

Stephensen Elementary

2026-2027

Student Handbook



A Note from the Principal

Dear Stephensen Elementary Families,

Welcome to the 2026-2027 school year! We are excited to partner with you in providing a safe, supportive, and inspiring learning environment for every child. At Stephensen Elementary, we are committed to helping students grow academically, socially, and emotionally while celebrating their unique strengths in our school community.

This Student Handbook is a valuable resource to help families understand the expectations, policies, and procedures that guide our daily operations. Please review the information carefully if you're new to our school or returning for another year. We believe that when schools and families work together, students thrive.

Thank you for being a part of the Stephensen family. We look forward to an incredible year of learning, growth, and Eagle pride!

With appreciation,

Robynn Schipani

Principal, Stephensen Elementary

"Be Respectful. Be Responsible. Be Safe. Act the Eagle Way!"

ASBESTOS MANAGEMENT PLAN (AHERA)

To protect students and employees from exposure to asbestos, Mountain Home School District No. 193 adopts the following asbestos management plan for the maintenance, inspection, and removal of asbestos-containing materials in the district's school buildings.

BUILDING INSPECTION

A periodic surveillance of asbestos-containing building materials will be performed in all district buildings every six (6) months. A complete re-inspection of all buildings containing asbestos will be completed every three (3) years.

REMOVAL

If removal of asbestos during renovation is warranted or a school building will be demolished, the districts will comply with the Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP).

RECORDKEEPING

The district and each school administrative office will maintain a complete, updated copy of its management plan. The plan will document recommended asbestos response actions, the location of any asbestos within the school, and any action taken to repair and remove the material.

Asbestos management plan records will include:

- The name and address of each school building and whether the building has asbestos-containing building material, and the type of asbestos-containing material;
- The date of the original school inspection;
- The plan for re-inspections;
- Blueprints that clearly identify the location of asbestos-containing building materials that remain in the school;
- A description of any response action or preventive measures taken to reduce asbestos exposure;
- A copy of the analysis of any building, and the name and address of any laboratory that sampled the material;
- The name, address, and telephone number of the district's designated person; and
- Documentation regarding inspections, re-inspections, response actions, and periodic surveillance are included in the AHERA Binder, which is located in each building and the district office;
- AHERA reference notices are included in the student handbooks and are available during registration;

- A copy of the AHERA Notification letter is sent to the MHEA President, Parent Group President, and a copy of those notification letters are placed in the AHERA binder, which can be found in each building and at the district office.

These records will be kept by the district for the duration of building ownership and will be transferred to any successive owners.

TRAINING

All district maintenance and custodial staff will be provided with asbestos awareness training. All individuals working on asbestos related activities will be trained and accredited in accordance with Environmental Protection Agency (EPA) standards.

All administrators, contractors, maintenance, and custodial staff are required to review the *Asbestos Management Plan* located in each facility and complete the *Notification of Asbestos Operation and Maintenance* form before initiating work in any building.

REVIEW

Mountain Home School District is required by the Asbestos Hazard Emergency Response Act (AHERA) to maintain and update its asbestos management plan to keep it current with ongoing operations and maintenance, maintain periodic surveillance, inspection, re-inspection, and response action activities, and perform small repairs, and manage abatement activities for materials containing Presumed Asbestos Containing Materials (PACM) or Asbestos Containing Materials (ACM), in addition to informing employees and contractors that District facilities may contain PACM or ACM.

ANNUAL NOTICE

The district will provide written annual notification to parents/guardians, teachers, and employee organizations on the availability of the school's asbestos management plan and any asbestos-related actions taken or planned in the school.

Additionally, the district will provide each student and parent/guardian with a copy of this policy at the time of enrollment through publication in the student handbook and by posting on the district website.

PLAN INSPECTION

The public has the right to inspect the asbestos management plan. The plan will be available for inspection during regular business hours at the district office or school administrative office(s). The district and its

schools may charge a reasonable cost to make copies of the management plan.

DISTRICT CONTACT

The Maintenance Director/Foreman is responsible for ensuring that each school is in compliance with this policy. The Maintenance Director can be contacted by phone: (208) 587-2598.

ABSENCES FOR TEN OR MORE DAYS - ALL GRADES

Due to ADA formula calculations and the less than desirable financial situation of the school district, students absent for ten (10) days or more count against the funding received. To help improve this area of school funding, all students who are absent for ten (10) days or more without a doctor's note or who are home/hospital bound, will be disenrolled from school.

It is the parent/guardian's responsibility to contact the school as soon as possible to notify the school of their child's lengthy absence and to make arrangements to continue the child's education.

Prior to disenrolling a student, the school will send a letter to the most recent address on file informing the parent/guardian of the impending disenrollment. The letter will also inform the parent that the grade at the end of the tenth day will be the grade recorded in the student's cumulative/permanent record.

If a secondary student, especially those students who are in jeopardy of losing credits, withdraws from school ten (10) days before the end of the semester, the student will need administrative approval for early completion of the semester.

ASSESSMENTS

Accurate assessment of student achievement is essential in ensuring academic growth for all students. Mountain Home School District utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel. These data are used to determine placement, participation in extension and remediation programs, and communication of progress as measured against Idaho Core Standards and district curricula. Students are required to participate in State and local assessments.

ATTENDANCE, ABSENCE, & TRUANCY:

Please call or send a written note to excuse student tardies and/or absences. In circumstances that require your child to be absent for an extended period of time,

please check with the school office and teacher to arrange for assignments to be made up.

For the complete Attendance Policy and Procedure, please refer to the Mountain Home District Website.

BALLOONS, FLOWERS, AND GIFTS

Balloons, flowers, and gifts brought to the school for students on special occasions will be held at the school office until the end of the day. These items are not to be taken to the classroom during the day. Students will be called to the office to see their gift and reminded to stop by and pick it up at the end of the day.

BELL SCHEDULE

Regular School Day

Kindergarten - 4th Grades: 8:25-3:00

1:30 early dismissal School Day

Kindergarten - 4th Grades: 8:25-1:30

BULLYING, HAZING, & HARASSMENT

The Board is committed to maintaining an educational environment that protects and promotes dignity, individual worth, and mutual respect for each individual, and is free from harassment. Each District student, employee, or visitor deserves the opportunity to participate or work in a safe, supportive atmosphere that promotes equal opportunities, free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive.

It shall be a violation of this policy for any District student, employee, or visitor to bully, haze, or harass another individual through any means, including technology, while on any District premises or at any District-sponsored activity, regardless of location. Those who violate this policy may be subject to disciplinary action and/or referral to law enforcement where appropriate.

For the complete Bullying, Hazing, & Harassment Policy, please refer to the Mountain Home District Website.

Our goal each year is to teach our students how to deal with conflict and to ensure they understand how to report serious issues to adults.

For the complete Bullying, Harassment, and Abuse Against Students Policy and Procedure, please refer to the Mountain Home District Website.

COMPUTER AND NETWORK SERVICES ACCEPTABLE USE POLICY

For the complete Computer and Network Services Policy and Procedure, please refer to the Mountain Home District Website.

CONTACTING THE SCHOOL

Parents are encouraged to contact the school at 208-832-4651 whenever they have questions or concerns. The specific teacher is the first contact for information about your child's progress. He/She has the information most readily at hand and sees your child daily. If you desire to schedule a conference with a specific teacher or the administrator, it is suggested that you call in advance to see if they are available.

If you need to change your child's after-school plans, please contact the school prior to 2:00 PM, so we can ensure the message is delivered.

DISEASES-EXCLUSION OF STUDENTS WITH COMMUNICABLE, CONTAGIOUS, & INFECTIOUS DISEASES

For the complete Diseases-Exclusion of Students with Communicable, Contagious, & Infectious Diseases Policy and Procedure, please refer to the Mountain Home District Website.

DISEASES-EXCLUSION OF STUDENTS WITH HEAD LICE, PARASITES, & OTHER TRANSMITTABLE & INFECTIOUS CONDITIONS POLICY

For the complete Diseases-Exclusion of Students with Head Lice, Parasites, & Other Transmittable & Infectious Conditions Policy and Procedure, please refer to the Mountain Home District Website.

DRESS CODE

The Mountain Home School District is responsible for establishing a school environment that enhances teaching/learning. Parents and students also share in this responsibility. In an effort to provide a safe and orderly school environment and in response to a desire to keep district schools free from threats or harmful influences of any individual or groups that advocate substance abuse, violence, or disruptive behavior, the following Dress Code procedure and a list of Prohibited Items will be in effect in all district schools.

The basic rule to be followed is that clothing must be in good taste and follow community and school standards in attire. Students and staff are expected to dress in a clean, neat, modest, and safe manner. Inappropriate attire is defined as dressing in a manner that disrupts the educational process, threatens the learning environment, or endangers the health or safety of students or any

other persons. A formal school setting will be maintained and proper clothing worn by students will assist in maintaining this atmosphere. Students dressing in a manner that disrupts school, or contributes to a safety hazard, will be referred to the school administration. Students will be asked to remove, or cover, inappropriate clothing. If this is not possible, those students will be sent home following notification of parents. Incidents involving dress code violations will be handled on an individual basis.

1. Appropriate footwear must be worn at all times.
2. Skirts, dresses, and shorts must be appropriate for the school setting. No shorter than mid-thigh.
3. Garments or jewelry with slogans or pictures promoting the use of drugs, alcohol, tobacco, or any illegal substance will not be allowed. Obscene, vulgar, or offensive messages of any kind on clothing or person are not allowed.
4. Garments such as halter tops, bare midriffs, tube tops, see-through tops, tank tops, spaghetti straps, and plunging necklines (front and/or back) are prohibited.
5. Pants or shorts will not have holes above the level of mid-thigh.
6. Hats or other headgear will not be worn in the school building. Headgear worn to school must be immediately removed upon entering a building and stored in a locker or backpack. Hats or headgear will be confiscated if worn inside a building.
7. Jewelry, which may present a safety hazard or which may present a distraction in the school is not suitable for school wear.
8. Bracelets and/or neck bracelets, chokers, etc., that have spikes or studs, either blunted, flat, or pointed, will not be allowed.
9. Chains of any size, either worn or attached to clothing or body, are strictly prohibited.
10. Gang attire, or clothing worn in a manner to denote gang allegiance, is strictly prohibited.

These basic Dress Codes and Prohibited Items List do not infringe on students' rights to freedom of expression but rather encourage students to dress for success and come to school properly prepared to participate in the educational process.

Students who feel they have been treated unfairly may follow the procedures stated in the district's *Student Grievance* policy.

Your support and cooperation are imperative to provide a safe and orderly environment where your children can learn.

Students at Stephensen Elementary are asked not to wear coats, jackets, and large sweatshirts in the building. Pajamas are not allowed at Stephensen Elementary.

ADMINISTRATORS HAVE THE FINAL SAY ON WHAT IS APPROPRIATE AND WHAT IS NOT.

DRUG, ALCOHOL, & TOBACCO/NICOTINE USE POLICY

For the complete Drug, Alcohol, & Tobacco/Nicotine Use Policy and Procedures, please refer to the Mountain Home District Website.

EMERGENCY CLOSURE

In case of an emergency closure, parents/guardians will be notified by the district through phone calls, emails, and text messages using the contact information provided in the Parent Portal.

EMERGENCY PROCEDURE

In case of an emergency, the alarm system will sound. The teacher will escort the students quickly to the nearest exit. The students will stand away from the building and will remain there until signaled to return to the building.

Drills on evacuation will be held to familiarize the students with the procedure. Fire extinguishers are located throughout the building for student protection. They are only to be used in case of emergency.

FERPA

IMPLEMENTING THE FAMILY EDUCATIONAL RIGHTS (FERPA)

AND PRIVACY ACT OF 1974, P.L. 93-380 AND MANAGEMENT OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) has specified that student records are confidential, with some exceptions. Parents and eligible students (students over the age of eighteen (18)) will be provided an annual notification of their rights under FERPA. The annual notice, published on the school district website, will contain information regarding, and within 45-days of a written request, the right to inspect their children's records, the right to seek an amendment of a record, the right to consent to disclosures of personally identifiable information, with certain exceptions, and the right to file a complaint with the U. S. Department of Education.

Educational Records are defined as those records directly related to a student and maintained by this District or by a party acting on behalf of this District. Educational records include but are not limited to, the cumulative file, special education records, and disciplinary records.

Educational records do not include records of instructional, supervisory, and administrative personnel and education personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

The cumulative file of each student is maintained at the building level for this school district. The building principal, individual teachers, and special education personnel may also have a file containing particular educational records.

A non-custodial parent's access to records and information pertaining to his or her minor child will not be denied solely because the parent is not the child's custodial parent unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. However, information concerning a minor child's address will be deleted from all records supplied to a non-custodial parent if the custodial parent has advised the school district in writing to do so. (IC 32-717A)

Names, addresses, and telephone numbers of secondary school students will be provided to military recruiters, as required by Federal Law or an institution of higher education upon request, unless the parent, or eligible student, denies access. (§ 544 National Defense Authorization, Oct 2002, P.L. 107-107)

It is the policy of Mountain Home School District to ensure the provisions of FERPA are adhered to. FERPA permits the school to destroy such records without notice to the parent. To facilitate the implementation of this policy, procedures for managing student records have been established. These procedures are available to all patrons, students, and school district employees.

HOMEWORK POLICY

Stephensen Elementary recognizes the need for a homework policy because of parent concern and teacher diversity on the subject. Our goal is to make homework a meaningful educational tool that will encourage self-discipline, independence, responsible behavior, time management, and good work habits and will supplement and reinforce school learning. Homework should be something the student can complete independently, with little to no assistance, and should take no longer than 30 minutes.

As a rule, we expect students to make every effort to submit quality work on time. If issues arise preventing this, late work will be accepted at the teacher's discretion, however, the grade will be deducted.

IMMUNIZATION REQUIREMENTS AND FORMS

For the complete Immunization Requirements and Forms Policy and Procedure, please refer to the Mountain Home District Website.

INCLEMENT WEATHER - BUS OR PRIVATE VEHICLE

This procedure applies to students who arrive late for school due to bad roads caused by inclement weather. Students who are tardy due to late buses will be marked as excused tardy (no absences). If students are marked excused tardy due to late buses, those who arrive by private vehicle late will also be given an excused tardy (no absence).

INCLEMENT WEATHER-GUIDELINES FOR KEEPING STUDENTS INDOORS

These procedures are intended as guidelines only. Administrators are expected to consider health and safety issues, wind chill factors, adequacy of clothing, age of children, and other pertinent factors when determining whether or not to curtail or cancel outside activity.

+10°-Students will not be admitted into the building until the admit bell rings. Students will go outside for all recesses.

10° to 0°-Students will be admitted into the building early in the morning and having limited recess activity.

0° and below - Students will be admitted into the building early in the morning and having limited recess.

During periods of rainy or snowy weather, students will be allowed into the building depending on the precipitation levels.

LIBRARY

Library books are furnished free of charge for student use and may be checked out during scheduled school hours. The students are responsible for taking care of the books and returning them when they are due. A charge will be assessed for lost or damaged books and materials.

LOST OR DAMAGED ITEMS

Stephensen Elementary will not replace or provide restitution for lost or damaged personal belongings. Please remember to mark your child's personal belongings using the child's full name.

The lost and found rack is located in a designated area at the front of the school. Please have your child stop by and look through the items if he/she has an article

missing. Unclaimed articles left at the end of each nine weeks will be donated to local organizations.

MEAL INFORMATION

Meals may be purchased in the cafeteria before school Monday through Friday. It is strongly recommended that meals be purchased by the week or the month, which helps eliminate lost or forgotten money. Parents can purchase meals on Meal Time, www.mymealtime.com.

Free or Reduced Meals

Application forms are available on Meal Time, www.mymealtime.com, or at the school office and **must be completed and turned in each year**. Notification of approval/disapproval will be sent by mail from the School Administration office. Students are expected to pay the regular meal price until requests have been approved. If you have any questions, please contact the School District Lunch Coordinator at (208) 587-2573.

Meal Pricing

Breakfast: Full Pay \$1.70/Reduced Pay \$.30

Lunch: Full Pay \$3.45/Reduced Pay is \$.40

Adults Lunch: \$5.10

Milk: \$.75

Meal Charges

Charging for breakfast and/or lunch is not encouraged and only allowed in emergencies. Students are expected to have money in their accounts. Charges are paid through the lunchroom.

Parents are welcome to join their children for lunch at any time. Parental comments and suggestions regarding school meals are welcome. Please direct calls/notes to the building principal, lunchroom supervisor, or school district lunch coordinator at 208-832-4651.

All foods and drinks are to remain in the cafeteria!!

MEDICATION PROCEDURES

For the complete Medication Policy and Procedure, please refer to the Mountain Home District Website.

MOVIES AND VIDEOS

Students may be shown movies and videos with a "G" rating without parental notification. Notes will be sent to parents notifying them of any video or movie rating different than "G." Parents will be asked to respond if they do not wish to have the child view that video.

PARENT PORTAL

Power School Parent Portal gives parents and students access to real-time information, including attendance, grades, detailed assignment descriptions, school bulletins, lunch menus, and even personal messages from the

teacher. Everyone stays connected: Students stay on top of assignments, parents can participate more fully in their student's progress, and teachers can use their grade book to make decisions on what information they want to share with parents and students. Parents must create an account.

PARKING AND LOADING/UNLOADING

Stephensen Elementary has a route for bringing children to school in front of the school on Eagle. The curb has been marked, and no parking is allowed before or immediately after school is in session. No cars will be allowed to enter the parking lot in front of the school during this time. This area is for bus and daycare loading and unloading only.

All students will enter the school grounds on the cafeteria side of the parking lot. Students who are eating breakfast can enter through the cafeteria door. Otherwise, students will walk to the playground.

POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS)

At Stephensen Elementary, students are Respectful, Responsible, and Safe. Throughout the school year, we teach, model, re-teach, and practice our school-wide expectations in the classroom, hallways, restrooms, cafeteria, and playground.

Students are rewarded for showing positive behaviors in a variety of ways. One or two students from each classroom are chosen as Student of the Month. Students and classrooms can earn Eagle Bills from their teachers or other adults in the building. Classes earn "Specials Tickets" in PE, Music, Computers, and Library. Classroom teachers also have individual classroom reward programs that are taught to their students.

PLAGIARISM

Plagiarism Definition (Webster's New College Dictionary): Plagiarism is copying or stealing someone else's words or ideas and passing them off as your work. Examples of plagiarism are copying a paper from the internet and putting your name on it, buying a term/essay paper from someone else and using it as your own, and/or paraphrasing materials without correctly attributing the source or research text.

1st offense: Reprimanding the student orally, reminding them what plagiarism is, and requiring the work to be redone. The teacher will notify the parents.

2nd offense: The student will receive a zero, and the administration will notify the parents.

PROTECTION OF PUPIL RIGHTS ACT (PPRA). STUDENT PRIVACY. AND PARENTAL ACCESS TO INFORMATION

The Protection of Pupil Rights Act (PPRA) affords certain rights to parents and students eighteen (18) years of age or older ("eligible students") with regard to surveys, if the survey is funded in whole or in part by a program of the U.S. Department of Education that ask questions of a personal nature.

PPRA requires schools and contractors to make instructional materials available for inspection by parents if those materials will be used in connection with a Department of Education funded in whole or part, survey, analysis, or evaluation in which their children participate and that schools and contractors obtain prior written parental consent before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the eight areas identified below.

The PPRA governs the administration of a survey, analysis, or evaluation of students that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and/or psychological problems of the student or the student's family, or potentially embarrassing to the student or the student's family;
3. Sex behavior and/or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Further, the PPRA addresses collecting and using information from students for marketing purposes and certain non-emergency medical examinations. The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

These requirements do not supersede any of the requirements of FERPA.

ANNUAL NOTIFICATION REQUIREMENTS

The PPRA requires that parents or eligible students be directly notified at least annually at the beginning of the school year, by direct mailing, e-mail, website, or etc., of their right to consent or opt-out of the participation in certain school activities, physical examinations or screenings that the school may administer to students, and the specific or approximate dates of each activity. Mountain Home School District (MHSD) will meet this requirement by publishing this notification at the beginning of the school year, on the school webpage, and in the Mountain Home Newspaper, as well as having it available during registration.

RIGHT TO INSPECT

Parents or eligible students have the right to inspect, upon request, and before any administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; or any instrument used in the collection of information; a survey created by a third party before the survey is administered or distributed by a school to students; any instructional materials used in connection with any survey that concerns one or more of the protected areas; and any instructional material used as part of the educational curriculum for the district and students; any physical examinations or screenings that the school may administer to students. This does not apply to academic tests or academic assessments.

RIGHT TO CONSENT OR OPT OUT

Parents or eligible students, upon completion of the Consent/Opt-Out for Specific Activities Form, have the right to opt-out of participating in events or activities involving the collection, disclosure, or use of personal information for marketing, sales, or providing the information to others for these purposes, or distribution purposes; any non-emergency, invasive physical examination or screening (any physical examination or screening that is permitted or required by state law is permitted without parental notification) that is an attendance requirement, or administered by the school and scheduled by the school in advance, or not necessary to protect the immediate health and safety of the student, or of other students; the administration of any survey containing one or more of the eight protected areas of information listed above and that is not funded in whole or in part by Department funds to include a third party (non-Department of Education funded) survey. If the survey is funded in whole or in part by Department of Education funds, the district must obtain active consent and may not use an opt-out form.

The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
5. The sale by students of products or services to raise funds for school-related or education-related activities; and
6. Student recognition programs.

It is the policy of MHSD to ensure the provisions of PPRA are adhered to. To facilitate the implementation of this policy, procedures have been established. These procedures are available to all patrons, students, and school district employees.

DEVELOPMENT OF POLICIES

MHSD will, when necessary or as required, and with parental input, adopt policies regarding the rights outlined in the PPRA, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or distribution purposes and in compliance with FERPA.

PROHIBITION OF WEAPONS POLICY

Mountain Home School District No. 193 is committed to providing a safe environment for all students and staff when they are at school, on or near owned or contracted school property and school buses, or at school-sponsored activities regardless of location, and as interpreted by the School Board of Trustees. The District's commitment includes the prohibition against any weapons or other objects/substances which may pose a threat to the health and safety of other students, staff members, or visitors, or could be used to disrupt the educational process. It also

includes the prohibition against willful threats of violence directed at schools, school buses, school activity venues,

school staff, and/or students regardless of the point of origin and delivered by any means of communication.

The Board has no tolerance for individuals who use, threaten to use, possess, or bring a firearm, destructive device, weapon, dangerous instrument, explosive, or look-alike weapon on any District premises or at any District-sponsored activity, regardless of location or store them in their vehicle on school campuses or for individuals who assist others in doing any of the above. For 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 Board delegate's authority to the Superintendent, principal, or designee to determine when exceptions will be made, and permission will be given for an individual or a group to bring any of the weapons listed above to school. Such permission will be based on a determination by the Superintendent, principal, or designee that the circumstances do not constitute a threat and/or disruption to the health, safety, and/or educational process of other individuals and that adequate safeguards are in place.

PROMOTION POLICY

For the complete Promotion Policy and Procedure, please refer to the Mountain Home District Website.

SCHOOL SAFETY AND DISCIPLINE

Mountain Home School District No. 193 believes each student deserves the opportunity to learn to his/her full potential. In order to achieve this, no student will be allowed to hinder any other student's opportunities to learn and/or cause any unsafe conditions or acts that hinder any other student's opportunities to learn. Mountain Home School District No. 193 believes each employee has the right to attend work in an atmosphere that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Each employee deserves the right to work, educate, mentor, guide, etc., students without being harassed, threatened, intimidated, bullied, etc., by other school district employees, school district students, and visitors/guests. Mountain Home School District No. 193 believes all visitors/guests deserve the right to visit without being harassed, threatened, intimidated, bullied, etc., by school district employees, school district students, and other visitors/guests. Mountain Home School District No. 193 School Board of Trustees holds school district employees, school district students, and visitors/guests, to this school district policy and any correlating policies and procedures.

ZERO TOLERANCE: Mountain Home School District No. 193 has adopted a zero-tolerance stand against the following including, but not limited to:

1. Weapons and look-alike weapons at school, on or near owned or contracted school property and school buses, or at school-sponsored events regardless of location, and as interpreted by the School Board of Trustees. Willful threats of violence directed at schools, school buses, school activity venues, school staff, and/or students regardless of the point of origin and delivered by any means of communication. (see item B)

2. Violence, abuse, sexual or gender-based harassment/abuse/assault, threats, inappropriate behavior, discrimination, intimidation, harassment, bullying, cyber/technology bullying/harassment, inappropriate texting, sexting, hazing, etc., acts including, but not limited to, adult/teen/adolescent dating violence/abuse (unhealthy relationships), inappropriate use of cellular, digital, technological, and electronic devices at school, etc., hereinafter designated as Unwelcome and/or Inappropriate

Behavior/Remarks/Actions/Conduct/Retaliation on or near owned or contracted school property, or at school-sponsored events regardless of location, and as interpreted by the School Board of Trustees is prohibited. (see item C).

- Discrimination and Harassment include but are not limited to, race, color, creed, national origin, sex, sexual orientation, gender identity or expression, religion, age, physical or mental handicap or disability, ancestry or genetic information, protected veteran status, marital status, citizenship status, pregnancy, financial status, membership in any professional organization, political beliefs, use of lawful products while not at work, any other characteristics protected by law. Discrimination is a felony.
- Bullying, harassment, and/or abuse is defined as any unwanted aggressive or any intentionally harmful behavior and any action or conduct that includes, but is not limited to sufficiently severe, pervasive, or persistent so as to interfere with or poses a threat to the health and safety of students, or visitors, and/or is disruptive to the educational process of the Mountain Home School District, and/or limits the ability of an individual to participate in or benefit from the district's programs and/or intentionally causes grief; intentionally causes intimidation; intentionally causes fear; intentionally causes the lessening of self-worth. Bullying can lead to discrimination.
- Cyber and Technological (cyber-technology) abuse includes, but is not limited to, the behavior used to

harm, threaten, intimidate, control, harass, monitor, coerce, stalk, or victimize, except as otherwise permitted by law, that is perpetrated through, but not limited to the internet, social networking sites, spyware, global positioning system (GPS) tracking technology, cellular phones, or instant/text messages. Cyber-technological abuse includes, but is not limited to, monitoring; unwanted or repeated calls or text messages; non-consensual access to email, social networking accounts, text or cell phone call logs; and pressuring for or disseminating private or embarrassing pictures, videos, or other personal information.

- Anyone who believes that he/she has been the recipient of illegal discrimination or harassment based on race, color, national origin, sex, sexual orientation, gender identity or expression, religion, age, disability, genetic information, protected veteran status, political beliefs, or marital or family status may file a grievance by this and the appropriate Grievance Policies and Forms.

3. Verbal or written bomb threats, or placing or detonating a bomb at school, on or near owned or contracted school property, or at school-sponsored events regardless of location, as interpreted by the School Board of Trustees. (see item D)

Idaho Code 18-3313 false reports of explosives in public or private places is a felony.

4. Drug/Alcohol/Controlled substances at school, on or near owned or contracted school property, or at school-sponsored events regardless of location, as interpreted by the School Board of Trustees. (see item E).

5. Students using cellular, digital, and electronic communication and entertainment devices must not violate the district's Computer & Network Services Policy and Procedures. (see item F).

- A student may possess a cellular, digital, or electronic communication or entertainment device in school, on school property, and at school-sponsored activities, provided that during school hours and on school vehicles, the device remains off (not just placed into private or silent mode) and stored out of sight. (see item F).

Please refer to the Mountain Home District Website for the complete School Discipline and Safety Policy.

SEARCHES, SEIZURES, AND INTERVIEWS

For the Searches, Seizures, and Interviews Policy, please refer to the Mountain Home District Website.

SEXUAL HARRASSMENT

For the Sexual Harassment Policy and Procedure, please refer to the Mountain Home District Website.

STUDENT ILLNESS AND INJURY

Even with the greatest precautions and the closest supervision, accidents happen at school. They are a fact of life and a part of our children's growing process. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured. The district makes student medical insurance available for purchase to families. Brochures outlining the coverage and premiums are available at registration and the school office. Parents, please be prepared to pay for your child's possible medical expenses.

In the event of serious illness or injury to a student at school, the parents will be notified as soon as possible. Parental permission is necessary for treatment other than emergency procedures. Please be sure that updated telephone numbers are always on file at the school office.

STUDENT USE OF PERSONAL COMMUNICATION DEVICES

Mountain Home School District No. 193 recognizes the value and importance of electronic communication, online presence, and innovative technology tools to enhance the district's learning experience and work environment. However, students' use of personal electronic communication devices during school hours may interfere with or disrupt the educational process.

"Personal Communication Device (PCD)" includes, but is not limited to, personal cell phones, tablets (e.g. iPads and similar devices), personal computers, smart watches, laptops, iPods/MP3 players, electronic readers (e.g. Kindles and similar devices), smart glasses, and other similar devices or media players, without regard to the commercial name or manufacturer of the device, whether handheld, laptop or other computer usage, or combinations of any of the above. "Social media networks" include, but are not limited to, websites, weblogs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public that does not fall within the district's technology network (e.g., Facebook, Twitter, LinkedIn, Flickr, YouTube, Instagram, Snapchat, blog sites, Wikipedia, etc.).

A student may possess a cellular, digital, or electronic communication or entertainment device in school, on school property, and at school-sponsored activities, provided that during school hours and in school vehicles the device remains off (not just placed into private or silent mode) and stored out of sight or with prior approval from the building principal; with teacher approval; during an emergency situation involving the immediate health/safety of a student or other individual(s); Athletic and other Extracurricular activities and events.

Our School Expectations:

- **Phones** must remain **turned off and stored in backpacks** from the moment students arrive on school property in the morning until the end of the school day.
- **Smartwatches with texting or calling features** will be treated the same as phones. If a smartwatch is being used to communicate, it will be asked to be turned off and placed in the backpack.
- **Devices should not be used during class, lunch, recess, or in the restroom.**
- After school, students may use their phones to contact family members **once they have exited the building.**

Consequences for Inappropriate Use:

First Offense:

- The device will be taken by the teacher or staff member and held in the front office until the end of the school day.
- The student may retrieve the device at dismissal.
- A reminder will be sent home.

Second Offense:

- The device will be held in the office.
- A parent/guardian will be contacted and asked to pick up the device.
- A phone call or meeting with the parent may be requested to review expectations.

Third Offense:

- The student will lose the privilege of bringing the device to school for a period of time (e.g., one week or more).
- The student may also receive a **minor behavior referral.**
- A plan may be created with the student, family, and school to prevent future disruptions.

Continued Violations:

- The student may be required to **check in the device** at the front office each morning and pick it up at the end of the day.
- Additional disciplinary actions may be considered depending on the nature and frequency of the behavior.

VISITORS

Parents/guardians are welcome at any time. We enforce a 100% ID check for all who enter the building. All guests must enter through the main doors and register in the Main Office when they arrive on campus. Students will not be released to anyone who has not checked in at the office and possess a visitor's badge.

School policy prohibits the bringing of friends or relatives to school to visit.

