



# Student and Parent Handbook

[www.msd134.org](http://www.msd134.org)

**Middleton School District Mission:**

The Middleton School District's Mission is to provide an exceptional education for all students in a safe and supportive environment.

# Table of Contents

<b>Daily Schedule</b>	<b>Page 5</b>
<b>School Calendar</b>	<b>Page 6</b>
<b>Responsibilities</b>	<b>Page 7</b>
<b>Attendance Information</b>	<b>Page 10</b>
<b>Before and After School</b>	<b>Page 11</b>
<b>School-wide Behavioral Supports</b>	<b>Page 12</b>
Positive Behavior Intervention Support (PBIS) Overview	
Student Recognition System	
Discipline Procedures	
Office Referral Form	
<b>Harassment, Intimidation, and Bullying</b>	<b>Page 18</b>
<b>Additional Information</b>	<b>Page 24</b>
Books	
Breakfast and Lunch	
Buses	
Cell Phones	
Complaint Procedures	
Conferences	
Dress	
Electronic Devices	

# Table of Contents

Field Trips

Grading & Report Cards

Homework Guidelines

Parent Behavior

Preschool

School Closure

Seizure of Illegal Items

Seizure of Other Items

Supply List

Technology Acceptable Use Policy (#3094)

Visitors and Volunteers

## **Health, Medications, Injury, or Illness**

**Page 31**

Contagious Disease

Head Lice Policy

Immunizations

Injuries and Insurance

Medication

Health Screenings

## **Title 1 Program**

**Page 34**

## **Family Education Rights and Privacy Act (FERPA)**

**Page 37**

# Daily Schedule

7:30 am - Breakfast begins  
(This is the earliest that students can arrive to school)

8:00 am - All students on campus

8:05 am - Tardy bell

3:40 pm - Dismissal bell

## **AM Kindergarten**

8:05 am - Tardy bell

11:30 am - Dismissal bell

## **PM Kindergarten**

12:15 - Tardy bell

3:40 pm - Dismissal bell

## **School Hours**

Hours are from 8:05 am until 3:40 pm Monday-Thursday. Children should NOT arrive before 7:30 am or remain at the school later than 4:00 pm unless they are participating in a supervised activity.

Students need to remain outside, in their designated area until the first bell rings or be in the cafeteria for breakfast. Supervision **will not** be provided for students who arrive before 7:30 am or remain later than 4:00 pm. The above procedures are designed for the safety and well-being of your children.

# Responsibilities

## *Responsibilities of Parents*

Throughout this handbook, "**PARENTS**" includes any parent, legal guardian, or person having lawful control of the student.

For your student's success you are encouraged to: (not in order of priority):

- Make every effort to provide for the physical and emotional needs of the student;
- Encourage their students daily attendance to school and promptly report and explain absences and tardies to the school;
- Keep informed of school policies and academic requirements of school programs;
- Support their student in pertinent school-related activities/organizations;
- Be sure their student is appropriately dressed at school and school-related activities;
- Discuss report cards and school assignments with their student;
- Bring to the attention of school authorities any learning problems or conditions that may relate to their student's education;
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school;
- Assist their student in understanding their responsibilities as outlined in this handbook and submit a signed statement (see last page of handbook);
- Promote high expectations for your student's behavior, school achievement, and homework;
- Establish and maintain open lines of communication between home, school and teachers;
- Check Skyward often to monitor student academic progress;
- Participate in school activities including parent-teacher conferences.

# Responsibilities

## Responsibilities of Students

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include (not in order of priority):

- Attending school and arriving on time;
- Always be ready to learn;
- Conducting themselves in a responsible manner;
- Paying required fines;
- Refraining from violations of the code of student conduct;
- Obeying all school personnel, school rules, safety rules at school-related activities and on the bus;
- Conveying information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports).

# Responsibilities

## *Responsibilities of Teachers*

Teachers have the responsibility to (not in order of priority):

- Perform teaching and extracurricular duties with appropriate preparation;
- Teach to the standards of performance required by the district;
- Teach the district curriculum;
- Serve as appropriate role models for the students, in accordance with standards of the teaching profession;
- Use discipline management techniques developed in the school discipline management plan;
- Promote good student discipline by modeling regular attendance and punctuality;
- Comply with district and school policies, rules and regulations, and directives;
- Maintain an orderly classroom atmosphere conducive to learning;
- Establish rapport and open lines of communication with parents, students, and other staff members;
- Encourage students to strive toward self-discipline; and
- Participate in meaningful parent-teacher conferences.



# Attendance Information

Attendance at school is essential to maximize your child's learning! **Students are required to be in attendance 90% of the school year.** Classroom attendance is taken each morning at 8:05. Students who are not in their classroom at that time are considered tardy. After the tardy bell, students must get an admit slip from the office before going to class. Punctuality is important in establishing good life skills and setting the tone for the day.

After 11:00 am, students will be counting as  $\frac{1}{2}$  day absent, and will also be counted as  $\frac{1}{2}$  day absent if they leave before 1:00 pm. Students who are picked up prior to the dismissal bell will be marked as "tardy" for early retrieval.

We believe that regular attendance is critical to a child's education and that missing school time contributes to poor academic progress. If your child is ill or will be absent, please contact the school office before 8:30 am, when our automated calling system is activated. For the safety of your child we will call you at your primary phone if you have not phoned by 8:30 am. If you expect your child to be absent more than 1 day, you may request that homework be gathered for pick-up in the office at the end of the day.

Students have two days for each day missed to hand in make-up work for excused absences. If a student leaves the school grounds during the school day without permission, they are considered truant with an unexcused absence. Police may be contacted. Classwork may be recorded with a grade of zero, without the privilege of making up missing work.

# Before and After School

If usual after-school arrangements need to be changed, please send a note to the teacher. Please make these arrangements with your child before school. Unless it is an emergency, parents can call 30 minutes prior to dismissal. The office cannot guarantee that the student will receive the message with change of instructions after this time.

In an effort to make our drop-off and pick-up procedure more efficient, yet safe, the following plan has been developed. This plan will be followed from 7:30-8:05 am and 3:40-4:05 pm. Students can be dropped off anywhere along the sidewalk on the east side of Heights Elementary School. If parents need to get out of the vehicle to help students get out, please park within a parking space and walk your child(ren) to the sidewalk. After school, move your vehicle up as far as possible so many students can be loaded into vehicles at one time. This will help to shorten the pick-up wait time for everyone.

## **SOAR Expectations for before and after school:**

- Please use the crosswalks with or without your child(ren). We are modeling safety for everyone.
- Children may only load cards from the sidewalk. We will not allow children to walk around the car to get in. If car seats are an issue, please move them to passenger side of your car.
- Please stay off cell phones while in the drop-off/pick-up line (walking or driving).
- Please do not get out of your car when in the drop-off/pick-up line.
- Parking is only allowed in a designated parking spot.

## **Custodial Rights**

Parents must notify and have on file in the office via legal document, any limitations or restrictions involving a child's custody, as it pertains to child safety and security in the school. In the case of a divorce, the school cannot prevent the non-custodial parent from contacting the child without legal documents limiting contact.

# School-Wide Behavioral Supports

## ***Positive Behavior Intervention Support (PBIS)***

Positive Behavior Intervention Support (PBIS) focused on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children. Our aim is to explicitly teach behavioral expectation and then recognize the positive behaviors shown by students. Our PBIS implementation is focused on clearly defined expectations, research-validated practices, supportive administrative systems, and information for problem-solving behaviors. All staff members will establish regular, predictable, positive learning and teaching environments. The staff members will serve as positive role models to students as they teach expected school behaviors. Our schools will also begin utilizing a system for recognizing and rewarding expected behaviors. By improving the school environment, we hope to increase learning time and promote academic/social success for every student.

## ***SOAR Expectation and Consequence Matrix***

An integral part of our PBIS initiative is to recognize the positive behavior shown by our students. Hawks SOAR tickets are handed out to students who are caught demonstrating safe, responsible and on task behavior, always doing their best, and treating others with respect. Staff members will acknowledge and compliment students who are exhibiting these behaviors which are outlined within our SOAR Expectations Matrix. Students will work to earn tickets to purchase items from our Hawks Store and earn school-wide rewards.

# School-Wide Behavioral Supports

## Hawk Shop

For the 2020-2021 school year, we are introducing the Hawk Shop. In place of S.O.A.R tickets, students will now get S.O.A.R dollars. Students may earn S.O.A.R. dollars when they show behavioral improvement, or meet or exceed our school-wide expectations. The Heights Staff is looking for Hawks who show behavior that is: safe, on task, doing their best, respectful, and responsible. S.O.A.R dollars will not be given for academic achievement.

Students may save up their S.O.A.R dollars to spend at the Hawk Shop, which will be open once a month. They will be able to purchase fun prizes, activities, and certain privileges. Students are welcome to save up their money all year for bigger prizes, but money earned this school year will not be valid next school year. If your student brings home SOAR dollars, please encourage them to bring the money back to school so they will have it with them on shopping day.



# S.O.A.R. Expectations Matrix



## Hawk's S.O.A.R. Matrix

<b>We CAN:</b>	<b>Hallways and Stairs</b>	<b>Bathroom</b>	<b>Playground</b>	<b>Lunchroom</b>	<b>Assemblies</b>	<b>Classroom</b>
<b>S</b> Safe	<ul style="list-style-type: none"> <li>Walk on the right</li> <li>Single file line</li> <li>One stair at a time</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Wait in designated area</li> <li>Report problems to adults</li> </ul>	<ul style="list-style-type: none"> <li>Play in grade level areas</li> <li>Watch where you are going</li> <li>Stay away from water puddles and ice</li> </ul>	<ul style="list-style-type: none"> <li>Follow traffic patterns</li> <li>Walk</li> <li>Report spills</li> </ul>	<ul style="list-style-type: none"> <li>Single File lines</li> <li>Watch your where you are walking</li> </ul>	<ul style="list-style-type: none"> <li>Keep bodies and objects to self</li> <li>Move safely in the classroom</li> </ul>
<b>O</b> On Task	<ul style="list-style-type: none"> <li>Walk with a purpose</li> <li>Eyes and bodies facing forward</li> </ul>	<ul style="list-style-type: none"> <li>Bathroom needs only</li> <li>Go &amp; return quickly</li> <li>Use facilities appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Use bathroom then play</li> <li>Show kindness in words and actions</li> <li>Return equipment</li> </ul>	<ul style="list-style-type: none"> <li>Use manners</li> <li>Eat what you take</li> <li>Stay in your seat</li> </ul>	<ul style="list-style-type: none"> <li>Eyes on speaker</li> <li>Engage in the program</li> <li>Sit on your pockets</li> </ul>	<ul style="list-style-type: none"> <li>Use materials as instructed</li> <li>Take advantage of the right to learn</li> </ul>
<b>A</b> Always do your BEST	<ul style="list-style-type: none"> <li>Stay in your spot</li> <li>Walk with bodies and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Throw trash away</li> <li>Flush toilets</li> <li>Turn off faucets</li> </ul>	<ul style="list-style-type: none"> <li>Line up quickly</li> <li>Use equipment properly</li> <li>Follow game rules</li> </ul>	<ul style="list-style-type: none"> <li>Clean up your area</li> <li>Pour milk in bucket</li> </ul>	<ul style="list-style-type: none"> <li>Bodies to self</li> <li>Stay in your own space</li> <li>Use appropriate clapping and cheering</li> </ul>	<ul style="list-style-type: none"> <li>Give your best effort</li> <li>Encourage and support others</li> </ul>
<b>R</b> Respectful and Responsible	<ul style="list-style-type: none"> <li>Walk with voices off and quiet feet</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Voices off</li> <li>Respect privacy</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Take your turn</li> <li>Take consequences for your actions</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Quiet voices</li> <li>Leave cafeteria when excused</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Voices off</li> <li>Quiet feet in bleachers</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Show kindness in words and actions</li> <li>Take consequences for your actions</li> <li>Follow adult directions</li> </ul>

# School-Wide Behavioral Supports

## **Definitions of Behavior(s)**

The PBIS team at Heights has worked to define behaviors that can be disruptive to the learning environment. This ensures that we will consistently respond to our students when disruptive behavior is observed. Students who exhibit a Level 2 or three Level 1 behaviors throughout the month will receive additional instruction in the areas they most struggle in during our school-wide PBIS monthly reward.

## **Discipline Procedures**

Middleton School District elementary schools will use consistent procedures for handling discipline. Teachers and Support Staff will address all Level 0 and Level 1 behaviors in the classroom or learning environment. Staff will document these minor behaviors using the Heights Office Referral Form. Please note that three documented minor behaviors (Level 0 or Level 1) will result in a major office referral, meaning office administration will be consulted. If a student receives a major office referral, parents will be notified by the School Principal or the Guidance Counselor.

Suspensions will be determined on a case-by-case basis, and in accordance with District policy. Students committing major offenses will be given the opportunity to share their version of the incident with an administrator or counselor. Other students and/or staff members involved will also be permitted to report their involvement, in or witness of, the incident. In the event of student suspension, the parent will be contacted by administration (by phone if the contact numbers are current, or by suspension note).

# S.O.A.R. Behavior and Consequence Guide

## Level 0: Instruction and Learning can Continue

Behaviors	Consequence Options
Tardy (M) Dress Code Violation (M) Disruption Inappropriate Location/ Out of Bounds Area Other Behavior	Reteach Redirect Reinforce

## Level 1: Minor Impacts on Learning

Behaviors	Consequence Options
Tardy Forgery/Theft Lying/Cheating Disruption Technology Violation Inappropriate Language Property Misuse Defiance/Disrespect/Non-compliance (M) Dress Code Violation Physical Contact/Physical Aggression Other Behavior	Individual Instruction Conference with student Time in Office Loss of Privilege Parent Contact Restitution/Community Service

## Level 2: Impacts on Learning & Safety

Behaviors	Consequence Options
Truancy Fighting Property Damage/ Vandalism Harassment/Bullying SKip Class Inappropriate Display of Affection Technology Violation Use/Possession of Tobacco Physical Aggression Abusive Language/Inappropriate Language/Profanity Defiance/Disrespect Insubordination/ Non Compliance Use/Possession of Weapons Gang Affiliation Display Arson Use/Possession of Alcohol Use/Possession of Drugs Use/Possession of Combustibles Bomb Threat/ False Alarm Other Behavior (M) = Minor	Bus Suspension Expulsion In School Suspension Out-of-School Suspension Other Admin Decision





# Document the Consequence

Level 0: Instruction and Learning can Continue	Level 1: Minor Impacts on Learning	Level 2: Impacts on Learning & Safety
<input type="checkbox"/> Reteach <input type="checkbox"/> Redirect <input type="checkbox"/> Reinforce <input type="checkbox"/> Other: <hr/> Notes: <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> Individual Instruction <input type="checkbox"/> Conference with student <input type="checkbox"/> Time in Office <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Parent Contact <input type="checkbox"/> Restitution/Community Service <input type="checkbox"/> Other: <hr/> Notes: <hr/> <hr/>	<input type="checkbox"/> Individual Instruction <input type="checkbox"/> Conference with student <input type="checkbox"/> Time in Office <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Parent Contact <input type="checkbox"/> Restitution/Community Service <input type="checkbox"/> Bus Suspension <input type="checkbox"/> Expulsion <input type="checkbox"/> In School Suspension <input type="checkbox"/> Out-of-School Suspension <input type="checkbox"/> Other Admin Decision: <hr/>
Update:	Date and time consequence took place: _____	Date and time Parent contact took place: _____

## Completed by Administration

Parent Contact: Date: _____ Time: _____	In-School Suspension: Start Date: _____ End Date: _____	Out of School Suspension: Start Date: _____ End Date: _____	Attendance Record Updated? Initial: _____ <input type="checkbox"/> Entered in Skyward <input type="checkbox"/> Entered in SWISS
Notes: <hr/> <hr/> <hr/>			

Please attach student reflection form if one is completed.

## Completed by Parents

Please sign and return to school

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Signing this referral is NOT admitting guilt, it is just acknowledging that you were informed of your students Office Referral

# Harassment, Intimidation, and Bullying

No student or minor present on school property or at school activities shall intentionally commit, or conspire to commit, an act of harassment, intimidation or bullying against another student. Such behaviors foster a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims, create conditions that negatively affect learning, and undermine the ability of students to achieve their full potential.

It is the policy of the Middleton School District to maintain a safe school environment for all students while attending school, riding the school bus, and attending District-sponsored activities on school premises or at other locations. Harassment, intimidation, and/or bullying, regardless of the specific nature of the students behavior, is disruptive to a safe school environment and will not be tolerated.

## Definition

“Harassment, intimidation, or bullying” means any intentional gesture or any intentional written, verbal, or physical acts or threats against another student that:

1. A reasonable person under the circumstances should know will have the effect of:
  - a. Harming a student;
  - b. Damaging a student’s property;
  - c. Placing a student in reasonable fear of harm to his or her person; and/or
  - d. Placing a student in a reasonable fear of damage to his or her property.
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

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

# Harassment, Intimidation, and Bullying

## Prohibited Behavior

This district expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of others.

Students attending any of the District school are prohibited from engaging in the following behaviors:

1. Physical abuse against a student, including but not limited to, hitting, pushing, tripping, kicking, blocking or restraining another's movement; sexual misconduct; causing damage to another's clothing or possessions; and taking another's belongings.
2. Verbal abuse against a student, including, but not limited to, name calling, threatening, sexual misconduct, taunting, malicious teasing or making rude gestures.
3. Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, and intentionally excluding another from groups, stalking or similar activities.
4. Cyberbullying, including, but not limited to, using any electronic communication device to convey a message in any format (audio or video, text, graphics, photographs, or any combination thereof) that intimidates, harasses, or is otherwise intended to harm another individual.
5. Harassment, intimidation, and/or bullying, including any intentional gesture or any intentional written, verbal or physical acts or threats, against another student that:
  - a. A reasonable person under the circumstances should know will have the effect of:
    - i. Harming a student; or
    - ii. Damaging a student's property; or
    - iii. Placing a student in reasonable fear of harm to his or her person; or
    - iv. Placing a student in reasonable fear of damage to his or her property.

# Harassment, Intimidation, and Bullying

- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating threatening or abusive educational environment for a student.
- 6. Conspiring with another individual to commit any act of harassment, intimidation, or bullying against another student; or perpetuating such conduct by spreading hurtful or demeaning material created by another person (e.g. forwarding offensive emails or text messages).
- 7. Retaliatory actions against another for reporting an act of harassment, intimidation, or bullying.

Harassment, intimidation, and/or bullying is defined as misconduct by a student(s), which is characterized by the aggressor(s) repeatedly engaging in negative actions against another student(s) in an attempt to exercise control over the victim.

The discipline rules related to harassment, intimidation, and bullying apply when a student is (1) on school grounds before (7:30 am), during, or after school hours (4:05 pm); or at any other time when the school is being used by a school group; (2) off school grounds at any school activity, function or event; or (3) traveling to or from school or a school activity, function or event.

The prohibition extends not only to actions taking place on school grounds but also actions originating at a remote location and carried out via any technology, including but not limited to, the use of a landline, car phone or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

# Harassment, Intimidation, and Bullying

## Reporting

Middleton School District personnel are required to report, in a timely and responsive manner, any incident of harassment, intimidation, or bullying they witness or are aware of to the school principal or designee. All other persons, including students, parent/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying or cooperates in an investigation. The consequences for a person who engages in reprisal or retaliation may include, but are not limited to, suspension and expulsion. Annually, the district shall report bullying incidents to the Idaho State Department of Education in a format as set forth in rule by the state board.

## Investigation

The School Administrator or designee will promptly investigate any allegations of misconduct that are reasonably characterized as harassment, intimidation, or bullying. At the discretion of the School Principal, the alleged perpetrator(s) may be suspended pending the outcome of the investigation.

If the School Principal or designee determines that bullying or retaliation has occurred, the school principal or designee shall (1) take appropriate disciplinary action; (2) notify the parent/guardian of the perpetrator; (3) notify the parent/guardian of the victim; and to the extent allowed under state and federal law; (4) notify the parent/guardian of the action taken to prevent any further acts of bullying or retaliation.

# Harassment, Intimidation, and Bullying

## Disciplinary Action

Students who engage in harassment, intimidation or bullying will be disciplined through the use of consequences that may include but are not limited to, referral to counseling, diversion, use of juvenile specialty courts, restorative practices, as determined appropriate, up to and including in-school suspension, out-of-school suspension and expulsion. Consequences for school employees who engage in such conduct may include suspension and/or termination.

Each school will take prompt and effective steps reasonably calculated to end the harassment, intimidation, or bullying; eliminate any hostile environment and its effects; and prevent the harassment from recurring. Appropriate steps to end harassment may include separating the victim and the perpetrator, or providing counseling for the victim and perpetrator.

## Training

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

The district recognizes that in order to have the maximum impact, it is important to train school employees who have significant contact with students on school policies and procedures regarding harassment, intimidation, and bullying. Training will provide staff members with a clear understanding of their roles and responsibilities and the necessary skills to prevent, identify, and respond to bullying.

# Harassment, Intimidation, and Bullying

## *Report to Law Enforcement*

The School Administrator will refer allegations of harassment, intimidation, or bullying to law enforcement if he/she reasonably believes that the student has engaged in conduct in violation of Idaho Code Section 18-917A.

## **Notice**

The district will provide each student and parent/guardian with written annual notice of this policy in a manner consistent with students' age, grade and level of academic achievement through publication in the student handbook.

# Additional Information

## Books

Students are responsible for the care of textbooks and library books that are checked out in their name. Loss or damage of a text or library book will result in a fee sufficient for its repair or replacement. All books are to be returned when a student transfers or at the end of the year.

## Breakfast and Lunch

Students will be served breakfast for a charge of \$1.50 from 7:30-8:00 am. Lunches are \$2.45 for elementary students and \$4.00 for adults (\$2.75 for breakfast). Milk is \$0.50. Prices are subject to change. Students should pay for their meals before classes start. District policy does not allow students to have more than five charges at one time.

## Buses

The Middleton School Board Contracts with Caldwell Bus Company to provide bus transportation. Questions concerning bus routes, discipline problems, etc. should be directed to **Caldwell Bus Company**. Middleton District Policy, which is enforced, outlines our mission to provide safe transportations and the procedures to discipline or remove disruptive students from their bus privileges. The first week of school, all students will bring home a copy of the school bus expectations and discipline procedures. The bus is viewed as an extension of school. Students will be rewarded for positive behavior.

## Cell Phones

At Heights Elementary School, our number one priority is student achievement. Therefore, we believe cell phones should be placed safely inside backpacks so they do not disrupt instruction during the school day. Please insure they are hidden and deeply placed in the backpack to avoid any issues. The school is not held responsible for lost or stolen electronic devices. All phones are brought on campus at your own risk.



# Additional Information

If an electronic device disrupts instruction, the device will be confiscated and returned only to a parent (no siblings). All devices may not have any mature content or pictures. If a student is caught with any offensive material on the device, they could be suspended and the device will no longer be allowed on school property.

## Complaint Procedures

When there are issues/problems between a parent or student and an employee, every effort should be made to solve the problem at the lowest level. Heights Elementary School has a step-by-step process outlined in the Staff Handbook to address concerns fairly and appropriately. Parents and/or students should first bring the matter to the teacher for resolution. If the matter is not resolved, a conference with an administrator may be requested. The complaint procedure at the Board of Trustee level is outlined in district policy, and can be obtained at the building or district office. A request to appear before the board may be made in accordance with this policy

## Conferences

Parent/teacher conferences will be offered once a school year. At the close of each trimester (15 weeks), report cards will be available on Family Access and/or sent home with the student. Parents may monitor student progress through Family Access, eliminating the need for formal progress notes except in special situations. If you need to meet with the teacher or would like to visit the classroom, please contact the office to set up an appointment. We believe parent communication is important but do not want to interrupt classroom teaching time.

# Additional Information

## Dress

It is important for students to be aware of good personal hygiene and appearance. Appropriate clothing enhances a good learning atmosphere. Clothing should be neat, clean, and suitable for the weather and school activities. **Proper dress is expected at all times. The following types of clothing are NOT considered appropriate for school:**

- *Shorts and skirts shorter than fingertip length*
- *Tank tops with large armholes, midi-shirts, halter-tops, crop tops, and spaghetti straps*
- *Clothing advertising tobacco, alcohol, or drugs*
- *Clothing promoting or related to violence, discrimination or gang affiliation*
- *Clothing that is vulgar, sexually inappropriate, ripper or disruptive*
- *Caps, hats, or headgear worn inside the building*
- *Pants or shorts that fall below the hips (too baggy to stay up)*
- *Skate shoes ("heely's")*

See that all removable items of clothing are clearly marked with your child's name. If you notice clothing missing, check our lost and found. Every year numerous expensive jackets, mittens, hats, and other items are left unclaimed. At the end of each trimester, all unclaimed items may be donated to local charities.

## Electronic Devices

Students will use electronic communication or data devices only in a manner consistent with instructional and testing activities in the classroom. These devices include, but are not limited to, handheld calculators, tablets, cell phones, music playing devices, cameras, and laptop computers. Use of these devices must not violate any district policy or cause classroom disruption nor may they be used in the access, creation, or possession of inappropriate materials (i.e. pornography). Use of electronic devices in the classroom is at the discretion of the teacher.

# Additional Information

Parents or students who bring any electronic device to school or to a school activity do so at their own risk - Middleton Heights Elementary assumes no liability for damage, theft, etc. Videotaping or taking pictures is prohibited on district property (including buses) unless approved by building administration. If the policies are violated, administrators will determine consequences based on the severity of the incident. On the first offense the device may be confiscated until a parent/guardian retrieves it from the front office/administration. Additionally, all social media will be reviewed for time-stamped use. If students are using social media during school hours, this will result in consequences given by an administrator based on their discretion.

## Field Trips

Parents are asked to update their child's field trip permission in Family Access at the beginning of each year; however, the teacher, prior to each trip, sends notification home via Family Access, email or a note. Students must ride the bus to and from the field trip. Parent helpers are always needed to closely monitor our students; **therefore no younger siblings are able to attend. District policy allows only currently enrolled students to ride the bus.** Parents may take their child home from a field trip with prior notification.

## Grading & Report Cards

Report cards are issued to students three times a year. These reports show academic and effort grades, absences and tardiness, as well as coded information on pupil attitudes and work habits.

*Report cards are issued at the end of each trimester. Grades also available regularly through Family Access. Please consult the district website for trimester end dates and parent conference dates, [www.msd134.org](http://www.msd134.org)*

# Additional Information

## Homework Guidelines

Homework should be no more than 20 minutes of silent/out loud reading and practice of spelling words.

## Parent Behavior

IDAHO STATUTES Title 33-1222 states the certificated employees of every school district shall be free from abuse by parents or other adults, as provided in section 18-916, Idaho Code. Title 18-916 states that every parent guardian or other person who upbraids, insults or abuses any teacher of the public schools, in the presence and hearing of a pupil thereof, is guilty of a misdemeanor.

## Pre-School

Screening for potential eligibility is done three times per year. Middleton School District preschool is held at Purple Sage Elementary School. Parents can make an appointment for the screening by calling 208-455-1148

## School Closure

All decisions on school closure are treated with great concern and given sincere consideration before a decision is rendered. If road conditions are determined to be unsafe for student, staff, and parent transportation, the Superintendent and district staff will then place calls to local media so the information that school will be closed can get to our parents as quickly as possible. We will be posting closures on the District website ([www.msd134.org](http://www.msd134.org)). Closure due to Covid-19 will be based on the information provided from various governmental entities.

We will utilize Family Access and your 'alerts' you have set up to release notifications as well.

**Please ensure your settings are set-up for these notifications.**

# Additional Information

## ***Seizure of Illegal Items***

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the student's' safety or to others' safety and security may be seized by school officials. All illegal items will be turned over to law enforcement for disposition.

## ***Seizure of Other Items***

Other Items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. Such items may be returned to the student by the staff member or through the Principal's office.

## ***Supply List***

Suggested supply lists are available at many local stores as well as on our school website. If you need assistance with school supplies, please contact the school counselor, as help is available.

Supply List: <https://www.ms134.org/domain/557>

## ***Technology Acceptable Use Policy (#3094)***

Technology can be integrated to facilitate increased collaboration, communication, creation, and critical thinking. The District provides students with technology services. These services include, but are not limited to, the use of technology devices, school accounts, and the Internet. To view the MSD #134 Technology Acceptable use Policy (#3094), go to:

<https://www.ms134.org/site/handlers/filedownload.ashx?moduleinstanceid=6633&dataid=6040&FileName=3094%20%20Students%20Acceptable%20Use%20Policy.pdf>

# Additional Information

## **Unauthorized Bus Entry**

Idaho Code 18-1522 states: (1) A person shall be guilty of a misdemeanor if that person: (a) Enters a school bus with intent to commit a crime; (b) Enters a school bus and disrupts or interferes with the driver; or (c) Enters a school bus and refuses to disembark after being ordered to do so by the driver. (2) School districts shall place notices at the entrance to school buses which warn against unauthorized school bus entry.

## **Visitors and Volunteers**

Parents and family members are welcome and encouraged to visit our school. For the safety of your child, visitors and volunteers are to enter through the main entrance since all other doors are locked from the outside.

Once in the foyer of our main entrance, use the doorbell to signal our office staff that you are needing to sign-in to the Raptor system. Once you are signed in, the doors will unlock and you can proceed to the office for your badge. You must wear your badge at all times while in our building or on campus. Although parents are present, students will still be expected to follow all school rules.

Parents and community members are welcome, appreciated and needed at our school! Volunteers must sign into the Raptor system at the respective school office so that in an emergency, we are aware that you are in the building.

# Health, Medications, Injury or

## Illness

School personnel can administer simple first-aid. If your child is injured or becomes ill, he/she will be cared for temporarily by a staff member, or school nurse, and you will be notified. If you or the emergency contacts you have specified cannot be located and it is deemed necessary, emergency services will be notified and your child will be taken to the nearest hospital emergency room, unless you have given instructions to the contrary. It is extremely important that the school have the name of another party to call in case of illness or injury if you cannot be located. We must have your **CURRENT HOME, CELL AND BUSINESS TELEPHONE NUMBERS**. Please keep Family Access updated with your current information.

## Contagious Disease

If your child is ill with a contagious disease, please be sure to notify the school, as our school nurse must report some of these diseases to the State Health Department. Please do not send your child to school with a rash to be checked by the nurse; rather notify your child's physician. The school nurse does not provide physical examinations. Please do not send your child to school if he/she has been up night vomiting or has a fever at or above 101 degrees.

## Head Lice Policy

Middleton School District students are not to be in school if they are infested with head lice, or have nits. If a student is found to have head lice or nits while at school, the parent will be contacted and requested to transport the student from the school. The "no nit" rule will require that the student be excluded from attending school until all live lice and all nits have been removed.

## Immunizations

Children attending school must immunized. Idaho law requires the following be given: 5 DPT; 4 Oral Polio; 2 MMR; 3 Hepatitis B; 2 Hepatitis A; and 2 Varicella. This record must be on file with our office before your child may enter school. These are requirements for children born after September 1.

# Health, Medications, Injury or Illness

## Injuries and Insurance

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process. 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 pay for medical expenses when students are injured at school. This is the responsibility of the parent(s) or legal guardian(s). The District carries only legal liability insurance.

The District does make student medical insurance available to families for their individual purchase. Brochures outline the coverage and premiums are handed out at the beginning of the school year and are available at the school office.

## Medication

There are cases when medications need to be given to children during school hours. If this is necessary, the following guidelines will be followed:

### **PRESCRIPTION MEDICATIONS**

1. The parent/guardian must submit a written request to the respective school, if they are being asked to administer medication. Authorization forms are available at each school or a note may be written.
2. The prescription noted on the prescription bottle is authorization for the medication to be administered at school and no further information is required from the prescribing physician. The medication must be in its original container and the student's name, prescription number, doctor, and directions must clearly set forth on the container.



# Health, Medications, Injury or Illness

3. With parental permission and the permission of the School Principal, nurse or designee, elementary or secondary students may keep and self-administer their own medication including prescribed inhalers. A signed note from the parent/guardian must be on file in the school office or in the student's possession stating the name of the medication, the reason for the medicine and the appropriate dosage. If on file with the office, this note will be a part of the student's education record and will be accessed on a need-to-know basis by persons with a legitimate educational interest.

## Health Screenings

Each school makes an effort to work with local health care agencies to provide free vision, hearing, scoliosis and dental screenings at specific grade-levels of students as resources allow. If you wish to deny any of these free screenings, please submit a written request to the school nurse annually.

# Title 1 Program

**Parent Involvement** means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, ensuring:

1. Parents play an integral role in assisting their child's learning;
2. Parents are encouraged to be actively involved in their child's education as school;
3. Parents are full partners in their child's education and are included, in decision-making and on advisory committees as appropriate to assist in the education of their child; and
4. Parents are involved in identifying barriers to greater participation by parents in parent involvement activities.

**Purpose:** The purpose of parent involvement is to increase each parent's capacity to help their child(ren) be successful in school.

**To facilitate meaningful parent involvement in our school we will:**

1. **Annually review our Parent Involvement Plan:** The school will, with consultation and input from our parents, annually review and when necessary revise our parent involvement plan. The plan will outline how the school will work with their parents throughout the school year. A meeting will be held within the first month of school to review and possibly revise this plan. This plan will clearly establish when and how parents will be involved in all aspects of the Title I program.
2. **Annually review our Parent/School Compact:** The school will, with consultation and input from their parents, annually review their Parent/School compact. The compact will list the responsibilities of the student, parent/caregiver, classroom teacher, and school administrators. All parents of identified Title I students will be provided copies of the parent/school compacts at the start of each school year, and will be provided with opportunities for input into this document throughout the year. A meeting will be held in the spring of each year to provide parents an opportunity to review and possibly revise the current parent/school compact. Throughout the school year parent input on the parent/school compact will be solicited and used during the spring meeting on the possible revision of this document.

# Title 1 Program

- 3. Annually establish how Title I Parent Involvement Funds will be used:** The school will, with consultation and input from their parents, annually develop a plan for use of any and all Title I parent involvement funds. These funds will be used to provide parents with materials, pay reasonable and necessary expenses associated with parental involvement activities (including transportation and child care costs) to enable participation in school related meetings and training, and other costs directly associated with increasing parental involvement. A plan for use of these funds should be completed at the first meeting of the school year, and be shared with all parents.
- 4. Annually review the use of Title I funds and evaluation of the use of these funds:** The school will, with consultation and input from their parents, annually review how Title I funds will be used throughout the school year. This should be done at the first meeting of the year. Parents will be provided with data that supports the use of these funds and be asked for their input. Before the end of each school year, parents will be provided with evaluation information/data that assesses the effectiveness of Title I school program, staff development conducted throughout the year, and all parent involvement activities held during the year.
- 5. Facilitate regular, meaningful two-way communication:** The school will hold an annual meeting for parents to explain Title I and what it means to them as a parent and to their student and to explain the rights of parents to be involved in the school and in their child(ren)'s education. This will be done at Open House before the school year starts. The school will also offer this information at meetings held at flexible and convenient times for parents. The school will provide parents a description and explanation of the curriculum, student progress measures, and the proficiency levels students are expected to meet and how to monitor a child's progress and work with educators to improve student achievement. Curriculum, content standards, measures and proficiency levels will be highlighted in the parent newsletter monthly. The school will ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a timely manner and in a format and, to the extent practicable, in a language the parents can understand, and provide reasonable alternate formats as requested.

# Title 1 Program

6. **Build capacity of parents to support their child(ren)'s learning:** The school will provide materials and training to help parents to work with their children to improve their children's achievement. This will include a family math night and a family reading night.
7. **Coordinate and integrate the school's parent involvement programs with early childhood programs in the community and in the school:** To the extent feasible and appropriate, the Title I consulting teacher and Special Education Teacher will work with the preschool program, Head Start, and Parents as Teachers to conduct activities that encourage and support parents in more fully participating in the education of their children. At a minimum, parents in these programs will be invited to a transition activity before the next school year.
8. **Build the capacity of school staff to work with parents:** The school will work with the district Title I and LEP programs to train and educate staff in how to reach out to, communicate with to work with parents as equal partners and build ties between the parent and the school.

# Family Education Rights and Privacy Act (FERPA)

## General Education Provision Act of 1974

### Section 438

The parent or eligible student has a right to:

1. Inspect and review the student's educational records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulation authorize disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the agency or institution to comply with the requirements of the Act.;
5. Obtain a copy of the policy adopted by that agency or institution regarding how the requirements of the Act are met. (Obtained from the District Office);
6. Right to due process hearing regarding contents of records; and/or
7. Cost of copies of records.