2e Excessive Tardies

Tardiness is a form of absence and interferes with student learning. Late-arrivals interrupt the learning environment and daily procedures and will be handled in a serious manner. Students arriving after the class begins will be considered tardy and must check in at the front desk.

Excessive tardiness may result in:

Students may be required to attend school Friday, administrative discipline and/or required to appear in front of the Elevate Academy Board.

SF1.1.3 Supportable Absences

Supportable absences require prior notification from a parent/guardian. The student will be expected to complete the assigned work within a reasonable period agreeable to the teacher(s) of the missed class(es). The following guidelines are used to determine supportable absences:

1. Activities or events organized for continuing competition or as an extension of an approved school program as approved by the Administrator (i.e., national or international competitions).

2. Court appearance that is verified by official documentation.

3. Professional appointments confirmed with documentation from professional personnel such as counselors, attorneys, etc

4. Extended educational trips with family or organizations while school is in session. The parent/guardian and student requesting this exception must meet the following to get approval for a supportable absence:

a. Meet with administration at least two (2) weeks prior to the trip;

b. Have passing grades in all classes;

c. Have good attendance;

d. Request work from teachers and turn in all pre-arranged work on or before the established deadline.

5. Religious observances verified by parent/guardian, church official, or document.

SF1.1.5 Habitual Truancy

A student who repeatedly violates the attendance policies of Elevate Academy may be required, along with his/her parent/guardian, to meet with administration or attend a board hearing regarding the student's habitual truancy status. The hearing could result in expulsion from the school.

SF1.2 Bullying, Harassment and Intimidation Prevention & Response

SF1.2.1 Intervention

Elevate Academy employees are authorized and expected to intervene or facilitate intervention on behalf of students facing harassment, intimidation, and bullying. Intervention will be reasonably calculated to: Correct the problem behavior;

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

SF1.2.2 Graduated Consequences

Graduated consequences for a student who commits acts of bullying, harassment, and intimidation will include a series of measures proportional to the act(s) committed and appropriate to the severity of the violation as determined by the Elevate Academy Board. Consequences will be in accordance with the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and do need to be followed in order.

1. Graduated consequences may include, but are not limited to:
 - a. Meeting with the school counselor;
 - b. Meeting with the Administrator and the student's parent/guardian
 - c. Suspension or special programs; and
 - d. Expulsion
2. The graduated consequences are not intended to prevent or prohibit the referral of a student who commits acts of harassment, intimidation, or bullying to available
3. Outside counseling services or to law enforcement, or both, pursuant to Section 18-917A, Idaho Code.
4. Students with disabilities may be afforded additional protections under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act; Elevate Academy will comply with applicable State and federal law when disciplining acts of bullying, harassment, and intimidation.

SF1.8 School Uniform – Dress Code

It is the policy of Elevate Academy that students dress in a professional manner which is appropriate for an effective and successful educational environment. While recognizing the importance of allowing students to express their individuality through their attire, Elevate Academy is responsible for ensuring

that student dress is professional and conducive to a positive and respectful environment for all students. All students, therefore, are required to dress in a manner that promotes a safe and healthy school environment and is not disruptive of the educational climate and process.

*Elevate Academy Administration has the right to use discretion on any student's dress

Some basic dress code guidelines include:

1. Students should have a neat, clean, and well-groomed appearance;
2. Clothing should be as well-fitted as reasonably possible (i.e., no skin tight, see-through or overly revealing tops or bottoms of any nature);
3. Clothing should be appropriate for the industry work that student is studying at the time. Industry specific clothing may be required.
4. Clothing or any item brought to school, such as outerwear, backpacks, lunch boxes, notebooks, jewelry and hair pieces, are devoid of any insignias, patterns, graphics, writing or messages that are obscene or relating to drugs, alcohol, tobacco, any illegal activity or any sexual innuendos;
5. Gang or hate group attire of any kind is strictly prohibited. Elevate Academy will work very closely with the local law enforcement for the latest trends in gang and hate group activity. This includes, but is not limited to, garments that are suggestive, colors, bandanas or belts that have gang or documented hate group symbols or innuendos on them; or any other trends that are symbolic of gang or hate group activity.
6. Any attire, grooming habit, or possession that disrupts the educational atmosphere will not be allowed;
7. Special days that would not adhere to certain portions of this dress code may be allowed with the permission of the Administrator and announced in advance.
8. Closed toe shoes are required at Elevate Academy at all times regardless of industry being studied.
9. Hats/beanies are not permitted in classrooms, cafeteria or hallways. Hats may be worn outside of the building or in trades that require safety equipment.
*If an exception to this policy is needed for wearing hats outside of a designated trade, the appropriate team will convene to review and discuss the request. The decision to allow Elevate-issued hats will be determined by the team based on the specific circumstances.
10. Examples of non professional clothing include but are not limited to: pajamas, leggings/yoga pants, sweatpants, overly baggy shirts, clothing that exposes the midriff etc.

SF1.9 Student Drug, Alcohol & Tobacco Use

Elevate Academy Inc. network schools recognize that drug, alcohol and tobacco use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. In addition, the use of chemical substances – including alcohol, tobacco, and controlled substances – creates economic and legal problems. Therefore, students will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises. Disciplinary action will be taken when deemed necessary and appropriate and may include expulsion from the school. Students that have committed alcohol and or drug infractions at any Elevate

Academy Inc. network school or at a previous school may be required to take a drug test. Career Technical Equipment can be very harmful to one's self and others when under the influence of drugs or alcohol. To maintain a safe environment, students will be held to professional standards which include no drugs and alcohol.

SF1.9.1 Drug-Free School Zone

In accordance with federal law, the Elevate Academy Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Elevate Academy Inc. Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on school property, within the Drug-Free School Zone, or at any school-related event. Furthermore, the Administration will 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 State law within the Drug-Free School Zone is prosecuted to the fullest extent of the law.

The Administration will prepare guidelines for the identification of drug use at Elevate Academy Inc. network schools. Such guidelines will emphasize the prevention of drug use and include a statement to students that the use of illicit drugs and the unlawful possession of alcohol is harmful.

SF1 9.2 Gun-Free Schools

Except as otherwise allowed by law, firearms and other deadly or dangerous weapons are not allowed on school property or school provided transportation. This policy also applies to attendance or participation in any school sponsored activity, program or event regardless of location

"Firearm" means any firearm as defined in United States Code.

SF1 9.3 Weapon on school property

Elevate Academy Inc. Network Schools is committed to providing a safe environment for all students and staff while at school, on a school bus, or at any school-sponsored activity. This policy prohibits any weapon or other object/substance which may pose a threat to the health and safety of others. It also includes the prohibition against willful threats of violence directed at schools, school buses, school staff, and/or students.

No person shall possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium, or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this State or while riding school provided transportation. This also applies to students of schools while attending or participating in any school-sponsored activity, program, or event regardless of location.

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered to be or look like a firearm, may be denied enrollment or may be denied attendance at any of Elevate Academy Inc. Network Schools by expulsion.

Any person who possesses, carries, or stores a weapon in a school building or on school property, (except as otherwise allowed by law) shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

Discipline of students with disabilities shall be in accordance with the requirements of Federal Law Part B of the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

- "Firearm" means any firearm as defined in United States Code.
- "Weapon" means anything that is commonly designed or may be used to cause or to put someone in fear. Examples of "weapons" prohibited by this policy included any of the following: a knife with a blade of any length (including pocket knives with blades more than 2 ½ inches in length), clubs, razor blades, chemical irritants, antique firearms, shotguns or rifles (regardless of whether the owner intends to use the items solely for sporting, recreational or cultural purposes)
- "Possess" is defined as bringing an object, or causing it to be brought onto any school premises or at any school-sponsored activity, regardless of location, or onto a vehicle being used for school-provided transportation or exercising dominion and control over an object located anywhere on such premises or vehicle and personal vehicles on school campuses.

Elevate Academy Inc. Network Schools has no tolerance for students who use, threaten or possess firearms, destructive devices, weapons, deadly or dangerous weapons, explosives or "look-alike" weapons on any district premises or at any district-sponsored activity regardless of location or store them in personal vehicles on school property or for students who assist others in doing any of the above.

The superintendent, principal, or designee has the authority to determine the extent of the threat and/or disruptiveness to the health, safety, and/or educational process of other individuals in each particular situation. For the purposes of this policy, no tolerance means that consequences will occur if this policy is violated and that the consequences will be commensurate with the circumstances of each situation.

The superintendent or designee will immediately investigate any allegation that a student is in violation of this policy. If determined necessary by the superintendent or designee, law enforcement may be requested to conduct the investigation. Any prohibited items may be confiscated by the superintendent or designee. Students reasonably believed to be in possession of these items may be suspended from school until a thorough investigation is completed

Any student in violation of this policy shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

Elevate Academy Inc. Network Schools board of trustees shall expel a student from school who has been found to have possessed a firearm/weapon or destructive device on school property in

this state or any other state. The expulsion will be for a period of not less than one (1) year (twelve (12) calendar months). The board may modify the expulsion order on a case-by-case basis when the board determines that reasonable conditions apply and the student's presence is not detrimental to the health and safety of other students. Any such modification of the one-year mandatory expulsion, and the reasons therefore, must be in writing.

Discipline of students with disabilities shall be in accordance with the requirements of Federal Law Part B of the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

- "Destructive device" means (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine or any similar such devices; (2) any type of weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch diameter; (3) any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A "destructive device" does not include a shotgun or shotgun shell which is generally recognized as particularly suitable for sporting purposes; a rifle or antique firearm which the owner intends to use solely for sporting, recreational, or cultural purposes; and any device which is neither designed nor redesigned for use as a weapon.
- "Explosive" means any substance or item other than a destructive device as defined herein that can potentially generate a release of mechanical or chemical energy. Examples include firecrackers, cherry bombs, gun shells, bottle bombs, etc.

SF11 Transportation

SF1.11.1 Transportation Provided by Elevate Academy

Elevate Academy provides transportation in a specific geographical location. If a student lives within the geographical location, he/she will receive information regarding the location of his/her bus stop, bus number, and pick-up and drop-off times. Elevate Academy will comply with all Idaho laws and rules regarding student transportation.

Transportation to school is a privilege. Any damage to a bus or misconduct on a bus may result in assigned seat or removal from the bus and/or repairs at the parent/guardians expense.

SF2.4 Electronic Devices & Technology for Students

SF2.4.1 Use of Elevate Academy Electronic Devices

Students may only use Electronic Devices on school property or at school-sponsored activities with prior authorization. However, even with prior approval, students may not use such devices to access and/or view internet websites, including social media. Networks that are otherwise blocked to students at school or to take part in any activity prohibited in the Elevate Academy Inc. network acceptable use policy (refer to SF2.9 Internet & Online Access – Acceptable Use).

The use of Electronic Devices with built-in cameras is always prohibited in locker rooms, bathrooms, and locations in which inappropriate or privacy violating images may be obtained.

Lost or damaged Elevate Academy electronic devices will be replaced/repared at the parent/guardians expense.

Elevate Academy Inc. network schools are not responsible for theft, loss, damage, or vandalism to personal electronic devices brought onto school property. Elevate Academy Inc. network administration will not take time out of the educational day to investigate theft, loss, damage or vandalism to personal electronic devices. In addition, possession of electronic devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this policy.

SF2.4.2 POLICY TITLE: [Personal Electronic Communication Devices](#)

Although the Elevate Academy recognizes the importance of technology in the educational setting, electronic communication devices, like cell phones, pose a significant distraction to the learning environment and can create considerable concerns. A growing body of evidence suggests that student access to cell phones and other electronic communication devices is detrimental to students' emotional well-being, safety, and academic growth. To support Elevate Academy's mission of providing a quality education necessary for students to be successful in life, the use of personal electronic communication devices at school is prohibited during the school day, unless otherwise noted in this policy. This policy will be strictly and fairly enforced by all school personnel.

Definitions

- **Device** : All personal electronic communication devices including but not limited to the following personal devices and accessories used for communication and entertainment: cellphones, smartphones, smartwatches, earbuds, headphones, video recording devices, personal digital assistants (PDA), iPods, iPads, laptop computers, tablet computers, other wearable electronics, and other similar electronic devices. This does not include school- issued devices or devices approved by the administration for educational use or devices needed to support students with disabilities or health monitoring when being used for those specific purposes.
- **School Day** : From when the school day starts till the end of the day at school dismissal, including class periods, passing periods, free periods, lunch periods, recess, field trips, and assemblies.

Prohibition of Devices

Students must keep their devices completely silenced (not making notifications, alerts, or vibrations), out of sight, and not on their person (e.g. in their pocket) while on school campuses or at school activities for the duration of the school day.

This prohibition does not extend to school-issued devices in educational settings. Students may use school-issued devices (i.e. Chromebooks) or pre-approved personal devices, such as laptops or headphones, for education purposes during the school day.

Disciplinary Procedures

If a student's device is visible, stored on their person (e.g. in their pocket), or is found to make a notification, during the school day, the device will be confiscated by a school employee and may be retrieved from the school's front office at the end of the school day by the parent of the student. Follow ups may include school/student/parent meeting and/or a Board of Review meeting, if phone offenses

continue.

Parental/Guardian Communication with Students

Parents/guardians should not expect to communicate with their children using personal communication devices during the school day. Parents who need to communicate with their child in the case of an emergency, should call the front office. If necessary, students may request permission from a teacher, front office staff member, or other school employee to utilize a phone under the direction of a staff member to call parents/guardians during the school day.

Medical Exceptions

Students and/or parents/guardians may request exceptions to this policy. Exceptions may be allowed with prior approval from the building administrator.

SF2.5 Field Trips

Field trips are meaningful activities away from the school and are a privilege for students to attend. Thus, a student may be denied field trip privileges for misbehavior and/or delinquent assignments.

The following guidelines govern field trips:

1. All field trips must have curricular or cultural relevance as they are considered part of the school day.
1. All Elevate Academy parent/guardian will be asked to sign a field trip permission slip as field trips are a big part of Elevate Academy's instruction.
2. As representatives of Elevate Academy, all participants of the field trip are expected to obey all rules and exhibit appropriate behavior.
3. The school faculty member or employee designated to supervise the field trip is responsible for ensuring that all students are accounted for on departure, arrival at destination(s), and on return to the school, except those brought by their own parent/guardian
4. No student can leave the field trip with anyone other than a parent/guardian without prior notice being given to the teacher and the school.
5. When a bus is required for transportation, all students must ride on the school bus.

SF2.9 Internet & Online Access – Acceptable Use

Elevate Academy has taken all reasonable precautions to ensure safe access to the Internet. A filter is utilized to limit access to questionable material. However, one hundred percent internet safety cannot be guaranteed and some content which may be offensive may still be accessible. We recommend parent/guardian and students have continual and meaningful discussions regarding safe Internet use throughout the year. Elevate Academy Board will file an Acceptable Internet Use Policy with the State Superintendent of Public Instruction every five (5) years and will inform the public annually that administrative procedures have been adopted to enforce the policy.

SF2.9.1 Privileges

Use of school computers is a privilege and an integral part of the educational program for all students. Nevertheless, computer services provided by Elevate Academy are not intended for personal or private use, and students have no expectation of privacy of electronic data. Elevate Academy will use filters to block access to obscene and harmful materials, and monitor, log, and may review any or all files and/or messages.

SF2.9.2 Specific Guidelines

Students must adhere to the following guidelines when using school computers and Internet resources:

1. Elevate Academy will provide a written form for a parent/guardian to opt their child(ren) out of the use of school computers and Internet resources.
2. Student use should be in a manner consistent with Elevate Academy policies, the mission of the school, and good student citizenship.
3. Student use is for educational and career development activities, not for personal use.
4. No student is to be identified over the Internet by full name, photograph, etc. without specific written permission from the parent/guardian, and even then, only under certain circumstances.
5. Students should immediately report any of the following to the instructor or a member of staff:
 - a. Messages that are inappropriate or make the student feel uncomfortable;
 - b. Damage to equipment or equipment failures;
 - c. Possible security problems; or
 - d. Accidental access to unauthorized or unacceptable sites.
6. Students will observe network etiquette which is based on politeness and the use of appropriate language.
7. Students remain responsible for individual use, including taking reasonable precautions to prevent others from using personal accounts and keeping passwords private.
8. Elevate Academy will be the final authority on use of the network. Appropriate disciplinary action will be taken against any student who willingly and knowingly violates this policy as determined by the Administrator.

SF2.9.3 Prohibited Use

The following uses are prohibited. No student will knowingly use school computers, equipment, or facilities to:

1. Defame, demean, harass, or intimidate another person;
2. Access, review, upload, download, store, print, post, or distribute pornographic, obscene, or sexually explicit material or any information that is inappropriate in the educational setting;
3. Transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, discriminatory, disrespectful, or sexually explicit language;
4. Engage in hacking activities in any form. This includes, but is not limited to, corrupting, destroying, or bypassing built in filters, or manipulating system data or changing computer configurations, which includes modifying wallpapers, icons, desktop themes or styles;
5. Intentionally seek information on, or obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network;
6. Reveal his/her personal address or phone number or the personal addresses or phone numbers of others;
7. Engage in illegal activities;
8. Introduce viruses, worms, trojan horses, time bombs, or any other detrimental programs or software to the network;
9. Send or receive email using personal accounts or mass emails using school provided accounts;
10. Engage in any activity that requires an exchange of money or credit card numbers, or enter an

- area of service for which the school will be charged an additional fee;
11. Participate in chat rooms, instant messaging, or interactive on-line games or activities unless directed by a teacher;
 12. Install copyrighted software without the copyright holder's permission, or games, audio files, video files or other applications (including software and freeware) without written permission or approval from the Administrator;
 13. Misrepresent one's identity or use another's identity in any form of electronic communication;
 14. Participate in electronic gaming of any kind, unless directed by a teacher in the pursuit of learning;
 15. Engage in activities for personal gain, commercial solicitation and compensation of any kind, or to show support or opposition for ballot measures, candidates, or any other political activity; or
 16. Erase, expire, or reset memory cache, web page links, or HTTP location history;

SF2.9.4 Disclaimer

Use of school computers and Internet resources is at the user's own risk. Elevate Academy makes no warranties of any kind, whether express or implied, for the service it is providing. Elevate Academy will not be responsible for any damages users may suffer, including, but not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions, regardless of cause. Elevate Academy specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. Elevate Academy will not be responsible for financial obligations arising from unauthorized student use of the system.

SF2.10 Medication Disbursement

Where possible, parent/guardian should try to schedule medication administration at home. If this is not possible, parent/guardian must fill out a medication disbursement permission form and turn it into the administration/secretary or his/her designee. All medications, both prescription and over-the-counter, must be in the original containers with the time and dosage clearly marked. In life-threatening circumstances, students and their parent/guardian may obtain prior written permission from the administration to carry and self-administer emergency medications (e.g., severe asthma or allergy management).

Any school employee authorized in writing by the principal:

1. May assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent/guardian gives written consent.
2. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a licensed health care practitioner, in addition the pupil's parent/guardian giving written consent.

No employee except a qualified health care professional may administer a drug to a pupil under this policy except under an emergency situation. Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a School Employee and should not be practiced by any school personnel.

SF2.10.1 Self-Monitoring and Treatment of Diabetes

A student with diabetes, upon written request of the student's parent/guardian and written authorization from the student's treating licensed provider, shall be permitted by the Board to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes in the classroom and in any area of the School or School grounds, and to possess on the student's person at all times all necessary supplies and equipment to perform these monitoring and treatment functions.

SF2.10.2 Self-Administration of Asthma Medication, Insulin/Diabetic Treatment, or Epinephrine Auto-Injectors

Pursuant to Idaho Code covering the self-administration, the following shall apply to asthma inhalers, epinephrine auto-injectors, insulin, or blood glucose monitoring supplies if a parent/guardian chooses to have his or her child self-medicate:

1. The parent/guardian of the pupil shall provide to the Board or designee written authorization for the self-administration of medication.
2. The parent/guardian of the pupil shall provide to the Board or designee written certification from the physician of the pupil that has a severe allergic reaction (anaphylaxis), asthma, another potentially life-threatening respiratory illness, or diabetes and is capable of/ has been instructed in, the proper method of self-administration of medication. In these instances the student's physician or health care provider-supplied information shall contain:
 - A. The name and purpose of the medicine;
 - B. The prescribed dosage;
 - C. The time(s) at which or the special circumstances under which medication should be administered;
 - D. The length of time for which medication is prescribed;
 - E. The possible side-effects of the medicine;
 - F. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing or allergic reaction;
 - G. Contact information for the physician and parent/guardian; and
 - H. If applicable, a list of the child's asthma triggers or allergies.
3. The School's administration and appropriate teachers and School personnel are informed that the student is self-administering prescribed medication. Such notification shall be done in a manner so as to best preserve the privacy of the student and the student's medical condition to the extent appropriate. For students with severe or life-threatening allergies, this information may be provided in the student's Emergency Care Plan.

SF2.10.3 Additional Requirements for Self-Administration of Medicines

The parent/guardian of the pupil shall sign a statement acknowledging that the School shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parent/guardian shall indemnify and hold harmless the School and its employees or agents against any claims arising out of the self-administration of medication by the pupil. Students who are authorized to carry their own epinephrine auto-injectors/ supplies or equipment necessary for diabetes monitoring

and/or treatment of diabetes may be retested by their provider periodically to ensure they are still capable of correctly self-administering the medication.

As used in this section:

1. Medication means an epinephrine auto-injector, a metered dose inhaler, or a dry powder inhaler or insulin, insulin delivery system and/or supplies or equipment necessary for diabetes monitoring and/or treatment prescribed by a physician and having an individual label;
2. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician; and
3. A student who is permitted to self-administer medication pursuant to this section shall be permitted to possess and use the prescribed medication at all times. Any School employee authorized in writing by the School administrator or principal may assist with self-administration of medications provided that only the following acts are used:

1. Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. Handing a prefilled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. Opening the lid of the above container for the student;
4. Guiding the hand of the student to self-administer the medication;
5. Holding a container of fluid and assisting the student in drinking fluid to assist in the swallowing of oral medications; and/or
6. Assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

SF2.10.4 Handling and Storage of Medicines

All medications, including those approved for keeping by students for self-medication, must first be delivered by the parent/guardian or other responsible adult to the employee assisting with self-administration of the medication. The employee must then:

1. Examine any new medication to ensure that it is properly labeled with dates, student name, licensed prescriber's name, medication name, and dosage;
2. If administration assistance is needed, develop a medication administration plan for the student before any medication is given by school personnel;
3. Use Medication record to document the date medication is delivered, the medication name, dose, frequency, and time administered.
4. Store medication requiring refrigeration at 36-46F
5. Store prescribed medications in a securely locked storage compartment excluding those approved for self-administration. Controlled substances will be stored in a separate compartment, secured, and locked at all times.

No more than a 45 school day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in self-administration of medications.

Disposal of Medication

School personnel must return to the guardian any unused, discontinued, or obsolete medication. Medicine which is not repossessed by the parent/guardian within a 7 day period of notification by school authorities will be destroyed in the presence of a witness.

Legal Reference: I.C. § 33-520 Policy Governing Medical Inhalers, Epinephrine Auto-Injectors, Insulin and Blood Glucose Monitoring Supplies

I.C. § 33-520A Life-Threatening Allergies in Schools—Guidelines Stock Supply of Epinephrine Auto-Injectors and Emergency Administration

I.C. § 54-1401 Purpose- License Required-Representation to the Public

SF2.11 Closed Campus

The safety and security of students is a primary concern of Elevate Academy. To keep our students in a supervised, safe, and orderly environment, Elevate Academy Board establishes a “closed campus” at Elevate Academy. Once students arrive at school, they must remain on campus until the end of the school day unless they have prior written authorization from their parent/guardian and received permission from school authorities to leave campus during school hours for a specific purpose. Students who leave campus without such authorization will be classified as truant and subject to disciplinary action.

SF2.12 Private Property & Student Searches and Interrogations

SF2.12.1 Interrogations

Elevate Academy administration will make every reasonable attempt to notify parent/guardian prior to permitting any person from outside the school, including law enforcement officials, to question or detain a student. In no circumstance will a student be questioned or detained without the presence of either a parent/guardian or school official; the school having legal custody of the student during the school day and during approved extra-curricular activities must ensure that each student’s rights are protected.

If a student is a victim or suspected victim of child abuse, notification is not required.

SF2.12.2 Searches

All school property is under the control of the administration. A search may be made of school property (including, but not limited to cubbies/bags and backpacks), at the discretion of the administration, when a reasonable suspicion arises that items considered illegal, disruptive or a general nuisance to the educational process are being kept at the school.

The administration will detain a student if there is a reasonable suspicion that a student has drugs, weapons, explosives, or other dangerous contraband in his/her possession, and if such possession constitutes a clear and imminent danger to the safety and welfare of the student, other persons or school property. Further, the administration will notify parent/guardian and the appropriate law enforcement agency of illegal possession of such materials.

SF2.14 School Closures & Delays

While emergency closings occur infrequently, Elevate Academy is prepared for the unlikely event that the building systems could malfunction rendering the building unfit for occupation or for weather which makes it necessary to send children home. During severe weather, families should check the school's website or local radio and TV stations for announcements regarding school closings or delayed openings. parent/guardian should listen for the specific mention of Elevate Academy in a school closure announcement to determine whether the school is in operation. The following two alternatives are available for "severe weather" days:

1. School Cancellation: Notification of school cancellation will be provided through school messaging, social media, and TV stations.
2. Delayed Start: A delayed start occurs when the school day begins later than usual. A delayed start will be announced on school messaging systems, social media, and TV stations. School will dismiss at the regular time regardless of a delayed start.

SF2.16 Student Academic Accountability

All students are capable of learning to accept responsibility for their own education and behavior by arriving on time, turning in homework and classwork on time, being prepared with class supplies, and taking responsibility for their actions. Our policies encourage discipline, hard work, cooperation, decision-making and acceptance of the consequences for decisions made. Such policies, and a clear understanding of academic expectations, help students to take ownership of their quest for intellectual personal growth. A student's sense of alignment between their own personal educational goals and those of the school will further reinforce the student's desire to accept responsibility for his/her education.

SF2.16.1 Homework

At Elevate Academy, all homework directly supports and enhances in-class learning. Homework also gives students a chance to see if they have mastered certain skills. Homework should be viewed as practice time and used as an opportunity to reinforce classroom learning, master skills, and learn from mistakes. Each student is always expected to do his/her best work when completing homework. Homework will be graded for completion and corrected for accuracy, depending upon the subject.

Some assignments, such as projects, papers, reports, etc. will be provided feedback until the student can demonstrate proficiency.

Guidelines have been established for the assignment of homework. Careful consideration is given by teachers as to the quality and amount of homework assigned, to reinforce classroom learning, achieve mastery of skills and concepts, and eliminate unproductive and ineffective homework. Students who are not meeting proficiency standards will be required to attend school on Friday.

SF2.18 Student Conduct – Rights & Responsibilities

Elevate Academy Board seeks to provide an educational environment that respects the dignity and value of the individual student and Elevate Academy employee. While students have the right to express concerns, grievances, and viewpoints before school officials and fellow students, school officials may govern the time, place, and manner of such activity. At no time are students allowed to engage in speech or expression that is defamatory, illegal, invades or threatens to invade the rights of others, presents the likelihood of substantial disorder, or is disruptive to the educational process.

Language that is profane, vulgar, lewd, obscene, threatening, disruptive, discriminatory, unprofessional or offensive in nature is prohibited on school premises, at school activities or events without regard to location, or on school sponsored transportation.

Use of such language may result in progressive discipline of the student to be established by the administration. In all circumstances, the Administrators may elect to take an incident directly to the Elevate Academy Board for expulsion, depending on the severity of the incident.

SF2.19 Student Discipline

Students at Elevate Academy are expected to be respectful to one another at all times. Elevate Academy will enforce a “You throw you Go rule.” If a student throws a punch or is found instigating a fight on or off campus immediate expulsion from Elevate will be the consequence.

SF2.19.1 Traditional Disciplinary Measures

Traditional disciplinary measures include, but are not limited to:

1. Loss of student privileges;
2. Loss of bus privileges;
3. Temporary removal from the classroom;
4. Clean-up duty;
5. Meeting with the student and the student’s parent/guardian
6. Suspension;
7. Expulsion;
8. Restitution for damages to school property; and
9. Notification to juvenile authorities and/or police

SF2.19.2 Alternative Disciplinary Measures

Alternative disciplinary action is discipline other than traditional suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons because of the student's misbehavior.

Alternative discipline includes, but is not limited to:

1. Reflective activities, such as requiring the student to write an essay about the his/her misbehavior;
2. Mediation when there is mutual conflict between peers, rather than one-way negative behavior;
3. Counseling;
4. Anger management;
5. Health counseling or intervention;
6. Mental health counseling

7. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution, and restorative conferencing;
8. Diversion or use of juvenile specialty courts;
9. Behavioral management plans;
10. Corrective instruction or other relevant learning or service experience;
11. Community service; and
12. In-school detention or suspension, which may take place during lunchtime, after school.

This handbook was last edited 7/2023, for updated policies please visit:

<https://go.boarddocs.com/id/elevate2c/Board.nsf/Public>

This link can also be found at elevate208.org ; public information; Board Docs 18