

Equal Education, Nondiscrimination, and Sex Equity

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination should be directed to the District Title IX or Nondiscrimination Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

In compliance with federal regulations, the District will notify annually all students, parents, staff, community members, and unions or professional organizations the District holds a collective bargaining agreement with of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator, as well as a statement that the District will provide equal access to the Boy Scouts and other designated youth groups. The notification will be provided in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of State and federal law.

Legal Reference:	I.C. § 67-5909	Acts Prohibited
	20 U.S.C. § 1681, et seq.	Title IX of the Educational Amendments
	29 U.S.C. § 794	Non Discrimination Under Federal Grants and Programs Act
	42 U.S.C. § 6103	Age Discrimination Act
	42 U.S.C. § 12134	Americans with Disabilities Act

Policy History:

Adopted on: 12-13-2011

Revised on: 03-14-2017

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{{Full_District_Heading}}

STUDENTS

3085

Sexual Harassment, Discrimination and Retaliation Policy

Policy Purpose

The purpose of this policy is to promote working and learning environments that are free from sex and gender-based harassment, discrimination, and retaliation, and to affirm {{Full_District_Name}}'s commitment to non-discrimination, equity in education and equal opportunity for employment.

Scope of Policy

This policy applies to all members of {{Full_District_Name}}'s community, including students, employees, and other members of the public including guests, visitors, volunteers, and invitees.

Policy Statement

{{Full_District_Name}} is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and [District] employees.

Title IX Coordinator

The [TITLE OR NAME] serves as {{Full_District_Name}}'s Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating the District's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex and gender-based harassment, discrimination, and retaliation prohibited under this policy. The Title IX Coordinator acts with independence and authority and is free from bias and conflicts of interest.

To raise any concern involving bias, conflict of interest, misconduct or discrimination committed by the Title IX Coordinator, contact the [POSITION] at [CONTACT INFORMATION].

[NOTE: Positions the District may select to handle these reports include the District Superintendent or Human Resources Director if they are not also the Title IX Coordinator, or someone who meets the description of any of the three numbered points listed below..

If the District's Title IX Coordinator is the subject of any complaint regarding sex or gender-based harassment or has an apparent bias or conflict of interest regarding such a case, another person shall be appointed to act as the Title IX Coordinator for handling that case. Such appointees may include, but are not limited to:

1. The Title IX Coordinator of another school district which the District has an agreement with;
2. Another employee of the District who is qualified and trained to address the matter, such as a deputy Title IX Coordinator;
3. A qualified and trained individual who enters into a professional services contract with the District; including but not limited to the District's legal counsel and/or contracted Human Resources or Title IX professionals.

Concerns of bias, conflict of interest, misconduct, or discrimination committed by any other official involved in the implementation of this policy or related grievance processes should be raised with the Title IX Coordinator.

Mandatory Reporters

{{Full_District_Name}} has classified all employees as mandatory reporters of any knowledge they have that a member of the District community experienced sex or gender-based harassment, discrimination, and/or retaliation. Accordingly, all District employees must promptly report actual or suspected sex and gender-based harassment, discrimination, and/or retaliation to the Title IX Coordinator. District employees must share with the Title IX Coordinator all known details of a report made to them in the course of their employment, as well as all details of behaviors under this policy that they observe or have knowledge of. Failure of a District employee to report an incident of sex or gender-based harassment, discrimination, or retaliation to the Title IX Coordinator of which they become aware is a violation of this policy and can be subject to disciplinary action for failure to comply.

In addition, District employees must also report allegations of suspected child abuse and/or neglect to either law enforcement or the Idaho Department of Health and Welfare as described in **[Policy 5260 OR the Board's policy on reporting suspected abuse, abandonment, or neglect]**.

Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and related procedures, may be made internally to {{Full_District_Name}} Title IX Coordinator (or deputies, if applicable) using the contact information below:

[NAME/OFFICE]

Office of _____
[LOCATION/ADDRESS]
[PHONE NUMBER]
[EMAIL ADDRESS]
[WEBSITE]

[NOTE: Include all relevant Title IX Team members here as well, and, if applicable, the general delineated responsibilities of each. i.e. any deputy coordinators]

External inquiries can be made to the U.S. Department of Education, Office for Civil Rights, Region 10, using the contact information below:

Seattle Office
Office for Civil Rights
U.S. Department of Education
915 Second Avenue, #3310
Seattle, WA 98174-1099
OCR.Seattle@ed.gov
1-800-877-8339

Notice/Formal Complaints of Sex and Gender-Based Harassment, Discrimination, and/or Retaliation

Notice or formal complaints of sex or gender-based harassment, discrimination, and/or retaliation may be made using any of the following options:

1. File a complaint with, or give verbal notice to, the Title IX Coordinator (or deputy/deputies, if applicable). Such a report may be made at any time, including during non-business hours, by using the telephone number, email address, or by mail to the office address listed for the Title IX Coordinator (or any other official as listed above).
2. Report online, using the reporting form posted at [URL].
3. Report by phone at [PHONE NUMBER].
4. **[Add any other reporting options, if applicable.]**

When notice is received regarding conduct that may constitute Title IX sexual harassment, {{Full_District_Name}} shall provide information about supportive measures and how to file a formal complaint, as described in [insert title of our new Title IX procedures yet to be developed.

[NOTE: The above sentence addresses Title IX's requirement to reach out to alleged victims to offer supportive measures and discuss how to file a formal complaint after receiving a report of possible Title IX sexual harassment. If offering supportive measures to an alleged victim and discussing how to file a formal complaint always follows a report of sexual harassment, irrespective of whether it falls into Title IX, information on that practice would be included here.]

A formal complaint means a document filed/signed by the alleged victim or signed by the Title IX Coordinator alleging an individual violated this policy and requesting that the District investigate the allegation(s). As used in this paragraph, the phrase “document filed/signed by the alleged victim” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the District, if applicable) that contains the alleged victim’s physical or digital signature, or otherwise indicates that the alleged victim is the person filing the complaint. For example, an alleged victim may send an email to the Title IX Coordinator, identify themselves as the alleged victim and the one sending the email, to file a formal complaint. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the alleged victim to ensure that it is filed correctly.

Parents and legal guardians of primary and secondary school students who have the legal authority to act on their child’s behalf may file a formal complaint on behalf of their child.

Grievance Processes

When a formal complaint is made alleging that this policy was violated, the allegations are subject to resolution using one of {{Full_District_Name}}’s grievance processes noted below, as determined by the Title IX Coordinator. All processes provide for a prompt, fair, and impartial process.

1. For formal complaints regarding conduct that may constitute Title IX sexual harassment involving students or employees, the District will implement procedures detailed in Procedure 3085P.
2. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where students are the accused party, and that do not constitute Title IX sexual harassment, the District will implement procedures described in [insert applicable procedures, which may include: Student Code of Conduct, Uniform Grievance Procedure if no adjudication procedures are included in the Student Code of Conduct, General Bullying, Harassment and Intimidation procedures, Relationship Abuse and Sexual Assault Prevention and Response procedures].
3. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where employees are the accused party, and that do not constitute Title IX sexual harassment, the District will implement procedures described in [insert applicable procedures, which may include: Uniform Grievance Procedure, Certificated/Non-certificated Staff Grievance Procedure]
4. **[Add any additional procedures, such as those involving volunteers, invitees, guests, etc. if applicable]**

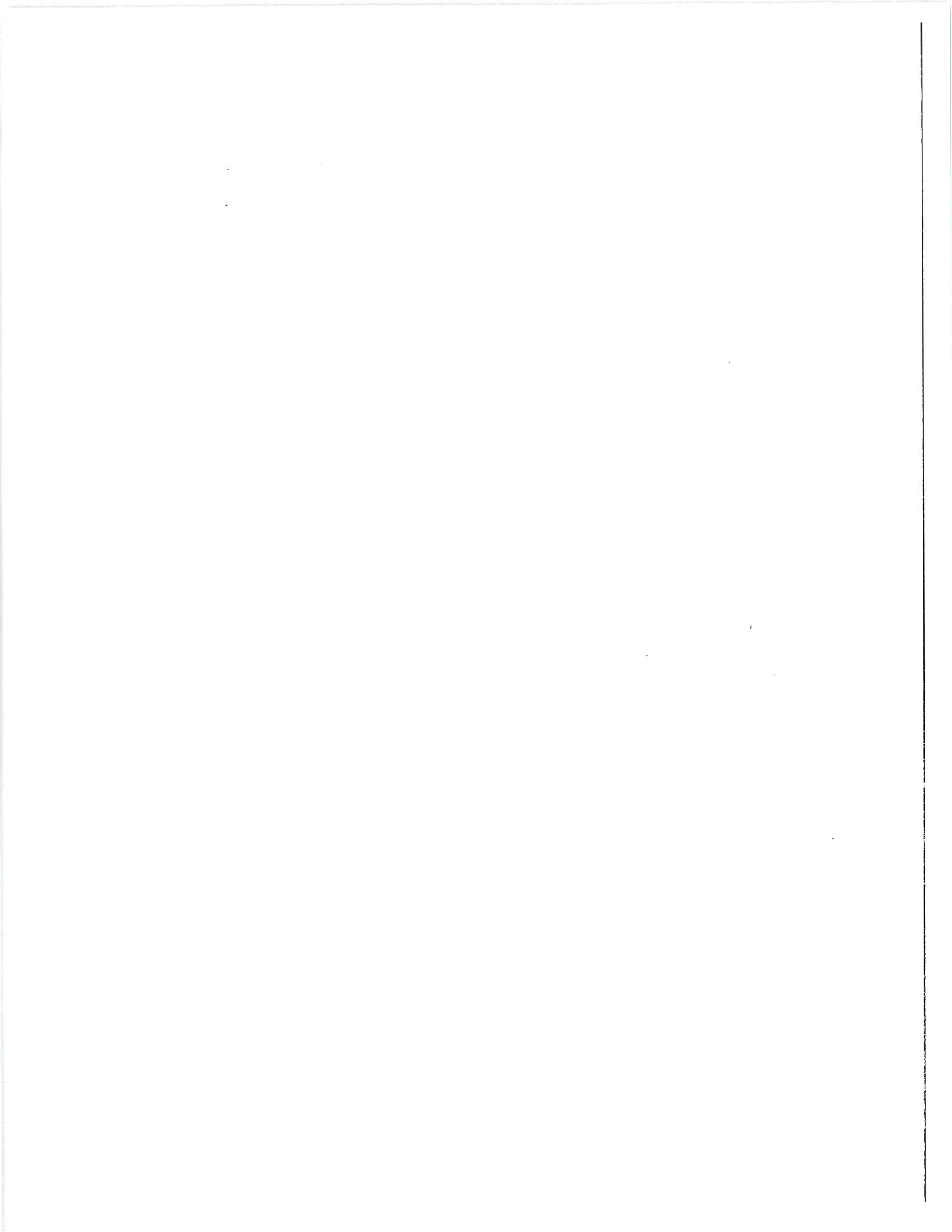
Cross References: 3270 Student Records

3270P	Student Records
3285	Relationship Abuse and Sexual Assault Prevention and Response
3290	Sexual Harassment/Intimidation of Students
3295	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
3295P	Hazing, Harassment, Intimidation, Bullying, Cyber Bullying
3330	Student Discipline
4120	Uniform Grievance Procedure
4600	Volunteer Assistance
4600P	Volunteer Assistance
5240	Sexual Harassment/Sexual Intimidation in the Workplace
5250	Certificated Staff Grievances
5275	Adult Sexual Misconduct
5500	Personnel Records
5500P	Procedures for Releasing Personnel Records to Hiring School Districts
5800	Classified Employment, Assignment, and Grievance
5800P	Classified Employee Grievance Procedure

Legal References:	20 U.S.C. §§ 1681 - 1682	Title IX of the Education Amendments of 1972
	34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

Policy History:

Adopted on:
Revised on:
Reviewed on:



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STUDENTS

3085P

Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions

Scope of Procedure

This Title IX Grievance Process applies to all members of {{Full_District_Name}}'s community, including students, employees, and Board members as well as District patrons, guests, visitors, volunteers, and invitees.

Purpose of This Policy and Procedure

{{Full_District_Name}} is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, which are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance procedure. Violations of this District procedure or its related policy may result in discipline to either students or employees.

Guiding Principles

Title IX requires school districts to put into place policies and procedures that promote the goal of Title IX, specifically, to prohibit discrimination based on sex, and to respond appropriately if and when sex discrimination occurs or may occur. Title IX explains that when an appropriate official at the District has "actual knowledge" of "sexual harassment" of a student or employee that occurs in one of its educational programs or activities, the District must respond promptly and in a manner that is not "deliberately indifferent." This standard does not require a perfect response; rather, it requires a response that is not "clearly unreasonable" in light of the known circumstances over which the District exercises control.

Grievance Procedure

1. Receipt of a Complaint, Report, or Information Alleging Sexual Harassment

Upon receipt of a complaint or report (whether verbal or written) of possible sexual harassment, the District shall first determine whether to initiate a formal or informal response. Thus, any and all complaints, reports, or information received by any District employee that sexual harassment is occurring or has occurred shall be immediately

forwarded to the District's Title IX Coordinator or other designated employee for review and action as appropriate.

The Title IX Coordinator (Coordinator) shall promptly contact the complainant or reporting party and discuss with them the availability of supportive measures, and will consider the complainant's wishes with respect to the provision of supportive measures. The Coordinator shall explain the availability of these measures to the complainant with or without the filing of a "formal complaint." During this initial meeting, the Coordinator or designee shall explain to the complainant the process for filing a written formal complaint, and shall provide assistance to the complainant to ensure the written formal complaint is properly prepared and submitted.

Emergency Removal (of students): Nothing in this procedure prevents the District from removing a respondent from a District education program or activity on an emergency basis, provided that an individualized safety and risk analysis is performed by the Coordinator and Superintendent who determine that an immediate threat to the physical health or safety of any student or other individual arise from the allegations of sexual harassment that justify removal. The Coordinator and Superintendent shall provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights and requirements under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Administrative Leave (of employees): Nothing in this procedure precludes the District from placing a non-student employee respondent on administrative leave during the pendency of a grievance investigation under this procedure. Notwithstanding the above, prior to placing an employee respondent on administrative leave, the Coordinator or designee shall ensure any rights provided by Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act are not impaired or violated.

2. Providing Supportive Measures

If an informal complaint is filed, (for instance, because the complainant does not wish to file a written formal complaint,) as well as during the pendency of the investigation and the decision concluding a formal complaint, the following supportive measures may be implemented to restore or preserve the complainant's access to the District's educational programs without unreasonably burdening the other party (also referred to herein as respondent).

Supportive measures may include actions taken to protect the safety of all parties or the District's educational environment, or which otherwise deter sexual harassment from occurring in the future. Additional supportive measures may include, but are not limited to: counseling, the availability of a safe place or person in the event complainant feels threatened or uncomfortable, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, escort services at school, mutual restriction of contact between the parties, changes in work locations, leaves of absence, increased security and/or

monitoring of locations where prohibited conduct has occurred or may occur in the future, as well as additional measures to protect the complainant, provided the supportive measures initiated are not punitive to the respondent.

3. Filing a Written Formal Complaint

Upon receipt of a written formal complaint, the Coordinator or designee is required to provide written notice to all known complainants and respondents of the allegations and the resulting investigation.

- A. **General Notice Requirements:** The notice will include the District's Title IX grievance process as well as information regarding the District's informal resolution process.
- B. **Specific Notice Requirements:** The written notice shall include the following information:
 - i. Information describing the alleged conduct potentially constituting sexual harassment, including sufficient details known at the time the notice is prepared to allow the parties to prepare a response prior to the investigator's initial interview, and shall be delivered to the parties in enough time to allow their preparation for the initial interview.
 - ii. Sufficient details include but are not limited to the identities of the parties involved, the conduct allegedly constituting sexual harassment, the date(s), and location(s) of the incident(s).
 - iii. A statement that the respondent is presumed to not be responsible for the alleged conduct, and that a determination of responsibility will not be made until the conclusion of the grievance process.
 - iv. A statement informing the parties that they are entitled to have an advisor or representative of their choosing who may be, though is not required to be, an attorney, and that the advisor is authorized to review all evidence submitted in the matter.
 - v. The notice must inform the parties that District policy and procedure prohibit knowingly making false statements or knowingly submitting false information to the investigator or at any other time during the grievance process.
 - vi. The notice must warn the parties that retaliation is prohibited. Accordingly, the parties must be informed that no District employee or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this procedure, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an

investigation, proceeding, or hearing under this procedure. Retaliation includes circumstances where intimidation, threats, coercion, or discrimination are made for the purpose of interfering with any right or privilege secured by Title IX or this procedure. This includes threatening charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment. The District shall keep confidential the identity of:

- a. Any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment;
- b. Any complainant;
- c. Any individual who has been reported to be the perpetrator of sex discrimination;
- d. Any respondent; and
- e. Any witness

except:

- a. As may be permitted by FERPA (20 U.S.C. § 1232g) or a FERPA regulation (34 CFR Part 99);
- b. As required by law; or
- c. To carry out the purposes of this procedure, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Complaints alleging retaliation may be filed as an additional charge or counter-charge under these procedures.

- C. Additional Charges: If, during the course of the investigation, it is determined based on the information gathered that additional allegations or charges are warranted, an amended notice shall be prepared and submitted to the parties including the new allegations and charges as appropriate.
- D. Consolidation: The Coordinator may consolidate two or more formal complaints into a single action provided that the allegations of sexual harassment and retaliation arise out of a common set of facts or circumstances and if in the course of an investigation, it is determined that:
 - i. There is more than one respondent and/or more than one complainant; or
 - ii. There are cross-complaints, or additional complaints raised by the original complainant against the original respondent (such as retaliation), or by the respondent against any other party.

4. Conduct of the Investigation, Informal Resolution

In the course of their investigation, the District's Coordinator and designees shall comply with the following requirements.

Investigation

- A. **Burden of Investigation:** The burden of gathering evidence sufficient to make a determination of responsibility is the responsibility of the District's investigator(s) and not the parties. However, the District's investigator is not authorized to access a party's records that are made or maintained by a health care provider such as a physician, psychiatrist, psychologist, or other recognized health care provider, if the record was made in the course of providing treatment to the party, unless and until written consent from an authorized person is provided to obtain such privileged records for purposes of investigating and resolving the allegations of the formal complaint.
- B. **Evidence Offered by Parties:** The parties shall be provided an equal opportunity to call witnesses, including fact and expert witnesses, as well as other inculpatory and exculpatory evidence.
- C. **No Restrictions:** The ability of the parties to discuss the allegations under investigation or to gather and present evidence shall not be restricted.
- D. **Equal Representation Rights:** All parties shall have the same opportunity to have others present, or to be represented by the advisor of their choice throughout the grievance process, including attendance at related meetings or proceedings.
[OPTIONAL If the District limits access to representation in any way at any time during the proceedings, such limitation shall be equally applied to all parties in the same manner. Access to representation may be limited only where a party is already represented as authorized by this procedure, and the additional representation will unduly increase the cost to the parties, and/or will not otherwise serve to significantly promote a legitimate purpose under this procedure.]
- E. **Notice of Interviews and Hearings:** Adequate notice of the purpose, date, time, place, and the identities of all participants involved shall be provided to any party whose participation at a hearing, interview, or meeting is invited or expected, and allowing sufficient time for the party to prepare and fairly participate.
- F. **Evidentiary Considerations:** The investigation shall not consider:
 - i. Incidents not directly related to the possible violation, unless they evidence a pattern;
 - ii. The character of the parties; or

iii. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

G. Right to Inspect Evidence: All parties shall be provided equal access to inspect and review any or all evidence gathered during the investigation related to the allegations of the formal complaint, whether or not relied upon or referred to in the investigator's report. This will ensure that the parties can respond to the evidence prior to the conclusion of the investigation. Prior to completion of the investigation report, the investigator shall provide the parties and their respective advisors, when advisors are identified, a secured electronic or hard copy of the evidence subject to inspection. The parties must have at least ten [**business, or school, or calendar**] days to submit a written response which the investigator shall consider prior to completion of the investigative report. All such evidence shall be made available to all parties at any hearing to give the parties equal opportunity to refer to such evidence during the hearing, including cross-examination of adult parties.

H. Investigative Report: At least ten [**business, or school, or calendar**] days prior to a hearing, or other time of determination regarding responsibility, the investigator shall send to all parties and their advisors, if any, by electronic format or hard copy, a copy of the investigative report for the parties' review and written response. The parties' responses shall be made part of the record.

Informal Resolution: The informal resolution process may include mediation, or other meeting of the parties that does not involve a full investigation and adjudication of the complaint. The District may **not** require the parties to participate in an informal resolution process. Informal resolution is available **only** if a written formal complaint was submitted to the Coordinator. If these conditions are satisfied, then at any time during the course of an investigation, but prior to the time of the Decision-Maker's final determination of responsibility, the parties may request the Coordinator to initiate the informal resolution by process. In so doing, the Coordinator is required to comply with the following:

A. Provide the parties with written notice informing them of the allegations at issue and the requirements of the resolution process. These requirements include the fact that a written agreement signed by the parties that resolves the allegations at issue will preclude the parties from resuming the formal complaint process that arose from the same allegations. The parties will also be informed that at any time prior to reaching a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and will be notified that the records submitted or discussed during the informal process will be maintained by the District as part of the record, and may be used by the Decision-Maker to determine responsibility.

- B. Require the parties submit voluntary, written consent to participate in the informal resolution process.
- C. Ensure that the informal resolution process is **not** made available to resolve allegations that an employee sexually harassed a student.
- D. An informal resolution, signed and agreed to by the parties thereto, is not appealable.

Dismissal of a Formal Complaint: A written formal complaint may be dismissed by the Coordinator under any of the following circumstances, and prior to a finding of responsibility:

- A. After investigating the allegations of the written formal complaint, dismissal is required if:
 - i. The Coordinator or designee determines that the conduct alleged in the complaint, even if proven, would not constitute sexual harassment as defined herein; or
 - ii. The alleged conduct did not occur in a District education program or activity; or
 - iii. The alleged conduct did not occur against a person in the United States.

Dismissal of the Title IX formal complaint, however, does not preclude action under another provision of the District's Code of Conduct or other District Policy.

- B. If the Complainant notifies the Coordinator in writing that he or she would like to withdraw the formal complaint or any allegations contained therein.
- C. If the respondent is no longer enrolled or employed by the District.
- D. If specific circumstances exist which prevent the investigator from gathering evidence sufficient to reach a determination regarding the merits of the formal complaint or allegations therein.

Upon dismissing a formal complaint, the Coordinator shall simultaneously inform the parties in writing that the complaint has been dismissed, and shall identify the reason(s) for the dismissal. This decision may be appealed in accordance the Appeals portion of this procedure, below.

5. Decision-Maker's Participation

If the matter is not dismissed for one of the reasons set forth above and is not resolved by the parties through the informal resolution process then, (following completion of the investigation, including issuance of the investigator's final investigation report,) the matter shall be submitted to the Decision-Maker for review and issuance of a determination of responsibility. The Decision-Maker cannot make a determination regarding responsibility until ten [**business OR school OR calendar**] days after the date the final investigation report

is transmitted to the parties and the Decision-Maker, unless all parties and the Decision-Maker agree to an expedited timeline.

The Coordinator shall designate a single Decision-Maker [**OPTIONAL: or a three-member panel**], and inform the parties and their advisors.

The Decision-Maker(s) may not have had any previous involvement with the investigation. Those who have served as investigators in the investigation cannot serve as Decision-Makers. Those who are serving as advisors for any party cannot serve as Decision-Makers in that matter. The Coordinator is also prohibited from serving as a Decision-Maker in the matter.

All objections to any Decision-Maker must be raised in writing. Any written objection must detail the rationale for the objection and must be submitted to the Coordinator no later than **[two] [business OR school OR calendar]** days after being notified of the Decision-Maker's identity. Decision-Makers shall not be removed unless the Coordinator concludes that the Decision-Maker's bias or conflict of interest precludes a fair and impartial consideration of the evidence.

The Coordinator shall give the Decision-Maker(s) a list of the names of all parties, witnesses, and advisors. Upon review thereof, if any Decision-Maker believes they cannot make an objective determination, they must recuse themselves from the proceedings. If a Decision-Maker is unsure whether a bias or conflict of interest exists, they shall immediately disclose their concern(s) to the Coordinator and simultaneously inform the parties and their advisors.

No less than ten business days prior to any meeting or the decision-making phase of the process, the Coordinator or the Decision-Maker shall send notice to all parties. Once mailed, emailed, or received in-person, Notice will be presumptively delivered.

The Notice shall contain the following:

- A. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions that could result.
- B. The time, date, and location of any meeting.
- C. Any technology that will be used to facilitate the meeting.
- D. The name and contact information of the Decision-Maker, along with an invitation to object to any Decision-Maker on the basis of demonstrated bias. Such objections must be raised with the Coordinator at least **[two] [business OR school OR calendar]** days prior to the meeting.
- E. Information on whether the meeting will be recorded and, if so, information on access to the recording for the parties after the meeting.
- F. **[OPTIONAL: A statement that if any party does not appear at the scheduled meeting, the meeting will only be rescheduled for compelling reasons.]**
- G. Notification that the parties may have the assistance of an advisor of their choosing at the meeting.

- H. A copy of all the materials provided to the Decision-Maker(s) about the matter.
- I. An invitation for the parties to review and submit a written response to the final investigation report within [three to seven] [business OR school OR calendar] days of the date of the notice.
- J. An invitation to each party to submit to the Decision-Maker any written, relevant questions they want the Decision-Maker to ask of any other party or witness within [three to seven] [business OR school OR calendar] days of the date of the notice.
- K. An invitation to each party to submit to the Decision-Maker an impact statement, pre-meeting, that the Decision-Maker will review during any sanction determination.
- L. An invitation to contact the Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at any meeting or in the decision-making process, at least [three to seven] [business OR school OR calendar] days prior to the meeting/final determination.
- M. Whether parties can or cannot bring mobile phones or devices into the meeting.

Meetings for possible violations that occur near or after the end of a school year, assuming the respondent is still subject to Policy 3085 and Procedure 3085P, and are unable to be resolved prior to the end of the school year will typically be held as soon as possible given the availability of the parties, but no later than immediately upon the start of the following school year. The District will implement appropriate supportive measures intended to correct and remediate any hostile environment while the resolution is delayed.

- A. **Evidentiary Consideration by the Decision-Maker:** Whether at a hearing or through an exchange of questions, only relevant, credible evidence will be admitted into evidence and considered by the Decision-Maker. Any evidence that the Decision-Maker(s) determine(s) is relevant and credible may be considered. The Decision-Maker will not consider:
 - i. Incidents not directly related to the possible violation, unless they evidence a pattern;
 - ii. The character of the parties; or
 - iii. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information may only be considered at the sanction stage of the process and cannot be shared with the Decision-Maker until that time.

The parties may each submit a written impact statement for the consideration of the Decision-Maker(s) at the sanction stage of the process when a determination of responsibility is reached.

B. Hearing Procedure and Exchange of Questions Procedure: At the time the matter is referred to the Decision-Maker(s), the Coordinator shall determine, based on the parties involved and the circumstances of the alleged sexual harassment, whether to hold a hearing or to initiate an exchange of questions procedure, and shall so inform all parties and their advisors. Both of these decision-making procedures are discussed below. Upon their selection, the Decision-Maker(s) shall review the evidence and issue a determination of responsibility based on the following circumstances and procedures.

C. Exchange of Questions Procedure: Where a party involved is an elementary student, or where the Coordinator otherwise determines that a hearing is not appropriate under the circumstances, the Coordinator will initiate the Exchange of Questions Procedure, which provide as follows.

After the Coordinator or designee has submitted the investigative report to the parties pursuant to this procedure and before reaching a determination regarding responsibility, the Decision-Maker(s) shall provide each party an opportunity to submit written, relevant questions that party desires to ask of any party or witness, and shall subsequently provide each party with the answers. The Decision-Maker will also allow for additional, limited follow-up questions from each party to the other, and provide both with complete copies of the answers. Upon receipt of the proposed questions, the Decision-Maker will review the proposed questions and determine which questions will be permitted, disallowed, or rephrased. The Decision-Maker shall limit or disallow any questions that are irrelevant, repetitive (and thus irrelevant), or abusive. The Decision-Maker shall have full authority to decide all issues related to questioning and determinations of relevance. The Decision-Maker may ask a party to explain why a question is or is not relevant from their perspective. The Decision-Maker shall explain any decision to exclude a question as not relevant or to reframe it for relevance. Whether a hearing is held or not, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant:

- i. Unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
- ii. If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. This basis for asking questions or presenting evidence shall not be allowed if the respondent is an adult, non-student employee, because consent is not a recognized defense in cases where the complainant is a student and the respondent is an employee.

The Decision-Maker, after any necessary consultation with the parties, investigator(s), and/or Coordinator, shall provide the parties and witnesses with:

- i. The relevant written questions to be answered; and
- ii. A deadline for the parties and witnesses to submit written responses to the questions and any appropriate follow-up questions or comments by the parties.

The exchange of questions and responses by the parties and witnesses shall be concluded within a [three to ten] [business OR school OR calendar] day period.]

D. Hearing procedure: Where both parties are adult employees, or a mature secondary school student, the Coordinator may initiate the live Hearing Procedure. If either party, however, objects and requests the Exchange of Questions Procedure, then the Exchange of Questions procedure shall be followed by the Decision-Maker(s). The Hearing Procedure shall include the following:

At the live hearing, the decision maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding the discretion of the District to restrict the extent to which advisors may participate in the proceedings, as long as the restrictions apply equally to all parties. At the request of either party, the District must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. Only relevant cross-examination and other relevant questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. If a party does not have an advisor present at the live hearing, the District shall provide without fee or charge to that party, an advisor of the District's choice to conduct cross-examination on behalf of that party. The advisor may be, but is not required to be, an attorney.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

- i. Such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
- ii. If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

In cases where both parties are 18 or older, if a party or witness does not submit to cross-examination at the live hearing, the Decision-Maker(s) is prohibited from relying on any statement of that party or witness in reaching a determination regarding responsibility. However, that the Decision-Maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. Live hearings pursuant to this paragraph may be conducted with all parties physically present in the same geographic location or, at the District's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants to simultaneously see and hear each other. The District shall create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

At the hearing, the Decision-Maker shall have the authority to hear and make determinations on all allegations of Title IX sexual harassment and may also hear and make determinations on any additional alleged violations of policy or procedure that have occurred in concert with the Title IX sexual harassment, even though those collateral allegations may not specifically fall within the definition of sexual harassment set for in these procedures.

Any witness scheduled to testify before the Decision-Maker must have been first interviewed by the investigator(s) **[OPTIONAL; or have proffered a written statement or answered written questions]**, unless all parties and the Decision-Maker agree to the witness's participation.

If the parties and Decision-Maker do not agree to the admission of evidence newly offered at the hearing, the Decision-Maker may delay the meeting and instruct that the investigation needs to be re-opened to consider that evidence.

If the parties raise an issue of bias or conflict of interest of an investigator or Decision-Maker at the hearing, the Decision-Maker may elect to address those issues, consult with legal counsel, and/or refer them to the Coordinator, and/or preserve them for appeal. If bias is not in issue during the hearing, the Decision-Maker shall not permit irrelevant questions regarding bias.

6. Decision Making Process and Determination Requirements

Following its review of the evidence submitted by the investigator and the parties, the Decision-Maker, (who cannot be the Coordinator) shall issue a written determination of responsibility. To reach this determination, the District's burden of proof —**[preponderance of the evidence OR clear and convincing evidence]**—must be described, and the burden satisfied, before the respondent can be found responsible for sexual harassment in violation of Title IX.

The written determination of responsibility shall include the following information:

- A. Identification of the allegations potentially constituting sexual harassment in violation of Title IX.
- B. A description of the procedural steps taken from receipt of the written formal complaint through the determination, including notifications to the parties, interviews of the parties and witnesses, site visits, methods used to obtain other evidence, and hearings used.
- C. Findings of fact supporting the determination.
- D. Conclusions regarding application of the District's code of conduct to the facts.
- E. A statement of and rationale for the determination as to each allegation, including any determination regarding responsibility, any disciplinary action to be imposed on the respondent, and identification of remedies and measures, if any, that will be provided to restore or preserve equal access to the District's educational programs and activities to be provided to the complainant.
- F. Considerations for disciplinary action. Factors considered when determining discipline may include, but are not limited to:
 - i. The nature, severity of, and circumstances surrounding the violation(s);
 - ii. The respondent's disciplinary history;
 - iii. Previous allegations or allegations involving similar conduct;
 - iv. The need for discipline to bring an end to the Title IX sexual harassment;
 - v. The need for discipline to prevent the future recurrence of Title IX Sexual harassment;
 - vi. The need to remedy the effects of the Title IX sexual harassment;
 - vii. The impact on the parties; and
 - viii. Any other information deemed relevant by the decision-maker(s)
- G. The discipline imposed shall be implemented as soon as is feasible, either upon the outcome of any appeal or upon the expiration of the window to appeal if no appeal is requested. The sanctions described in this process are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.
- H. Identification of the procedures for filing an appeal and the permissible grounds for complainant or respondent to base their appeal.

The Decision-Maker shall simultaneously provide their written determination to all parties. The determination becomes final either, (where an appeal is filed,) on the date the parties are provided copies of the written determination of the result of the appeal; or, (if no appeal is filed,) the date on which an appeal would no longer be considered timely.

The Coordinator is responsible for the effective implementation of any and all remedies set forth in the written determination of responsibility. In the event a student expulsion is recommended, pursuant to and in accordance with the requirements of Idaho Code § 33-205, the Coordinator shall ensure that an expulsion hearing is scheduled and heard by the Board of Trustees.

7. Appeals

Any party may file a request for appeal in writing with the Coordinator within **[three to seven] [business OR school OR calendar]** days of the delivery of the notice of a final decision.

[A three-member appeal panel chosen from the pool of eligible members shall be designated by the Coordinator OR a single appeal decision-maker shall chair the appeal]. No **[appeal panelists OR appeal decision-maker]** will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process. **[OPTIONAL: A voting chair of the appeal panel shall be designated].**

The request for appeal shall be forwarded to the appeal chair for consideration to determine whether the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is filed in a timely manner.

Appeals shall be limited to the following grounds:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- C. The Coordinator, investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent that affected the outcome of the matter;
- D. **[OPTIONAL: Add any additional grounds for appeal, so long as they are applied equally to both parties]**

Appeal procedure: Upon receipt of a valid appeal, the Coordinator shall:

- A. Notify the other party in writing that an appeal has been filed, and implement the appeal procedure fairly and equally for both parties.

- B. Ensure the appeal decision-maker(s) is not:
- i. The same person(s) as the Decision-Maker(s) that issued the written determination of responsibility;
 - ii. The person who issued the dismissal;
 - iii. The investigator; or
 - iv. The Coordinator.
- C. Ensure the appeal decision-maker has been trained in accordance with the requirements of this grievance procedure.
- D. The appealing party shall have ten **[business OR school OR calendar]** days following the delivery of the notice of the appeal to submit a written statement in support of the appeal and challenging the outcome. The responding party shall have ten **[business OR school OR calendar]** days following the delivery of the appealing party's statement in support of appeal to submit the responding party's written statement in opposition to the appeal (and supporting the outcome that is the subject of the appeal). In the event the parties and the appeal decision-maker agree to a different briefing schedule (whether allowing more or less time), the time allowed to prepare a written statement shall be the same for all parties.
- E. Issue a written decision describing the result of the appeal and identifying the bases and rationale for the decision.
- F. Provide the written decision simultaneously to all parties.

Requirements of the Title IX Grievance Procedure

The following requirements apply to the conduct of the Title IX Grievance procedure set forth above.

1. **Equitable treatment of the parties:** At all times, both complainants and respondents shall be equitably treated by providing remedies to a complainant until a determination of responsibility for sexual harassment has been made against the respondent. No sanction or discipline may be imposed against the respondent unless and until the process required by this procedure has been completed. Until a final determination of responsibility has been issued only "supportive measures" may be initiated that are non-disciplinary or non-punitive and avoid burdening the respondent. Any and all final remedies, however, must be designed to restore or preserve equal access to the District's education program or activity. Such remedies may include the same individualized services described as "supportive measures;" however, following the decision, such remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent
2. **Objective evaluation of the evidence:** The formal grievance process involves an objective evaluation of all relevant evidence obtained, including evidence that supports the conclusion the respondent engaged in a violation of policy or procedure and evidence

that supports the conclusion the respondent did not. Credibility determinations may not be based solely on an individual's status or participation as a complainant, respondent, or witness.

3. **Lack of bias:** Any individual materially involved in the administration of the formal grievance process including the Coordinator, investigator(s), decision-maker(s) and appeal decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific complainant or respondent.
4. **Title IX training of District participating staff:** Any individual designated by the District as a Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, cannot have a conflict of interest or bias for or against complainants or respondents generally, or against any individual complainant or respondent. The District shall ensure that Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of "sexual harassment" set forth in this procedure, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The District shall ensure that Decision-Makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as required by this procedure. The District shall also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in this procedure. All materials used to train Coordinators, investigators, decision-makers, and any persons facilitating an informal resolution process, shall not rely on stereotypes based on gender, and must promote impartial investigations and adjudications of formal complaints of sexual harassment, and provide guidance therefor.
5. **Presumption of innocence:** The District presumes that the respondent is not responsible for the reported misconduct unless and until a final determination is made, in accordance with this procedure, that Policy 3085 or procedure 3085P prohibiting sex discrimination and sexual harassment has been violated.
6. **Promptness:** Investigations are completed promptly, normally within [30] [business OR school OR calendar] days, though some investigations may take longer, depending on the nature, extent, and complexity of the allegations; availability of witnesses; police involvement; and other factors.

The District shall make a good faith effort to complete the investigation as promptly as possible and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Notwithstanding the above, The District may undertake a delay in its investigation, lasting from several days to a few weeks, if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or a need for accommodations for disabilities or health conditions.

The District shall communicate in writing the anticipated duration of the delay and the reason for it to the parties and provide the parties with status updates if necessary. The District will promptly resume its investigation and formal grievance process as soon as feasible. During such a delay, the District will implement supportive measures as deemed appropriate.

District action(s) or processes may be delayed, but are not stopped by, civil or criminal charges involving the underlying incident(s). Dismissal or reduction of those criminal charges may or may not impact on the District's action(s) or processes.

7. **Description of sanctions.** The following describes the range of sanctions that may be implemented following a finding of responsibility.

Student Discipline: The following are the usual sanctions that may be imposed upon students singly or in combination:

- A. A warning;
- B. Required counseling;
- C. A required substance abuse treatment program;
- D. Exclusion from participating in extracurricular activities or other District programs/activities;
- E. Alternative placement;
- F. Suspension, which may be in-school, out-of-school, long-term, short-term, extended, or other suspensions;
- G. Expulsion (in compliance with I.C. § 33-205); and
- H. Other actions: In addition to or in place of the above sanctions, the District may assign any other sanctions deemed appropriate.

Employee Sanctions: Sanctions for an employee may include:

- A. A verbal or written warning;
- B. A performance improvement plan or management process;
- C. Enhanced supervision, observation, or review;
- D. Required counseling;
- E. Required training or education;
- F. Probation;
- G. Denial of pay increase or pay grade;
- H. Loss of oversight or supervisory responsibility;
- I. Demotion;
- J. Transfer;

- K. Reassignment;
 - L. Assignment to a new supervisor;
 - M. Restriction of professional development resources;
 - N. Suspension with pay;
 - O. Suspension without pay;
 - P. Termination (in compliance with I.C. § 33-513(5), in the case of certificated employees);
 - Q. Other actions: In addition to or in place of the above sanctions, the District may assign any other sanctions as deemed appropriate.
8. **Burden of proof.** When determining whether the respondent is responsible for violating Policy 3085 or Procedure 3085P by discriminating based on sex and/or for sexual harassment as defined herein, the decision-maker shall apply the **[preponderance of the evidence standard, which means the evidence proves on a more likely than not basis that respondent violated the policy or procedure OR clear and convincing evidence standard; which requires that the evidence proves there is a high probability that the respondent violated the policy or procedure.]**
9. **Appeals.** Any party may file a request for appeal in writing to the Coordinator within **[three to seven] [business OR school OR calendar]** days of the delivery of the notice of a final outcome.
10. **Supportive measures:** Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties. Supportive measures are designed to restore or preserve access to the District's education program or activity, including measures designed to protect the safety of all parties or the District's educational environment, and/or deter Title IX sexual harassment. Examples of supportive measures may include, but are not limited to:
- A. Referral to counseling, medical, and/or other healthcare services;
 - B. **[OPTIONAL: Referral to the Employee Assistance Program];**
 - C. Referral to community-based service providers;
 - D. Visa and immigration assistance;
 - E. Education of the school community or community subgroup(s);
 - F. Altering work arrangements for employees;
 - G. Safety planning;
 - H. Providing school safety escorts;
 - I. Providing transportation accommodations;
 - J. Implementing contact limitations, such as no contact orders, between the parties (note: allegations of violations of a no contact order will be investigated as collateral misconduct under this process);
 - K. Academic support, extensions of deadlines, or other course or program-related adjustments;
 - L. Emergency warnings;
 - M. Class schedule modifications, withdrawals, or leaves of absence;
 - N. Increased security and monitoring of certain areas of the school;

- O. [OPTIONAL: Add additional District-specific supportive measures here;]
and
- P. Any other actions deemed appropriate by the Coordinator.

11. **Recognition of privileges:** At no time during this grievance procedure may any evidence (whether through testimony or documents) be required, admitted, relied upon, or otherwise obtained by asking questions or admitting evidence that constitutes, or seeks disclosure of, information protected by a legally recognized privilege, unless the person holding the privilege has knowingly and freely waived the privilege.

12. **Recordkeeping;**

- A. The District shall maintain for a period of seven years records of:
 - i. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required where a hearing is held, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
 - ii. Any appeal and the result therefrom;
 - iii. Any informal resolution and the result therefrom; and
 - iv. All materials used to train Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website.
- B. For each response to a report of harassment or discrimination based on sex, the District shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it took measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a complainant with supportive measures, then the Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances (i.e., was not a result of sex discrimination). The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken or to be taken.

Title IX Grievance Procedure Definitions

The following definitions apply to the identified terms used in this procedure:

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to:

1. The District’s Coordinator; or
2. Any District official possessing the authority to institute corrective measures on behalf of the District; or
3. Any employee of the District.

Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Coordinator as set forth in this procedure.

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Under circumstances where a sexual assault is alleged by a student against an adult, non-student employee, the District does not recognize the defense of “consent,” however it is defined. Where the parties are both adults, however, the following definition of “consent” will apply: Consent occurs where there is a knowing, voluntary, and clear grant of permission, by word or action, to engage in sexual activity. Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged. Consent may be withdrawn. A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. It is a violation of policy if a respondent engages in sexual activity with someone who is incapable of giving consent, or is otherwise incapacitated.

“Incapacitation” occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing, informed consent. For example, they cannot understand the “who, what, when, where, why, or how” of their sexual interaction.

“Formal Complaint” means a document filed by a complainant, or signed by the Coordinator, alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the educational programs or activities of the District. A formal complaint may be filed with the Coordinator in person, by mail, or by electronic mail, or by using the contact information listed on the District’s website. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission, (such as by electronic mail or through an online portal provided for this purpose by the District,) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Coordinator signs a

formal complaint, the Coordinator is not a complainant or otherwise a party to this grievance procedure, and must comply otherwise comply with the requirements of this procedure.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. “Quid pro quo” harassment, which occurs when a District employee conditions the provision of a District benefit, service, or assistance on an individual’s participation in unwelcome sexual conduct;
2. “Hostile Environment,” which is defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to District education program or activity; or
3. Physical threats and attacks, including “sexual assault,” defined as forcible and non-forcible sex offenses as defined in the Clery Act, or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent in cases where either no formal complaint has been filed, or both before and/or after the filing of a formal complaint. Such measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work **[INCLUDE IF DISTRICT PROVIDES HOUSING: or housing]** locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, provided that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures. The Coordinator is responsible for coordinating the effective implementation of all supportive measures.

“Elementary school” and “secondary school” as used in this procedure refer to a local educational agency, as defined in the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act, a preschool, or a private elementary or secondary school, and include this District.

Revision of These Procedures

The District reserves the right to make changes to these procedures as necessary, **[OPTIONAL: Once those changes are posted online, they shall be in effect]**. If laws or regulations change or

court decisions alter the requirements in a way that impacts these procedures, this document shall be construed to comply with the most recent government regulations or holdings.

References: 34 CFR Part 106 Nondiscrimination on the Basis of Sex in Educational Programs or Activities Receiving Federal Financial Aid

Procedure History:

Promulgated on:

Revised on:

Reviewed on:



3

{{Full_District_Heading}}

STUDENTS

3085F

Notice of Investigation & Allegation Template

Note: May also be used for initial Interview Request

[DATE]

[ADDRESSEE (RESPONDENT AND PARENT/LEGAL GUARDIAN)
[MAILING ADDRESS OR (IF DELIVERED VIA EMAIL) EMAIL ADDRESS]

Dear [ADDRESSEE]:

On [DATE] the [NAME OF OFFICE] received a formal complaint from [COMPLAINANT] (“complainant”) alleging that you may have engaged in behavior that potentially violates District policy, including misconduct alleged on [DATE(S)] at [LOCATION(S)].

Specifically, it is alleged that you [APPROPRIATELY DETAILED DESCRIPTION].

This letter serves as formal notice that the District will be conducting a prompt, thorough, and impartial investigation of these allegations pursuant to the procedures detailed in the Policy 3085: [LINK]. The District’s Title IX Sexual Harassment Grievance Procedure is compliant with applicable federal and state law, including the 2020 Title IX implementing regulations. A copy of this notice has also been provided to the complainant.

Specifically, you are alleged to have violated the following provision(s) of the Policy 3085 Sexual Harassment, Discrimination and Retaliation Policy:

[ALL POTENTIALLY APPLICABLE POLICY SECTIONS]

[ALL POTENTIALLY APPLICABLE SANCTIONS THAT COULD RESULT]

You are considered “not responsible” for violating District policy, unless and until [a **preponderance of the evidence OR clear and convincing evidence**] proves that a violation of policy has occurred. The burden is on the District to gather evidence, investigate the allegations, summarize all relevant evidence in a final investigation report, and make a final determination of responsibility (subject to appeal). No determination of responsibility will be made until the conclusion of the process and after the parties have been given an opportunity to inspect, review, and respond to all directly related and/or relevant evidence obtained by the District.

Should the allegations need to be modified, or if additional allegations emerge over the course of this investigation, this office will provide you with an updated and revised Notice of Investigation and Allegations.

Below, you will find details included to ensure that the District process is transparent to you, so that you fully understand your rights and the District's procedures.

1. The District's applicable procedures can be found online at **[LINK]**. If you need a hardcopy or accessible copy of these procedures, you should direct a request to **[INDIVIDUAL OR DEPARTMENT]** with contact information.
2. You are expected to preserve any evidence in your possession related to the allegations. Examples include, but are not limited to, screenshots of social media posts or electronic conversations (e.g., Snapchat, Facebook Messenger, WhatsApp, TikTok, text messages, etc.), written communication, audio or video recordings, photos, receipts, call logs, or any other relevant information.
3. Please plan to bring all evidence, documents, and items that you believe will be helpful to the investigator(s) to your interview or provide them beforehand. Originals are preferred to copies, and all materials should be in unaltered form. Expect that you will be asked to verify the accuracy and authenticity of evidence you provide. If information is stored on an electronic device (e.g., cell phone) it is recommended that you be able to show the device itself to the investigator(s) during the interview.
4. You may not record any meetings pursuant to this process. Doing so is a violation of Procedure 3085P. The District will record or transcribe proceedings, and those recordings or transcriptions will be made available to you.
5. Breaks are permitted during the interview, upon request.
6. You should plan to be available for the interview for at least **[LENGTH OF TIME]**.
7. You may bring materials into the interview that are relevant to the investigation, but no other materials, bags, backpacks or personal items are permitted. Your phone should be silenced if you will have one with you.
8. You will be permitted to ask questions of the investigator(s), and should be prepared for them to ask many questions of you. Your honesty and cooperation are expected. You are expected to maintain decorum during the interview and to respect the serious nature of the proceedings.
9. The District cannot obligate you to participate in the interview. If you do not intend to attend, please notify **[PERSON]** at **[CONTACT INFORMATION]**.
10. Your rights in the process are detailed throughout the District's procedures.

Investigation and Interview

[INVESTIGATOR(S)] has/have been assigned to this matter. The investigator(s) are neutral professionals whose role is to objectively collect and compile all available information relevant to the allegations and compose a thorough, detailed investigation report. They will be **[taking notes AND/OR recording]** during the interview. A summary or transcript of your interview will be provided to you following the interview and you will be asked to verify its accuracy, in writing; to the investigator(s).

If you have any questions regarding the qualifications or training of the investigator, please feel free to contact me directly. Similarly, if you have a concern that the investigator is potentially biased or has a conflict of interest, you must raise that issue with me prior to your scheduled interview.

At this time, we ask you to schedule an interview with the District's investigator(s). Two suggested times that work for an appointment to interview you are below, and we have already checked to make sure that these times work with your class schedule. Please contact the investigator(s) at **[CONTACT INFORMATION]** to confirm which of these times work best for you.

1. **[OPTION 1]**
2. **[OPTION 2]**

[SPECIFY ANY MEETING PROCEDURES OR CONDITIONS IF THE STUDENT/EMPLOYEE HAS BEEN SUBJECT TO EMERGENCY REMOVAL.]

**[ONLY INCLUDE IF ISSUING A NO CONTACT ORDER BETWEEN THE PARTIES:
No Contact Order**

Effective immediately, I am instituting a no contact order that prohibits you and the complainant from having direct or indirect contact with one another. This information will also be provided to the complainant and other appropriate officials as needed. This order is not a determination that Policy 3085 has been violated. If you have questions or concerns about the no contact order, please contact me.]

Advisors

You have the right to an advisor of your choosing, who can be an attorney, to accompany you to all meetings, interviews, and hearings and to assist you in this process. **[OPTIONAL: If you would prefer that the school/district appoint a school/district-trained advisor for you, please let me know as soon as possible.]** Upon request, a pre-interview meeting between you, your advisor, and the investigator(s) to explain the District process and answer any questions may be arranged by contacting the investigator.

Retaliation

This letter also serves as a reminder that District policy prohibits retaliation, as defined in Procedure 3085P. Retaliation exists when an individual harasses, intimidates, or takes other adverse actions against a person because of that person's participation in an investigation or because of their support of someone involved in an investigation.

The District will impose sanctions on any faculty, student, or staff member found to be engaging in retaliation, and on individuals who encourage third parties to retaliate on their behalf.

If you experience any retaliation, please contact me immediately.

False Statements and/or False Information

Please also be reminded that Procedure 3085P prohibits making false statements and knowingly providing false information in the course of a District grievance process.

To ensure that the investigator(s) can obtain as much accurate and objective information about this matter as possible, please do not suggest to any witness that they distort or align their accounts.

Should it be alleged that you have violated these rules, the District reserves the right to address those allegations inside of this process or to address the allegations as a separate matter pursuant to Procedure 2085P.

Confidentiality

You have the right to discuss this matter with your advisor and others, but the District will conduct this investigation confidentially, meaning that it will only share information as permitted or required by law. The District asks for your discretion in what you choose to share and hopes that you will respect the private and sensitive nature of these allegations. The complainant has been provided with the same information.

Campus Resources

I understand that receiving this notice may result in many questions and potential distress. I encourage you to avail yourself of any of the following resources that you may find helpful as you work to resolve this matter.

OPTIONAL: Counselor

{SERVICES PROVIDED AND CONTACT INFORMATION}

{ANY OTHER INTERNAL OR EXTERNAL APPLICABLE SUPPORTIVE SERVICES}

{DESCRIPTION OF SERVICES PROVIDED AND CONTACT INFORMATION}

Disability Services

If you or another individual needs reasonable accommodations due to a qualifying disability in order to fully and meaningfully participate in this process, please contact [OFFICE] at [PHONE NUMBER] prior to any meeting or interview in which reasonable accommodations may be needed.

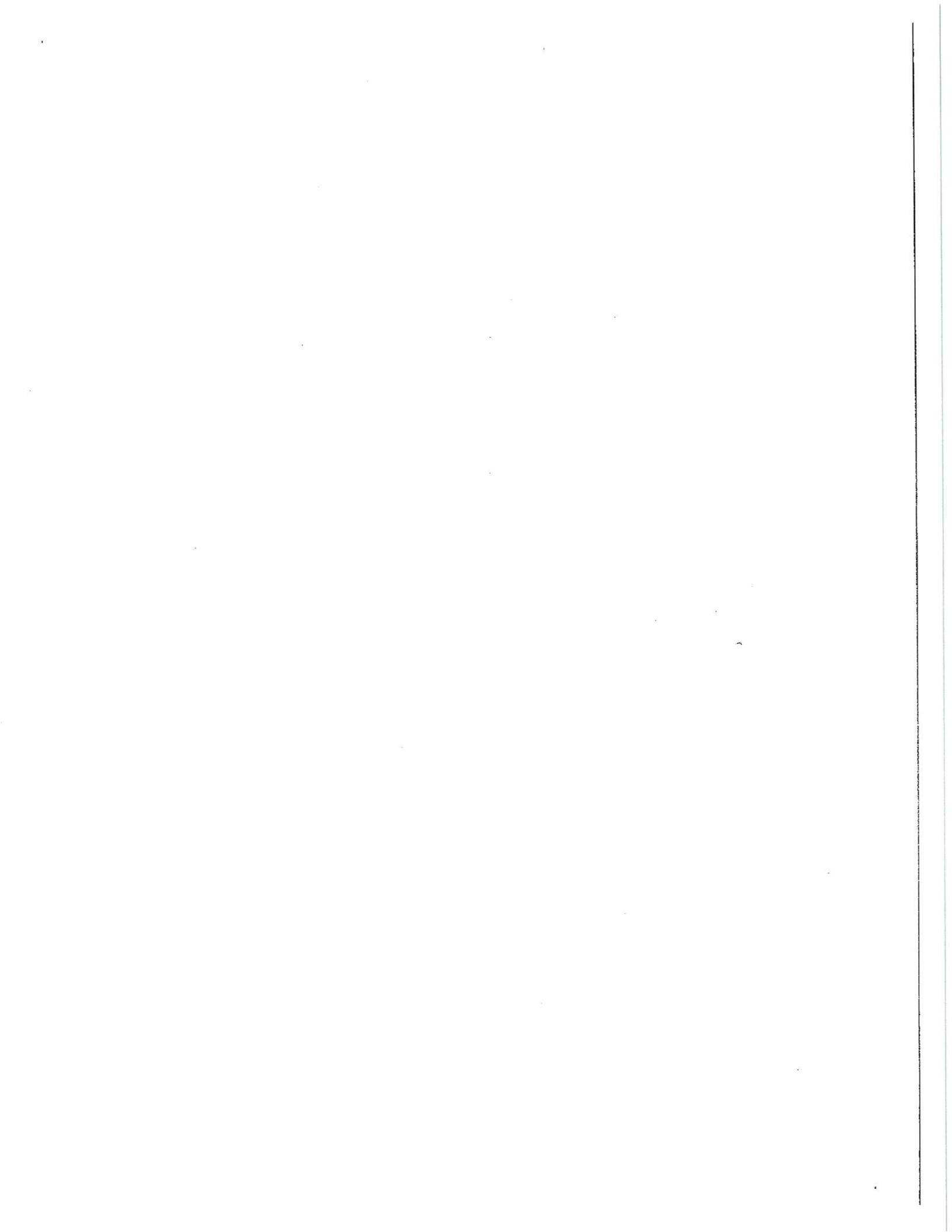
Should you have any questions about the process and/or the interview, please contact your investigator(s) for this matter at [PHONE NUMBER] or [EMAIL ADDRESS].

Sincerely,

[NAME]

Title IX Coordinator

[CONTACT INFORMATION]



4

{{Full_District_Heading}}

STUDENTS

3085F2

Sexual Misconduct Reporting Form for Students

School _____ Date _____

Student's Name _____

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

Who was responsible for the harassment or incident(s)? _____

Describe the incident(s): _____

Date(s), time(s), and place(s) the incident(s) occurred: _____

Were other individuals involved in the incident(s)? yes no

If so, name the individual(s) and explain their roles: _____

Did anyone witness the incident(s)? yes no

If so, name the witnesses: _____

Did you take any action in response to the incident? yes no

If yes, what action did you take? _____

Were there any prior incidents? yes no

If so, describe any prior incidents: _____

Signature of complainant _____

Signatures of parents/legal guardian _____

Revised 5/3/21, 4/25/22 one review by Janice, highlights need looked at again.

Garden Valley

Parent/Student Handbook

For Elementary School

2022-2023



This is a summarization of our district policy. For more detailed information, please visit our website at www.gvsd.net or call the Principal.

Garden Valley School District provides a quality education through shared responsibility in a safe supportive environment for all students to meet the challenges of a global society.

We are "Committed to Excellence," and we work hard to make the site a primary source for timely information for all users, and a main gateway for improved communication between parents, teachers, students and other members of our community.

The mission of the Garden Valley School District is to provide educational excellence, allowing students to succeed in an ever-changing, technological world.

Mission Objectives:

Respect
Responsibility
Commitment
Integrity

The Wolverine Way

Respect

The Golden Rule

Treat Others the Way You Want to be Treated

Responsibility

Own It All

Attitude-Behavior-Academics-Language

Commitment

Grit

Dig Deep and Get it Done!

Integrity

Be a Good Human

Honest-Positive-Safe-Trustworthy



Be Brave..... Be Strong.....Be a Wolverine!

Student Handbook

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Welcome to Garden Valley Schools!

We are so pleased to have you involved in our school. We are proud of our academic achievement, and our accepting culture. We have a great staff, motivated students, and we are grateful to live in such a fantastic community. Here are some details about our Elementary School.

Who's Who at Garden Valley Elementary School

Garden Valley School Board

Zone	Name, position	Email
Zone I	George Simpson, Vice Chair	gsimpson@gvdsd.net
Zone II	Skye Davis, Chair	sdavis@gvdsd.net
Zone III	Morris Morgan, Treasurer	mmorgan@gvdsd.net
Zone IV	Alicia Hunt, Trustee	ahunt@gvdsd.net
Zone V	Robert Murray, Trustee	rmurray@gvdsd.net

Staff Members

Position	Name	Phone Ext.	Email
Superintendent	Randy Thompon	1020	
Principal		1015	
Counselor		1014	
SRO	Josh Ward	1012	joshward@gvdsd.net
Administrative Assistant	Stephany Corn	1019	scorn@gvdsd.net
Attendance/Registrar	Janelle Shannahan	1010	jshannahan@gvdsd.net
Business Manager	Lydia Callaway	1011	lcallaway@gvdsd.net
Food Service Director	Debbie Updike	1021	dupdike@gvdsd.net
Nurse		1061	
Maintenance Director	Dave Bohandy	1017	dbohandy@gvdsd.net
SpEd Director	Kelsey Williams	1016	kwilliams@gvdsd.net
Technology	Kevin Hennessy	1081	khennessy@gvdsd.net
IDLA/ Librarian	Melea Hileman	1018	mhileman@gvdsd.net
Elementary Teachers	Hannah Mitchell, Kindergarten	1051	
	, 1 st Grade	1052	
	Kim Grigg, 2 nd Grade	1053	
	, 3 rd Grade	1054	
	, 4 th Grade	1055	
	, 5 th Grade	1056	
K-12 Teachers	Kea Loveland, Music	1065	kloveland@gvdsd.net
	Kyle Johnshoy, PE	1083	kjohnshoy@gvdsd.net
	Michelle Robinson, Art	1070	mrobinson@gvdsd.net
	Dominica Mathiason, SpEd	1016	dmathiason@gvdsd.net

Harlow's Bus Company Phil Dixon 462-5085 phil.dixon@harlowsschoolbus.com

Academic Concerns

If there is a concern about the achievement of a student, the first step is to contact the student's teacher. If there are additional concerns, please schedule a meeting with the teacher and principal. If you are still not satisfied, please contact the school Superintendent.

Attendance (GVSD Policies 3050 & 3050P)

We are asking parents to send a note or call school for every absence.

If a child is arriving late or leaving early, communication with staff is required. The staff wants to work closely with parents to lessen the number of days missed from school. When students miss excessive amounts of school and fall behind, they become stressed.

The following are some tips that parents can use to prevent excessive absences.

1. Plan ahead for appointments. Make them locally so that the child can return right away to school or make them on Fridays or during vacations.
2. Communicate with the teacher in writing if you know an unavoidable absence is coming up. This allows the teacher the extra planning time needed to optimize the student's learning.
3. Teach children healthy habits, washing hands thoroughly, covering their mouths when coughing or sneezing, etc.
4. Plan recreational activities or family activities on Fridays, weekends, or during vacations.
5. Set several alarms and keep to a routine in the mornings to avoid arriving late.
6. Set and maintain a regular bedtime.

The staff will do the following for you to help with attendance:

1. A courtesy call will be made to your house if your child does not arrive at school and you have not arranged for an absence.
2. We will encourage good attendance in each classroom.
3. Teach good health habits and encourage their use in the classrooms.
4. Work with students to help them achieve skills missed while away from school.
5. Keep in communication with parents when a child starts to accumulate absences.
6. Keep our own absences from class to a minimum to assure the best learning situation for your child.
7. Be prepared and ready to greet your child when they arrive at school.

Attendance Awards

Perfect Attendance Awards will be given for students who have not missed any days in the school year. Faithful Attendance Awards will be given for students who have missed three or fewer days in the school year.

Excused Absence

This district recognizes that time on task is very important to the student's education. Students are required to be in attendance at school at least ninety percent of the time that school is in session during each semester. The board may deny the promotion to the next grade for any student who is not in school at least ninety percent of the days that school is in session. Absence from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Students will be allowed to make up missed work. They will be given one day per day absent to make up work. Absence due to school-approved activities will not be counted against the student. Students are allowed no more than 14 days per year.

Unexcused Absence

Any student absent without the consent of the school, parent, or guardian shall be considered truant.

Tardiness

Three (3) tardies equal one (1) absence. This absence will be counted towards the total allowed per student. Tardiness is recorded if the child arrives ten minutes late to class. Early release is the same as late arrival.

Awards

Quarterly awards will be given for students with outstanding attendance and behavior. Special end of the year awards are given to recognize good attendance, citizenship, scholastic achievement, creativity, and academic progress.

Grade 5

Academic Achievement

High Honor Roll

Honor Roll

All grades

Faithful Attendance

Perfect Attendance

Creativity

Citizenship

Most Improved

Specials Teachers will make awards to high achieving students in each area.

Books and equipment

Each student is responsible for all books and equipment issued to them. If an item issued to a student is misplaced, stolen, or damaged, the student will be required to pay for the replacement of the item. If you are issued damaged items, make sure the instructor notes the condition in their inventory sheet at the time you are issued the item.

Bullying, Hazing, Harassment, Intimidation, Etc.

Bullying will not be tolerated in any form.

Two simple rules will keep you from being a bully. Keep hands, feet, and objects to yourself and if you can't say something nice, don't say anything at all. Teasing can be a form of bullying or harassment. Please note the following conditions that may be apparent in a bullying situation.

- ★ Intent to harm by the perpetrator
- ★ Intensity and duration
- ★ Abuse of power
- ★ Vulnerability of the victim
- ★ Isolation and lack of support for the victim
- ★ An innuendo of unwanted sexual attention
- ★ Consequences and behavior change for the victim

If you feel that you or someone else is experiencing any of these situations, please contact a teacher, counselor, or an administrator to help you follow the complaint procedure. See form 3290F in our board policy manual.

Bussing

Any student who rides the school bus is required to abide by the district school bus policy. Harlow's Bus Company provides the school bus rules at the beginning of the year. Copies of the bus policy are available at the school district office. A note signed by the parent or guardian will be required any time your child needs to be released at a different bus stop than normal.

Cell Phones

Elementary students are not supposed to have cell phones during the school day. If it is necessary for your child to have a cell phone at school, they will be asked to turn them off and place them securely in their backpack. The school is not responsible for lost or misplaced cell phones.

Cheating

It is the philosophy of Garden Valley School to encourage good study and work habits and to encourage students to be prepared for class assignments and/or tests. In regards to this philosophy, Garden Valley School has a "Zero Tolerance" policy for cheating. **Students who are caught cheating will be required to do "replacement work" as required by the teacher to make up for the assignment that was not completed properly.**

Conferences

Conferences should be scheduled during a teacher's prep period or immediately following the close of the school day. Parents should telephone or email their child's teacher to schedule appointments for parent-teacher conferences. In case questions or complaints are not resolved, the Principal should be contacted. **Regularly scheduled conferences will be organized at the end of 1st and 3rd quarter.**

Complaints

If you have a complaint, please follow the subsequent procedures.

STEP 1: Take your problem to the person closest to the source. Example: Your child claims he has been "kicked out of class" because of the actions of another child. Step one would be to go to the teacher for clarification.

STEP 2: Request a meeting with the Principal. Present a written copy of the complaint and your proposed remedy. Example: Your meeting with the teacher was unsatisfactory. Step two would be to call the office and ask to meet with the Principal.

STEP 3: Request a hearing with the Superintendent. Present a written copy of the complaint and your proposed remedy to the Superintendent. Example: Your meeting with the teacher and the Principal were both unsatisfactory.

STEP 4: Request a hearing with the School Board. Example: After meeting with the teacher, the Principal and the Superintendent, you feel that your concerns have not been addressed. Step four is to present a written copy of the complaint and your proposed remedy to the Clerk of the Board and request a hearing in Executive Session before the School Board.

We would like to resolve all problems at the lowest level and as promptly as possible.

Computer Use

Students will be allowed to access computers and the Internet unless parents deem they should not. Students who access information that is deemed unacceptable will forfeit their privileges as described in School Policy. **School computers and the Internet will be used for educational purposes only.** The "GVSD Internet Use Agreement" is included in the handbook and is also located on the school webpage.

Daily Schedule

Students may enter	7:30
Breakfast in the classroom	7:45
Class begins	8:05
Recess/ Lunch Times	11:30 – 12:10

All students dismissed times)

3:49 (Elementary classes have separate release

*****PLEASE DO NOT DROP CHILDREN OFF PRIOR TO 7:30am.

Deliveries

If it is ever necessary to bring something to school to be given to a student, please drop it off at the front desk so it can be delivered to the student so that there is the least amount of disturbance or negative impact on the classroom learning environment.

Discipline

Levels of Behavior and Potential Consequences

Level 1 Teacher/Staff Managed	Level 2 Teacher/Staff Managed	Level 3 Administration Managed	Level 4 Administration Managed
Impacts only the student	Effects the learning of others.	Negatively effects orderly Environment	Harmful/Illegal behavior
<i>Examples</i> Playing on desk Not listening Being off task Whining Leaning back in chair Not having a pencil Not taking responsibility Not in line Copying behaviors Crawling on floor Breaking pencils Not following directions Tardiness	<i>Examples</i> Talking out Visiting/talking Inappropriate noises Poking others Touching Distracting others Throwing food Minor disrespect Minor inappropriate language Non-compliance	<i>Examples</i> Major disrespect Cheating Chronic level 2 behaviors Truancy Fighting/Aggression (Minor) Leaving school grounds Temper Tantrum Vandalism Forgery Spitting on others Dress code	<i>Examples</i> Vaping/Illegal substance Alcohol Bullying/Harassment Fighting/ Aggression (Major) Weapons Throwing furniture Sexual behaviors
<i>Ideas for Controlling Behavior</i> -Verbal Warning -Proximity -Discussion -Eye Contact -High levels of supervision -Pre-teach expectations -Re-teach school rules/expected behavior -Link reward to expected behavior	<i>Ideas for Controlling Behavior</i> -Verbal Warning -Proximity -Discussion -High levels of supervision -Eye Contact -Pre-teach expectations -Re-teach school rules/expected behavior -Link reward to expected behavior - Consult with team and or Counselor to develop behavior management ideas if behavior.	<i>Ideas for Controlling Behavior</i> -Verbal Warning -Proximity -Discussion -High levels of supervision -Eye Contact -Pre-teach expectations -Re-teach school rules/expected behavior -Link reward to expected behavior - Consult with team and or Counselor to develop behavior management ideas.	<i>Ideas for Controlling Behavior</i> -Verbal Warning -Proximity -Discussion -High levels of supervision -Eye Contact - De-escalation techniques -Pre-teach expectations -Re-teach school rules/expected behavior -Link reward to expected behavior - Consult with team and or Counselor to develop behavior management ideas.
<i>Consequences May Include:</i> -Time out in room - Parent Contact -Detention with Teacher -Moving seat - Loss of Privileges	<i>Consequences May Include:</i> -Time out in room - Parent Contact - Parent/Admin/Student conference - Detention with Teacher	<i>Consequences May Include:</i> -Time out in room - Parent Contact - Parent/Admin/Student conference - Detention with Teacher or	<i>Consequences May Include:</i> -Time out in room - Parent Contact - Parent/Admin/Student conference - Detention with Teacher or

<u>Office Referral Form</u> Students should only be referred for these behaviors AFTER AT LEAST three reteaching opportunities have occurred unsuccessfully and three consequences have been applied with no results. This then becomes a Level 2 or possibly Level 3 behavior.	- Behavior Contract - Loss of Privileges	Admin - Behavior Contract - Loss of Privileges - Suspension - Reteaching activity with Counselor - Additional consequences as outlined in policy.	Admin - Behavior Contract - Loss of Privileges - Suspension - Reteaching activity with Counselor -Referral to Law Enforcement - Additional consequences as outlined in policy.
	<u>Office Referral Form</u> Please complete form at the earliest possible time not to exceed 30 minutes after the incidence.	<u>Office Referral Form</u> Please complete form at earliest possible time not to exceed 30 minutes after the incidence.	<u>Office Referral Form</u> Please call office so student can be escorted to administration or to officer WARD IMMEDIATELY and ODR must be completed IMMEDIATELY.

For more severe discipline:

Suspension

This can be an in-school or out-of-school removal from the classroom. In-school suspensions may require the student to spend work time in another classroom, the office or other supervised area. Students will be expected to do academic work during all in-school suspensions. Out-of-school suspensions may be made when the student is disruptive to the learning environment or the actions prompting the consequence may be a poor influence on other students. Fighting will result in OSS for at least one school day. Depending upon the severity of the fight, longer out of school suspensions may be issued by the Principal.

Expulsion

A final action to be taken when all else has failed will be expulsion from the school or if a No Tolerance policy has been violated. This action will require the Board of Trustees approval.

Dress Code

Students shall practice good hygiene, grooming and dress, which are socially acceptable to the parents, teachers, and fellow students. No student's appearance shall distract from the educational process. Clothing, jewelry or accessories shall be safe. Clothing displaying offensive comments, references to drugs, tobacco, or alcohol is not acceptable. Students will be allowed to wear long shorts that are fingertip length or longer. No bare midriffs are allowed. Clothing should be neat and clean and well maintained. Students who wear clothing that is too short and revealing will be sent to the office to call home for more appropriate clothing. All shirts must be three fingers wide at the shoulder. Please refer to board policy 3260 for more details.

Enrollment Requirements

Minimum school age requirements in the state of Idaho mandate students must be 6 years of age prior to September 1st of the given school year for students entering 1st grade and 5 years of age prior to September 1st of the given school year for students entering kindergarten. Students entering

Garden Valley Elementary must provide a birth certificate, proof of enrollment, and immunization records (or an appropriate waiver). Here are the immunization requirements:

Required Shots for School	MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY BY GRADE		
	Kindergarten ¹ - 6 th Grade	7 th Grade - 11 th Grade	12 th Grade
Children born after September 1, 1999 through September 1, 2005 must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B (1) Tetanus, Diphtheria, Pertussis (Tdap) (1) Meningococcal (MenACWY)	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B (1) Tetanus, Diphtheria, Pertussis (Tdap) (2) Meningococcal (MenACWY)⁵
Children born after September 1, 2005¹ must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (4) Polio ³ (3) Hepatitis B (2) Varicella (Chickenpox) ⁴ (2) Hepatitis A	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (4) Polio ³ (3) Hepatitis B (2) Varicella (Chickenpox) ⁴ (2) Hepatitis A (1) Tetanus, Diphtheria, Pertussis (Tdap) (1) Meningococcal (MenACWY)	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (4) Polio ³ (3) Hepatitis B (2) Varicella (Chickenpox) ⁴ (2) Hepatitis A (1) Tetanus, Diphtheria, Pertussis (Tdap) (2) Meningococcal (MenACWY)⁵

1. Preschool children need only be age-appropriately immunized with the required vaccines.
2. DTaP: The 5th dose is not necessary if the 4th dose was administered at age 4 years or older **and** at least 6 months after previous dose.
3. Polio: The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older **and** at least 6 months after previous dose. For children born after 9/1/2005, at least one dose of polio should be given at age 4 years or older and at least 6 months after the previous dose.
4. Varicella: History of chickenpox disease documented by a physician or licensed health care professional meets the requirement.
5. Children should have one dose of meningococcal (Men ACWY) vaccine before the 7th grade. A second dose of Men ACWY is required prior to admission into the 12th grade. However, if a child received their first Men ACWY vaccine at age 16 years or older, no additional MenACWY doses are needed for 12th grade admission.

Fire, Lock Out, and Lock Down Drills

Various drills will be conducted throughout the year. The expectation is that students will remain QUIET and complete the drill QUIETLY. You can visit iloveyouguys.org for additional information, but here is a brief description of the protocols we use:

Lockdown:

How: We initiate this by announcing, "Lockdown, Locks, Lights, Out of Sight."

Why: We implement this protocol when there is a threat or hazard INSIDE the building, which *could be* dangerous for our students and staff.

Instruction to parents and families: Please remain calm and wait for further information from the school and or law enforcement.

Lockout:

How: We initiate this by announcing, "Lock out, Everyone Must Stay Inside."

Why: We implement this protocol when there is a threat or hazard OUTSIDE the building, which *could be* dangerous for our students and staff.

Instruction to parents and families: Please remain calm and wait for further information from the school or law enforcement.

Evacuate:

How: We initiate this by using an alarm system (Fire Alarm).

Why: We implement this protocol when there is a hazard inside the building that requires us to evacuate.

Instruction to parents and families: Please remain calm and wait for further information from the school. If reunification is necessary, we will contact you.

Shelter:

Why: We implement this protocol when there is a hazard inside the building that requires us to take shelter.

Instruction to parents and families: Please remain calm and wait for further information from the school. If reunification is necessary, we will contact you.

Hold:

How: We initiate this by announcing, "HOLD, Please hold in the classroom."

Why: We implement this protocol when there is a situation that is better for our students if they were to remain in classrooms.

Fundraising Activities

Fundraising activities conducted by a class or school sponsored club, team, or association must be approved by the Principal before the activity is conducted. A Fundraising Request Form must be completed and submitted to Stephany Corn and approved by the Principal at least two weeks prior to the fundraising event. All money raised by the fundraising will be turned in immediately or next working day to Stephany Corn for deposit in the individual class account.

HOMEWORK

- Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students.
- Homework is defined as a worthwhile use of time outside regular school hours to practice, maintain, complete, make-up, or enrich classroom activities. It is also meant to help develop independent study habits and appreciation for the value of learning.
- Some days students are given time to work in class on these assignments. Therefore, the amount of homework fluctuates. Students may also have more homework, if they failed to work diligently in class and/or failed to complete their work.

Suggestions for Parents:

1. Provide a regular time for homework. Short periods of concentration are better than long periods of "messaging around." You and your child can decide together about the best time. After dinner and before television is often a good time. Consistency is the key.

2. Provide a place for students to work with minimal distractions and needed materials (paper, pencil, ruler, dictionary, etc.). This can be as simple as a kitchen table with a box for school supplies.
3. Reward children for doing their job. This can be praise, watching television, playing a game with you, etc. Remember, they get tired too, and learning is not always easy. A little reward can help.
4. Stop when children get overly frustrated. The most important thing is to make learning and school work a positive experience.
5. Again, communicate concerns/questions to your child's teacher. Most parents feel uncomfortable doing this, but our teachers truly welcome your feedback.

Honor Roll

Students in 5th grade will participate in honor roll. Students who have a 3.0 or better grade average for the quarter make the honor roll. A 3.5 average is further recognized as high honor roll. Students with all A's are also given special recognition. Seven subjects are used to figure the honor roll. They are Reading, English, Math, Science, Social Studies, Health and Spelling. Students with any Ds or Fs cannot make the honor roll.

Inclement Weather/ School Closure

It should always be assumed there will be school in session. In the event the school needs to be closed on a regularly scheduled school day because of excessive snow, power outages, etc. the administration will make every effort to get the word out via public media. We will attempt to make contact via text message, email, automated phone call, our website, and/or social media. It is important that parents make sure their contact information is updated in our system to ensure connectivity.

IMPORTANT NOTICE TO PARENTS CONCERNING STUDENT INJURIES

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

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

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

Lost And Found

Please check with the office or container by the teacher's lounge for lost and found items before school, on your lunch hour or after school.

Nurse/ School Health Program

_____ is our school nurse. ~~She will be here on Mondays and Wednesdays from 8 to noon and Tuesdays and Thursdays from noon to 4pm.~~ If you have questions about immunizations or screenings, please feel free to call her.

Prescription Medicine

In order for staff to dispense prescription medicine, parents need to provide the bottle with the child's name on it as prescribed by the doctor. It has to be a current prescription. We also need to have a completed form, 3510F(2), and a Parent Delegation of Medical Procedures form filled out and on file.

Over the Counter Medication

For this medicine to be dispensed at school, parents need to provide a written letter with specific instructions on how to administer the medicine to their child. For Ibuprofen, parents can give permission for staff to administer as needed.

SICK CHILDREN

Should your child become ill at school and is too sick to stay in the classroom, he/she will be brought to the office. Staff will attempt to contact parents, guardians, or emergency contacts until someone has been reached. Please assist your child, and us, by keeping this emergency information current. Students with a temperature over 100 degrees will be sent home.

Playground Rules

- ★ No fighting or play fighting.
- ★ Rocks and wood chips stay on the ground.
- ★ Treat others with respect.
- ★ Keep hands, feet and objects to yourselves. No pushing, tripping, hitting, spitting, or picking up other students.
- ★ Use appropriate language. Swearing, crude or demeaning language will not be tolerated. (No verbal bullying or taunting!)
- ★ Respond to any playground monitor's requests quickly and without arguing.
- ★ No tag or pushing on the big toy or rocks.
- ★ Stay within sight of the playground monitors. Do not go around the building or out of the designated playground area.
- ★ Students are not allowed in the building at recess except for restroom use or for make-up work purposes.
- ★ No kicking balls over the building roofs or at people.
- ★ Feet first down the slide, no walking on the slide.
- ★ No electronics, toys, or trading cards allowed at recess.
- ★ No tackle football.
- ★ First time offenders will be reminded of the rules.
- ★ Repeat offenders will leave the activity, have time out from recess or be sent off the play-ground for a refocus or additional discipline.
- ★ Teachers will be notified of repeat offenders on a daily basis so they can encourage and support better playground behavior.

- ★ Severe problems with profanity, physical contact or disrespectful behavior will result in immediate removal from the playground and further discipline.
- ★ During the winter months or storms adults in charge of recess will monitor weather conditions. Adults will require students to have appropriate winter clothing. If the weather is severe, no outdoor recess will be held.

Snow Rules

No throwing snow.

No playing "King of the Hill" on piles of snow

Bathroom Rules

Only 2 boys and 2 girls will be allowed to go to the restroom at one time. There will be 2 clips for each on the clipboard. Once a student returns from the restroom, they will place the clip back on the clipboard. The Playground Monitor will have the clipboard.

Classroom teachers will review the rules several times over the course of the year.

Report Cards

Students in K-4th grade will receive a standards based report card while students in 5th will receive letter grades. Here is the way the grades will be calculated:

The following numbers will be assigned for Standards Based:

4 = Exceeds Standard 3 = Meets Standard 2= Making Progress 1= Below Standard

The following letters are used for course grades:

A - Extraordinary	90 - 100%
B – Above Average	80 - 89%
C – Average	70 - 79%
D - Passing	60 - 69%
F - Failing	Below 60%
P - Pass	Satisfactory

Release of Students during the Day

In order for students to leave during the school day, parents must sign their child out with the office on the clipboard.

School Fees

Hot Lunch Fees (includes milk & salad bar)

MS/ HS Students(6-12)	\$3.15
Elementary Students(K-5)	\$3.00
Preschool Students	\$3.00
Reduced Lunch	\$.40
Adult Lunch	\$4.45
Salad Bar Only	\$3.35
Breakfast	FREE
Add'l Breakfast	\$2.60
Adult Breakfast	\$2.60
Extra Milk	\$.50

Activity Cards

HS & MS Activity Card	\$20.00
Elementary Activity Card	\$5.00
Family Activity Card	\$90.00
Adult Single Activity Card	\$50.00

*Discount will be given at the gate for college students with a school ID card.

Yearbook

High School	\$35.00
Middle School	\$18.00

School Records

The school office maintains a complete record of a student's activities in school. Reports from teachers, tests, attendance, grades, discipline, and other personal history data are filed in the individual student folders and archived in our student data management system. Upon request, the counselor will review your child's records with you. POLICY #3570 deals with student records and The Family Educational Rights and Privacy Act, copies can be obtained through the main office.

SCHOOL RULES

Students, staff and visitors to Garden Valley School will:

- ★ Take responsibility for their actions.
- ★ Show respect for themselves and others.
- ★ WALK in the halls and building.
- ★ Demonstrate appropriate behavior and language at all times.
- ★ Do not mark or destroy school or personal property.
- ★

Special Arrangements

It is expected that students will bring a note when a parent needs to contact the school about making special arrangements for their child in regards to after school plans, etc. While we understand that occasionally things happen that make it necessary for a phone call during school hours, it is best if these arrangements are made prior to the school day. Please make every effort to have plans made ahead of time and notes written to avoid the potential of a student not getting where they need to go. The bus company prefers notes written with parent signatures for students who are not getting let off at their primary stop.

Specials, Art, Music, PE

ART

We have an art teacher who will be teaching students art in her classroom.

MUSIC

Kindergarten through fifth grade students will attend music class at least once a week. Students will be exposed to a variety of music. Instruction will be provided in the areas of singing and musical instruments. Students will have the opportunity to perform in two concerts during the school year.

PHYSICAL EDUCATION

Students will be participating in regularly scheduled P.E. classes. They will need to wear athletic shoes (sneakers) and appropriate loose fitting clothing to get the most from these classes. Students who are unable to participate in P.E. classes for medical reasons must provide the instructor with a written excuse from a doctor. If the student is unable to participate in class for personal reasons a note from his/her parent/guardian must be provided. After three (3) absences from class a conference will be scheduled with the parent/guardian, student-instructor and member of the administrative team to discuss and develop a solution for the student's continued participation in physical education classes.

Telephone

Telephones are for school personnel only, during classroom hours. Students may use the office phone with permission from the office personnel. Students may use phones in rooms only with permission from the teacher.

Testing

Students will participate in various forms of standardized testing. See the principal for further details.

IRI: Kindergarten through 3rd graders

ISAT, Math and ELA: 3rd through 10th graders

ISAT, Science: 5th, 8th, and 11th graders

Toys

Children may bring toys or games for show and tell only. No electronic devices or trading cards are to be brought to school unless special arrangements have been made with their teacher. All confiscated toys or devices will be kept in the office. We will not be responsible for lost or stolen toys or electronics.

Visitors and Conduct on School Property

All visitors must check in with the office as per district policy, 4140. If you would like to volunteer, please make prior arrangements with the teacher. For assistance, please contact the main office. Students who are not enrolled at the school and are visiting friends must have a visitor's pass from the office. Parents are encouraged to visit; we ask that they too check with the office prior to visiting classes.

All persons who visit school property during school hours, for sporting events, or any other time, must abide by the following expectations.

No person shall:

- Consume, possess, or be under the influence of alcohol
- Harass, intimidate, or injure a teacher, coach, student, school board members, coach, or any other person
- Impede, delay, or disrupt a school activity or function
- Smoke or otherwise use tobacco products
- Engage in risky behavior including roller blading, skateboarding, etc.
- Damage or threaten the school or another's property

Garden Valley

Parent/Student Handbook

For High School & Middle School

2021-2022



This is a summarization of our district policy. For more detailed information, please visit our website at www.gvsd.net or call the Principal.

Garden Valley School District provides a quality education through shared responsibility in a safe supportive environment for all students to meet the challenges of a global society.

We are "Committed to Excellence," and we work hard to make the site a primary source for timely information for all users, and a main gateway for improved communication between parents, teachers, students and other members of our community.

The mission of the Garden Valley School District is to provide educational excellence, allowing students to succeed in an ever-changing, technological world.

Mission Objectives:

- Respect
- Responsibility
- Commitment
- Integrity


The Wolverine Way

Respect
The Golden Rule
Treat Others the Way You Want to be Treated

Responsibility
Own It All
Attitude-Behavior-Academics-Language

Commitment
Grit
Dig Deep and Get it Done!

Integrity
Be a Good Human
Honest-Positive-Safe-Trustworthy


Be Brave..... Be Strong.....Be a Wolverine!

Student Handbook

Welcome to Garden Valley Schools!

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Welcome to Garden Valley Schools!

We are so pleased to have you involved in our school. We are proud of our academic achievement, and our accepting culture. We have a great staff, motivated students, and we are grateful to live in such a fantastic community. Here are some details about our middle and high school.

Garden Valley School Board

<u>Zone</u>	<u>Name, position</u>	<u>Email</u>
Zone I	George Simpson, Trustee	gsimpson@gvsd.net
Zone II	Skye Davis, Chair	sdavis@gvsd.net
Zone III	Morris Morgan, Treasurer	mmorgan@gvsd.net
Zone IV	Alicia Hunt, Trustee	ahunt@gvsd.net
Zone V	Robert Murray, Vice-chair	rmurray@gvsd.net

Staff Members

Position	Name	Phone Ext.	Email
Superintendent	Randy Thompson	1020	rthompson@gvsd.net
Principal		1015	
Administrative Assistant	Stephany Corn	1010	scorn@gvsd.net
Business Manager	Lydia Callaway	1011	lcallaway@gvsd.net
Counselor		1014	
SRO	Josh Ward	1012	joshward@gvsd.net
Attendance/Registrar	Janelle Shannahan	1010	jshannahan@gvsd.net
Food Service Director	Debbie Updike	1021	dupdike@gvsd.net
Nurse		1061	
Maintenance Director	Dave Bohandy	1017	dbohandy@gvsd.net
SpEd Director	Kelsey Williams	1016	kwilliams@gvsd.net
Technology Director	Kevin Hennessy	1081	khennessy@gvsd.net
IDLA/ Librarian	Melea Hileman	1018	mhileman@gvsd.net
Harlow's Bus Company	Phil Dixon	462-5085	phil.dixon@harlowsschoolbus.com

High School Teachers

Social Studies	Ryan Wessel	1075	rwessels@gvsd.net
Science	Mike McCormick	1072	mmccormick@gvsd.net
ELA	Jennifer Van Dyk	1073	jvandyk@gvsd.net
Math		1077	

K-12 Teachers

Music	Kea Loveland	1065	kloveland@gvsd.net
Spanish	Tony Morin	1076	tmorin@gvsd.net
Special Education Teacher	Dominica Mathiason	1016	dmathiason@gvsd.net
PE & Health		1083	
Art	Michelle Robinson	1070	mrobinson@gvsd.net

Middle School Teachers

ELA	Susie Briggs	1057	sbriggs@gvsd.net
Math and Science		1059	
Social Studies and writing	Trevor Schiefelbein	1058	tschiefelbein@gvsd.net

Academic Concerns

If there is a concern about the achievement of a student, the first step is to contact the student's teacher to discuss ways to work as a team to resolve the issue.

Activities and Clubs

The following is a list of activities and clubs and GVHS: Football, Wrestling, Basketball, Volleyball, Cheerleading, Honor Society, Student Government, Track, Future Cities, Cross Country Track, Golf, Pep Band and Softball. Students must be in school on days of competition or activities.

Advanced Opportunities

Students in grades 7-12 attending a public school in Idaho have an allocation of \$4,125.00 to use towards the cost of: Overload Courses, Dual Credits, and Exams. Please see the principal or counselor for more information.

Dual Credit

Dual credit courses are courses that are transcribed on both a student's high school and college transcript. Through the Advanced Opportunities program, students can request up to \$75.00 per credit for such courses.

Overload Courses

Advanced Opportunities dollars can be used to pay for overload courses. These are high school classes that are in excess of the student's full credit load. Students can utilize up to \$225.00 per course toward such classes. These are classes that are taken above and beyond the regular school day.

Exams

Students can use Advanced Opportunities funds to cover the full cost of the following exams:

- Advanced Placement (AP)
- College Level Examination Program (CLEP)
- Professional Certification

Attendance (GVSD Policies 3050 & 3050P)

We are asking parents to send a note or call school for every absence.

If a child is arriving late or leaving early, communication with staff is required. The staff wants to work closely with parents to lessen the number of days missed from school. When students miss excessive amounts of school and fall behind, they become stressed.

The following are some tips that parents can use to prevent excessive absences.

- Plan ahead for appointments. Make them locally so that the child can return right away to school or make them on Fridays or during vacations.

- Communicate with the teacher in writing if you know an unavoidable absence is coming up. This allows the teacher the extra planning time needed to optimize the student's learning.
- Teach children healthy habits, washing hands thoroughly, covering their mouths when coughing or sneezing, etc.
- Plan recreational activities or family activities on Fridays, weekends, or during vacations.
- Set several alarms and keep to a routine in the mornings to avoid arriving late.
- Set and maintain a regular bedtime.

The staff will do the following for you to help with attendance:

- A courtesy call will be made to your house if your child does not arrive at school and you have not arranged for an absence.
- The school will notify the parent when their student has reached 3, 5, 7, and 8 absences per class per semester.
- We will encourage good attendance in each classroom.
- Teach good health habits and encourage their use in the classrooms.
- Work with students to help them achieve skills missed while away from school.
- Keep in communication with parents when a child starts to accumulate absences.
- Keep our own absences from class to a minimum to assure the best learning situation for your child.
- Be prepared and ready to greet your child when they arrive at school.

Attendance Award

Attendance Awards will be given for students who have missed 2 or less whole school days or 14 or less periods during the year.

Excused Absence

This district recognizes that time on task is very important to the student's education. Students are required to be in attendance at school at least ninety percent of the time that school is in session during each semester. The board may deny the promotion to the next grade or deny credit to any student who is not in school at least ninety percent of the days that school is in session. Absence from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Students will be allowed to make up work that is missed. They will be given one day per day absent to make up work. Absence due to school-sponsored activities will not be counted. Students are allowed no more than 7 absences per semester in order to meet the 90% attendance requirement.

Unexcused Absence

Any student absent without the consent of the school, parent, or guardian shall be considered truant. Students will be given a zero for all assignments missed. Parents will be notified.

Tardies

Students are considered tardy when they have not entered the classroom by the time the tardy bell stops ringing. If the student has a pass from an administrator or another teacher, the student will not be marked tardy. Unexcused tardies are unacceptable, and will have the following consequences:

2 tardies= warning

3 tardies= 1 hour detention

4 tardies= 2 hours detention (SERVED ON TWO SEPARATE DAYS)

5 tardies= 4 hour detention on Part Friday

6 tardies= (2) 4 hour detention on Part Friday or (1) 8 hour Friday detention

7 tardies= Remanded to review board for possible loss of credit

Bell Schedules

High School

Advisory	8:00 - 8:14
Period 1	8:17 - 9:14
Period 2	9:17 - 10:14
Break	10:14 - 10:27
Period 3	10:30 - 11:27
Period 4	11:30 - 12:27
Period 5	12:30 - 1:27
Lunch	1:27 - 1:50
Period 6	1:53 - 2:50
Period 7	2:53 - 3:50

Middle School

Advisory	8:00 - 8:14
Period 1	8:17 - 9:14
Break	9:14 - 9:27
Period 2	9:30 - 10:27
Period 3	10:30 - 11:27
Period 4	11:30 - 12:27
Lunch	12:27 - 12:50
Period 5	12:53 - 1:50
Period 6	1:53 - 2:50
Period 7	2:53 - 3:50

Books and equipment

Each student is responsible for all books and equipment issued to them. If an item issued to a student is misplaced, stolen, or damaged, the student will be required to pay for the replacement of the item. If you are issued damaged items, make sure the instructor notes the condition in the grade book at the time you are issued the item.

Bullying, Hazing, Harassment, Intimidation, Etc.

Bullying will not be tolerated in any form.

Two simple rules will keep you from being a bully. Keep hands, feet, and objects to yourself and if you can't say something nice, don't say anything at all. Teasing is a form of bullying or harassment when there are any or all of these scenarios:

- Intent to harm by the perpetrator
- Intensity and duration
- Abuse of power

- Vulnerability of the victim
- Isolation and lack of support for the victim
- An innuendo of unwanted sexual attention
- Consequences and behavior change for the victim

If you feel that you or someone else is experiencing any of these situations, please contact a teacher, counselor, or an administrator to help you follow the complaint procedure. See form 3290F in our board policy manual.

Bussing

Any student who rides the school bus is required to abide by the district school bus policy. Harlow's Bus Company provides the school bus rules at the beginning of the year. Copies of the bus policy are available at the school district office.

Closed Campus

Garden Valley School is a closed campus, which means that once students arrive on school grounds they must stay on school grounds until the end of the school day. Students must have parental and administrative permission to leave the campus. All students leaving the campus must check out at the office. Failure to leave through proper channels will result in a truancy. Please do not check out and come back during the same school day without a doctor's note or special permission from the Principal for extraordinary circumstances.

Conferences

Conferences should be scheduled during a teacher's prep period or immediately following the close of the school day. Parents should telephone the office (462-3756) to schedule appointments for parent-teacher conferences. Students can directly request a student-teacher conference. In case questions or complaints are not resolved, the principal should be contacted. End of 1st and 3rd quarter conferences will be scheduled by the teachers.

Complaints

If you have a complaint, please follow the subsequent procedures.

STEP 1: Take your problem to the person closest to the source. Example: Your child claims he has been "kicked out of class" because of the actions of another child. Step one would be to go to the teacher for clarification.

STEP 2: Request a meeting with the Principal. Present a written copy of the complaint and your proposed remedy. Example: Your meeting with the teacher was unsatisfactory. Step two would be to call the office and ask to meet with the Principal.

STEP 3: Request a hearing with the Superintendent. Present a written copy of the complaint and your proposed remedy to the Superintendent. Example: Your meeting with the teacher and the Principal were both unsatisfactory.

STEP 4: Request a hearing with the School Board. Example: After meeting with the teacher, the Principal and the Superintendent, you feel that your concerns have not been addressed. Step four is to Present a written copy of the complaint and your proposed remedy to the Clerk of the Board and request a hearing in Executive Session before the School Board.

We would like to resolve all problems at the lowest level and as promptly as possible.

Computer Use

Students will be allowed to access computers and the Internet unless parents deem they should not. Students who access information that is deemed unacceptable will forfeit their privileges as described in School Policy. School computers and Internet will be used for educational purposes only. The “GVSD Internet Use Agreement” is included in the handbook and is also located on the school webpage.

Deliveries

If it is ever necessary to bring something to school to be given to a student, please drop it off at the front desk so it can be delivered to the student so that there is the least amount of disturbance or negative impact on the classroom learning environment.

Enrollment Requirements

Students entering GVSD must provide a birth certificate, proof of residency, and immunization records (or an appropriate waiver). Transfer of credits in grades 9-12 will be subject to credit examination. GVHS only accepts credits from other accredited schools (GVSD Policy 3000). Required immunizations include:

Required Shots for School	MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY BY GRADE		
	Kindergarten ¹ - 6 th Grade	7 th Grade - 11 th Grade	12 th Grade
Children born after September 1, 1999 through September 1, 2005 must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B (1) Tetanus, Diphtheria, Pertussis (Tdap) (1) Meningococcal (MenACWY)	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio ³ (3) Hepatitis B (1) Tetanus, Diphtheria, Pertussis (Tdap) (2) Meningococcal (MenACWY)⁵
Children born after September 1, 2005¹ must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (4) Polio ³ (3) Hepatitis B (2) Varicella (Chickenpox) ⁴ (2) Hepatitis A	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (4) Polio ³ (3) Hepatitis B (2) Varicella (Chickenpox) ⁴ (2) Hepatitis A (1) Tetanus, Diphtheria, Pertussis (Tdap) (1) Meningococcal (MenACWY)	(5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (4) Polio ³ (3) Hepatitis B (2) Varicella (Chickenpox) ⁴ (2) Hepatitis A (1) Tetanus, Diphtheria, Pertussis (Tdap) (2) Meningococcal (MenACWY)⁵

1. Preschool children need only be age-appropriately immunized with the required vaccines.
2. DTaP: The 5th dose is not necessary if the 4th dose was administered at age 4 years or older **and** at least 6 months after previous dose.
3. Polio: The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older **and** at least 6 months after previous dose. For children born after 9/1/2005, at least one dose of polio should be given at age 4 years or older and at least 6 months after the previous dose.
4. Varicella: History of chickenpox disease documented by a physician or licensed health care professional meets the requirement.
5. Children should have one dose of meningococcal (Men ACWY) vaccine before the 7th grade. A second dose of Men ACWY is required prior to admission into the 12th grade. However, if a child received their first Men ACWY vaccine at age 16 years or older, no additional MenACWY doses are needed for 12th grade admission.

Fundraising Activities

Fundraising activities conducted by a class or school sponsored club, team, or association must be approved by the Principal before the activity is conducted. A Fundraising Request Form must be completed and submitted to Stephany Corn and approved by the Principal at least two weeks prior to the fundraising event. All money raised by the fundraising will be turned in immediately or next working day to Stephany Corn for deposit in the individual class account.

Graduation Requirements

Middle School Completion Requirements

*SEE MIDDLE SCHOOL PATHWAYS TO PROMOTION

High School Graduation Requirements

Students shall be expected to earn a total of 51 semester credits in order to complete graduation requirements. Students must have a cumulative GPA of 2.0 or greater. Special Education students who have successfully completed their individualized education program (IEP) leading to completion of high school will be awarded a diploma.

Subject	Required Credits
English	8
Senior Project	1
Speech	1
Mathematics*	6
Science **	6
PE	2
Health	1
World History	2
US History	2
Economics	1
Government	2
Humanities***	4
Electives	15

Total	51
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High School Regular Diploma

* Two math credits must be taken in the last year of high school. Students who have completed six (6) credits of math prior to the fall of their last year of high school, including at least two (2) semesters of an Advanced Placement or dual credit calculus or higher level course, are exempt from taking math during their last year of high school. Students who have earned eight (8) credits of math, and have successfully completed Algebra II are exempt from taking math in their final year.

** 4 credits must be laboratory science- **Required Science courses for graduating class 2024 and beyond include Earth and Space Science, Physical Science or Chemistry, and Biology.**

*** Recommended classes are: Art, music, and/or foreign language

NOTE: Classes taken prior to 9th grade with a grade of C or better by a qualified high school instructor may be counted toward meeting the specific high school credit requirement. The grade and credit may be transferred to the high school transcript. This DOES NOT happen automatically. You need to talk with a counselor about your options.

High School Honors Diploma

Students shall be expected to meet the regular GVHS graduation requirements plus two additional credits in an advanced Science to earn a total of 53 semester credits in order to complete graduation requirements for the Honors Diploma.

Students must also:

- Have earned at least a 1200 combined critical reading and critical math score on the SAT or a score of 26 or above on the ACT.
- Students must receive a minimum of 6 AP or DC high school credits.
- Students must earn a minimum of 2 math credits in Pre-calculus or above
- Minimum cumulative weighted GPA of 3.0
- Need to earn 2 of the 8 science credits in either Chemistry or Physics or Advanced Biology.

NOTE: Students who earn an Associate's Degree while in high school will automatically qualify for a GVHS Honors Diploma.

College Credit in High School (Dual Credit Courses)

College courses can be taken while in high school for high school and college credit simultaneously. One high school credit will be awarded for every 2 college credits earned. The transcript will denote a weighted "DC" grade and corresponding credit value.

Example:

English 101

College credit: 3

High school credit: 1.5

Honor Roll

Middle school students make the honor roll by achieving a grade point average of 3.00 or higher. GPA is based on an A = 4, B = 3, C = 2, and a D = 1. For high school, the weighted system will be used. Honor roll will be posted in the local media at the end of semester for high school and middle school.

IDLA, Online Courses

District administrators, counselors, and teachers will identify those students who will benefit from IDLA classes. At the discretion of the Principal or designee, students may be selected to take IDLA courses who:

- A. Need to make up credits in order to graduate on schedule;
- B. Are eligible for hospital or homebound programs;
- C. Are interested in advanced placement or dual credit courses;
- D. Want to supplement their curriculum by taking course(s) not offered at their school;
- E. Have scheduling conflicts that will affect the student's ability to meet the GVHS graduation requirements;
- F. Want to accelerate their academic program by taking additional courses to facilitate early graduation;
- G. Are excused from being physically present on the campus of their school of record for an extended period of time.

Idaho Digital Learning Academy offers courses online to assist students in meeting requirements for graduation. All IDLA courses have been designed to meet the Idaho State Achievement Standards. The IDLA Site Coordinator serves as a mentor and the point of contact for students and their online instructors. IDLA provides online textbooks in the majority of content areas.

In cases where an online textbook is unavailable, the student can check out a textbook from the high school, if it is available. Some classes may require additional required reading that will need to be checked out from a library or purchased online. The IDLA website is <https://www.idahodigitallearning.org/login/>.

I. Site Coordinator

The site coordinator will register the student for courses, be the contact person between the online instructor and the student, notify the IDLA instructor when accommodations are needed, and proctor the final exam.

II. Fees

Garden Valley School will be charged \$75.00 per semester course per student, according to IDLA fee policy. Dual credit classes are typically \$65 per credit which is paid directly to the University. Students are responsible for paying these fees. Students can use their Advanced Opportunity money if the class qualifies. The district also may pay for the class ONLY IF the student has a qualifying scheduling conflict for a class they need for graduation. IF THE STUDENT DROPS a COURSE AFTER THE DEADLINE, OR FAILS THE CLASS, the student will have to pay the fee. As stated in the Advanced Opportunities Participation Form, if a student fails to earn credit or successfully complete a course for which Advanced Opportunities has paid a reimbursement, the student must pay for and successfully earn credit or complete one (1) like the course before Advanced Opportunities may pay any further course reimbursements for the student.

III. Credit

Upon successful completion of a HS IDLA course, credit will be transcribed on the student's Garden Valley High School transcript.

Inclement Weather/ School Closure

It should always be assumed there will be school in session. In the event the school needs to be closed on a regularly scheduled school day because of excessive snow, power outages, etc. the administration will make every effort to get the word out via public media. We will attempt to make contact via text message, email, automated phone call, our website, and/or social media. It is important that parents make sure their contact information is updated in our system as contact information changes to ensure connectivity.

Lockers

Lockers will be assigned to all students, grades 6 - 12. The lockers are the property of the school and are not to be defaced or damaged. School officials, without your permission, may search them at any time.

Lost And Found

Please check with the office or across from middle school bathrooms for lost and found items before school, at lunch, or after school.

Middle School Pathway to Promotion

The Main Pathway to Promotion

- I. 2.0 cumulative yearly GPA in Language Arts, Math, Reading, Science and Social Studies/US History.
- II. Earn Proficient Scores on the Spring Math and ELA ISAT tests.
- III. Students can only receive a combination of 2 F's per year total in their CORE Classes.



You go on to the next grade.

Note:

If any of the above criteria is not met, then student will move to *Alternative Path to Promotion*.

The Alternate Pathway

Must meet at least two of the three following requirements

- I. Must show growth on Spring to Spring ISAT tests.
- II. Must pass 3rd and 4th quarter assessments.
- III. Must complete Summer School with a grade of "C" or higher or Credit Completion through IDLA (parent responsible for tuition).



You go to the next grade

Middle School Credit Suggestions:

(Students on an IEP or 504 plan will have guidance from IEP or 504 team)

6th Grade	7th Grade	8th Grade
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<u>Credits</u>	<u>Subject</u>	<u>Credits</u>	<u>Subject</u>	<u>Credits</u>	<u>Subject</u>
2	Writing	2	Writing	2	Writing
2	Reading	2	Reading	2	Reading
2	Math	2	Math	2	Pre-algebra
2	Science	2	Science	2	Science
2	History	2	World Geography	2	History
2	Intro to Tech	1	Spanish 7	1	Spanish 8
1	PE	1	Health	1	PE or Choir/ Drama
1	Choir/ Drama	1	Astronomy	2	Art or Band
		1	PE or Choir		

Nurse/ School Health Program

_____ is our school nurse. ~~She is here at school on Mondays and Wednesdays from 9:00 am until 12:00 to see students~~ If you have questions about immunizations or screenings, please feel free to call her.

Prescription Medicine

In order for staff to dispense prescription medicine, parents need to provide the bottle with the child's name on it as prescribed by the doctor. It has to be a current prescription. We also need to have a completed form, 3510F(2), and a Parent Delegation of Medical Procedures form filled out and on file.

Over the Counter Medication

For this medicine to be dispensed at school, parents need to provide a written letter with specific instructions on how to administer the medicine to their child. For Ibuprofen, parents can give permission for staff to administer as needed on registration documents.

SICK CHILDREN

Should your child become ill at school and is too sick to stay in the classroom, he/she will be brought to the nurse or office. Staff will attempt to contact parents, guardians, or emergency contacts until someone has been reached. Please assist your child, and us, by keeping this emergency information current. Students with a temperature over 100 degrees will be sent home.

Report Cards

High school and middle school classes are based on a semester schedule. Parents will receive an email with progress reports of their child's progress every week while school is in session. At the high school level, we offer a weighted grading system for AP or Dual Credit classes.

Grading System: The following letters are used for course grades:

A - Extraordinary	90 - 100%
B - Above Average	80 - 89%
C - At Grade Level	70 - 79%
D - Passing	60 - 69%
F - Failing	Below 60%

P - Pass

Satisfactory

Release of Students during the Day

In order for students to leave during the school day, parents must sign their child out.

School Fees

Hot Lunch Fees (includes milk & salad bar)

MS/ HS Students(6-12)	\$3.15
Elementary Students(K-5)	\$3.00
Preschool Students	\$3.00
Reduced Lunch	\$.40
Adult Lunch	\$4.45
Salad Bar Only	\$3.35
Breakfast	FREE
Add'l Breakfast	\$2.60
Adult Breakfast	\$2.60
Extra Milk	\$.50

Activity Cards

HS & MS Activity Card	\$20.00
Elementary Activity Card	\$5.00
Family Activity Card	\$90.00
Adult Single Activity Card	\$50.00

*Discount will be given at the gate for college students with a school ID card.

Yearbook

High School	\$35.00
Middle School	\$18.00

School Records

The school office maintains a complete record of a student's activities in school. Reports from teachers, tests, attendance, grades, discipline, and other personal history data are filed in the individual student folders and archived in our student data management system. Upon request, the counselor will review your records with you. POLICY #3570 deals with student records and The Family Educational Rights and Privacy Act. Copies can be obtained through the main office.

Search and Seizure

With reasonable suspicion, the school has the right to search school lockers and students. Any illegal material found can be seized and used as evidence.

Student Assembly and other Rights

Students do not lose their rights at the schoolhouse door, however any act or expression that is disruptive to the educational process is cause for disciplinary action or prosecution by law.

Student Conduct

Cell Phone Use

According to policy 3260, Students are not allowed to have cellphones in class. They are expected to have their **phones turned off and in their lockers after the school day begins**. Students can have access to their cell phones before school, during lunch, and after school. There is a special circumstance form for students who may need special arrangements. If a student chooses to not follow the expectations, their phone will be confiscated and the student can pick up their phone from the office at the end of the day. On the second offense, the parent of the student will have to pick up the phone from the office. The third offense will result in the student not being allowed to bring the phone to school. **If the student does not comply with this rule, it will be considered insubordination** which could include the following consequences: in-school suspension, out of school suspension, law enforcement, expulsion, etc.

Cheating, Academic Honesty

Cheating and plagiarism both fall under this category as per board policy, 3335. All school work submitted for the purpose of meeting the course requirements must represent the efforts of the individual student. If a student is found to be dishonest academically, the following punishments will be enacted.

1st Offense- student will receive a zero for the fraudulent work, and parents will be notified.

2nd Offense- student will receive a zero for the fraudulent work, have one day in-school suspension, and a letter will be placed in the student's file explaining the offense. Parents will be notified.

3rd Offense- student will receive a zero for the fraudulent work, a letter will be placed in the student's file explaining the offense, and the student will be referred to the school board for possible expulsion. Again, the parents will be notified.

Disruptive Behavior, Truancy, Insubordination

Inappropriate behavior (i.e. disruptive classroom behavior, disrespect of others, refusal to follow directions, inappropriate language, repeated dress code violations, and obscene gestures) or any other behavior, which results in an interruption of the learning environment, will not be tolerated. Choosing such behavior will result in disciplinary consequences.

Dress and Grooming

Any apparel, make-up, or piercing that disrupts the learning atmosphere or process is prohibited. Anything that is too revealing, from being torn or inappropriately revealing the midriff or chest area,

and shorts/skirts above the mid-thigh are examples of inappropriateness. Clothing, jewelry, or tattoos advertising or depicting alcohol, tobacco, drugs, inappropriate sexual innuendos, or promoting gang or other violent behaviors will not be allowed.

Students may be denied entrance into the classroom until inappropriate attire is changed or until arrangements can be made to remedy the issue. Class time missed due to a dress code violation will be considered an UNEXCUSED absence and you will be given a zero for any missed work as per board policy, 3255. **Repeated dress code offenses will be considered insubordination.**

Good grooming shall be stressed at all times. Any article of clothing which is determined by the building administrators or faculty to interfere with the educational process is prohibited, including, but not limited to, those expressions which are obscene, profane, pornographic, representative of a clear and present danger, illegal behavior, disparaging or demeaning to others such as racial, religious, sexist, or ethnic epithets, or advocating pain, death, suicide or use of drugs, tobacco or alcohol or violence.

Jewelry such as spikes, chains, studs, dog collars, needles, pins, and sharp objects or any other jewelry deemed unsafe are not allowed at school.

Pants must be worn at hip level or higher (no sagging). PLEASE DO NOT wear leggings/ spandex that are too tight or semitransparent unless you have a shirt, dress, or skirt that covers your ENTIRE back side. Please also make sure that any holes that show bare skin follow the same guidelines as the shorts and skirts, at least mid-thigh when walking or sitting.

Shirts without sleeves will be allowed providing the following criterion is met.

- No undergarments are visible
- No cleavage is exposed
- Loops around the shoulder do not allow chest or back to be seen
- The shirt must be at least three finger widths at the shoulder.
- No belly shirts (shirts that show the midriff)
- No spaghetti straps or bare backs.

Shorts/skirts must reach AT LEAST mid-thigh, even when walking and sitting.

Visible body piercing (or jewelry affixed) on face, arms, hands, and tongue must not interfere with the educational process or affect the safety of a student.

Drugs

Alcohol, tobacco, and other illegal narcotics are not permitted at school. Board policy 3320 deals with the specifics of Drug, Alcohol and Tobacco use. Students in grades 7-12 who participate in extracurricular activities will be expected to participate in random drug testing.

Office, Permission to Leave During Class

Students are expected to be in class with their teacher during each class period. In the event that a student needs to go to the office or another classroom, they need to get permission from their teacher and travel with a pass. If students are not in their classroom with their teacher when they are expected to be, they will receive a truancy.

Public Display of Affection

Hand holding only is the rule at Garden Valley Schools. Overly demonstrated displays of affection are out of place in the school setting. Hugging, kissing, sitting on laps, leaning into one another are displays of affection that are considered to be inappropriate.

Special Arrangements

It is expected that students will bring a note when a parent needs to contact the school about making special arrangements for their child in regards to after school plans, etc. While we understand that occasionally things happen that make it necessary for a phone call during school hours, it is best if these arrangements are made prior to the school day. Please make every effort to have plans made ahead of time and notes written to avoid the potential of a student not getting where they need to go. The bus company prefers notes written with parent signature for students who are not getting let off at their primary stop.

Telephone

Telephones are for school personnel only, during classroom hours. Students may use the office phone with permission from the office personnel. Students may use phones in rooms only with permission from the teacher.

Vehicles and Parking

Students who hold a valid Idaho driver's license may drive to school. The student parking lot is the West Parking Lot. The West Parking Lot is at the end of the building by the Gym. No students are to park in the South Parking Lot. This is for visitors and staff parking. The privilege to operate a vehicle around the school grounds may be suspended for any student when the safety of others demands it. Students are not allowed to loiter in the parking lot, and must maintain safe driving practices in the parking lot. **Students are not allowed to go to their cars during the school day without permission and being escorted by a staff member.** Students are expected to have registration and insurance in their cars and provide proof of insurance if requested to do so.

According to board policy, 3450, students who violate any of these expectations will expect the following:

1st offense: Conference with administration and student

2nd offense: Conference with administration, parents, and student

3rd offense: Loss of right

Student Government

Student Councils shall assist in improving the general welfare of all students and give students the opportunity to participate in the orderly workings of the democratic process. They will not have any authority to make policies or procedures, but can make a recommendation to the administration on behalf of the students. Elections are held in the spring for the following year.

Testing

Students will participate in various forms of standardized testing. See the principal for further details.

ISAT, Math and ELA: 3rd through 10th graders

ISAT, Science: 5th, 8th, and 11th graders

SAT: The State of Idaho pays for all juniors to take this in April of each year. All students are required to take a test like this one in order to graduate.

PSAT: All sophomores and juniors take this test in the fall.

ASVAB: This is a military entrance exam given in the fall. We offer it to all juniors and any senior who would like to take it.

Valedictorian and Salutatorian

The valedictorian and salutatorian for the graduating class will be chosen on the basis of the cumulative weighted GPA through 7 1/2 semesters. To qualify for consideration, a student must be in attendance at GVHS their entire senior year.

Visitors and Conduct on School Property

All visitors must check in with the office as per district policy, 4140. If you would like to volunteer, please make prior arrangements with the teacher. For assistance, please contact the principal or Mrs. Shannahan. Students that are not enrolled at the school and are visiting friends must have a visitor's pass from the office. Parents are encouraged to visit; we ask that they too check with the office prior to visiting classes.

All persons who visit school property during school hours, for sporting events, or any other time, must abide by the following expectations.

No person shall:

- Consume, possess, or be under the influence of alcohol
- Harass, intimidate, or injure a teacher, coach, student, school board members, coach, or any other person
- Impede, delay, or disrupt a school activity or function
- Smoke or otherwise use tobacco products
- Engage in risky behavior including roller blading, skateboarding, etc.
- Damage or threaten the school or another's property

Lowman Elementary

Student Handbook 2022-2023



This is a summarization of our district policy.

For more detailed information regarding policy, please visit our website www.gvsd.net or contact the Principal.

Lowman Elementary provides a quality education through shared responsibility in a safe supportive environment for all students to meet the challenges of a global society.

We are "Committed to Excellence", and we work hard to make the site a primary source for timely information for all users, and a main gateway for improved communication between parents, teachers, students and other members of our community.

The mission of the Garden Valley School District is to provide educational excellence, allowing students to succeed in an ever-changing, technological world.

THE WOLVERINE WAY!

*Respect * Responsibility * Commitment * Integrity*

Student Handbook

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Welcome to Lowman School!

We are so pleased to have you involved in our school. We are proud of our academic achievement, and our accepting culture. We have a great staff, motivated students, and we are grateful to live in such a fantastic community. Here are some details about our Elementary School.

Garden Valley School Board

Zone	Name, position	Email
Zone I	George Simpson, Trustee	gsimpson@gvgsd.net
Zone II	Skye Davis, Chair	sdavis@gvgsd.net
Zone III	Morris Morgan, Treasurer	mmorgan@gvgsd.net
Zone IV	Alicia Hunt, Trustee	ahunt@gvgsd.net
Zone V	Robert Murray, Vice-chair	rmurray@gvgsd.net

Garden Valley School Main Office 208-462-3756

Lowman School 208-259-3333

Staff Members

Position	Name	Phone Ext.	Email
Superintendent	Randy Thompson	1020	
Principal		1015	
Counselor		1014	
School Nurse		1061	
SRO	Josh Ward	1012	joshward@gvgsd.net
Administrative Assistant	Stephany Corn	1019	scorn@gvgsd.net
Attendance/Clerk/Registrar	Janelle Shannahan	1010	jshannahan@gvgsd.net
Business Manager	Lydia Callaway	1011	lcallaway@gvgsd.net
Food Service Director	Debbie Updike	1021	dupdike@gvgsd.net
SpEd Director	Kelsey Williams	1016	kwilliams@gvgsd.net
SpEd Teacher	Dominica Mathiason	1016	dmathiason@gvgsd.net
Elementary Teacher		259-3333	
Harlow's Bus Company	Phil Dixon	462-5085	phil.dixon@harlowsschoolbus.com

Academic Concerns

If there is a concern about the achievement of a student, the first step is to contact the student's teacher. If there are additional concerns, please schedule a meeting with the teacher and principal. If you are still not satisfied, please contact the school Superintendent.

Attendance (GVSD Policies 3050 & 3050P)

We are asking parents to send a note or call school for every absence.

If a child is arriving late or leaving early, communication with staff is required. The staff wants to work closely with parents to lessen the number of days missed from school. When students miss excessive amounts of school and fall behind, they become stressed.

The following are some tips that parents can use to prevent excessive absences.

- Plan ahead for appointments. Make them locally so that the child can return right away to school or make them on Fridays or during vacations.
- Communicate with the teacher in writing if you know an unavoidable absence is coming up. This allows the teacher the extra planning time needed to optimize the student's learning.
- Teach children healthy habits, washing hands thoroughly, covering mouth when coughing or sneezing, etc.
- Plan recreational activities or family activities on Fridays, weekends, or during vacations.
- Set several alarms and keep to a routine in the mornings to avoid arriving late.
- Set and maintain a regular bedtime.

The staff will do the following for you to help with attendance:

- A courtesy call will be made to your house if your child does not arrive at school and you have not arranged for an absence.
- We will encourage good attendance in each classroom.
- Teach good health habits and encourage their use in the classrooms.
- Work with students to help them achieve skills missed while away from school.

- Keep in communication with parents when a child starts to accumulate absences.
- Keep our own absences from class to a minimum to assure the best learning situation for your child.
- Be prepared and ready to greet your child when they arrive at school.

Excused Absence

This district recognizes that time on task is very important to the students' education. Students are required to be in attendance at school at least ninety percent of the time that school is in session during each semester. The board may deny the promotion to the next grade for any student who is not in school at least ninety percent of the days that school is in session. Absence from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Students will be allowed to make up missed work. They will be given one day per day absent to make up work. Absence due to school-approved activities will not be counted against the student. Students are allowed no more than 14 days per year.

Unexcused Absence

Any student absent without the consent of the school, parent, or guardian shall be considered truant.

Tardiness

Three (3) tardies equal one (1) absence. This absence will be counted towards the total allowed per student. Tardiness is recorded if the child arrives ten minutes late to class. Early release is the same as late arrival.

Books and equipment

Each student is responsible for all books and equipment issued to them. If an item issued to a student is misplaced, stolen, or damaged, the student will be required to pay for the replacement of the item. If you are issued damaged items, make sure the instructor notes the condition in their inventory sheet at the time you are issued the item.

Bullying, Hazing, Harassment, Intimidation, Etc.

Bullying will not be tolerated in any form.

Two simple rules will keep you from being a bully. Keep hands, feet, and objects to yourself and if you can't say something nice, don't say anything at all. Teasing can be a form of bullying or harassment. Please note the following conditions that may be apparent in a bullying situation.

- Intent to harm by the perpetrator
- Intensity and duration
- Abuse of power
- Vulnerability of the victim
- Isolation and lack of support for the victim
- An innuendo of unwanted sexual attention
- Consequences and behavior change for the victim

If you feel that you or someone else is experiencing any of these situations, please contact a teacher, counselor, or an administrator to help you follow the complaint procedure. See form 3290F in our board policy manual.

Bussing

Any student who rides the school bus is required to abide by the district school bus policy. Harlow's Bus Company provides the school bus rules at the beginning of the year. Copies of the bus policy are available at the school district office.

Cell Phones

Elementary students are not supposed to have cell phones during the school day. If it is necessary for your child to have a cell phone at school, they will be asked to turn them off and place them securely in their backpack. The school is not responsible for lost or misplaced cell phones.

Cheating

It is the philosophy of Garden Valley School to encourage good study and work habits and to encourage students to be prepared for class assignments and/or tests. In regards to this philosophy, Garden Valley School has a "Zero Tolerance" policy for cheating. **Students who are caught cheating will be required to do "replacement**

work” as required by the teacher to make up for the assignment that was not completed properly.

Conferences

Conferences should be scheduled immediately following the close of the school day. Parents should contact the teacher to schedule appointments for parent-teacher conferences. Students can directly request a student-teacher conference. In case questions or complaints are not resolved, the Principal should be contacted. **Regularly scheduled conferences will be organized at the end of 1st and 3rd quarter.**

Complaints

If you have a complaint, please follow the subsequent procedures.

STEP 1: Take your problem to the person closest to the source. Example: Your child claims he has been "kicked out of class" because of the actions of another child. Step one would be to go to the teacher for clarification.

STEP 2: Request a meeting with the Principal. Present a written copy of the complaint and your proposed remedy. Example: Your meeting with the teacher was unsatisfactory. Step two would be to call the office and ask to meet with the Principal.

STEP 3: Request a hearing with the Superintendent. Present a written copy of the complaint and your proposed remedy to the Superintendent. Example: Your meeting with the teacher and the Principal were both unsatisfactory.

STEP 4: Request a hearing with the School Board. Example: After meeting with the teacher, the Principal and the Superintendent, you feel that your concerns have not been addressed. Step four is to Present a written copy of the complaint and your proposed remedy to the Clerk of the Board and request a hearing in Executive Session before the School Board.

We would like to resolve all problems at the lowest level and as promptly as possible.

Computer Use

Students will be allowed to access computers and the Internet unless parents deem they should not. Students who access information that is deemed unacceptable will forfeit their privileges as described in School Policy. **School computers and Internet will be used for educational purposes only.** The "GVSD Internet Use Agreement" is included in the handbook and is also located on the school webpage.

Daily Schedule

Students may enter	7:00
Breakfast in the classroom	7:05
Class begins	7:30
Recess/ Lunch Times	11:30 – 12:15
All students dismissed	2:00

PLEASE DO NOT DROP CHILDREN OFF PRIOR TO 7:00.

Part Friday on Wednesday

Lowman Elementary School provides an optional "Part Friday School" time on the Wednesday afternoon prior to the scheduled "Part Friday School" days on the GVSD calendar.

This is a time for finishing assignments, extra help for students, and enrichment activities. This time starts at dismissal time, and ends at bus pickup time (approximately 4:30 p.m.)

Deliveries

If it is ever necessary to bring something to school to be given to a student, please arrange with the school teacher so it can be delivered to the student so that there is the least amount of disturbance or negative impact on the classroom learning environment.

Discipline

Although each case will be handled individually, staff will ensure consistency and fairness. Garden Valley School uses Positive Behavior Support and Intervention (PBIS) Program. PBIS is a school and community wide program designed to help continue creating a positive, predictable and safe environment. "PBIS was introduced in the 2004 reauthorization of IDEA (Individuals with Disabilities Act). PBIS offers three tiers of

support to ensure that all students get the behavioral [and academic] support they need” (Ryan, Baker). We have implemented Tier One in the previous school year, and will continue to build on it.

Student Behavior

The Wolverine Way. We expect our students to be respectful, responsible, committed, and have integrity. Sometimes student behavior can interfere with the atmosphere of the classroom. It is ESSENTIAL that staff members be consistent upholding the expected behavior while maintaining a working relationship with students. Our Positive Behavior Intervention Support System approach MUST include the “Big 4 Pillars.” We have to establish expectations, explicitly teach those expectations, reinforce expectations, and correct behavioral errors with appropriate consequences.

Please refer to the PBIS information for additional suggestions.

For more severe discipline:

Suspension

- This can be an in-school or out-of-school removal from the classroom. In-school suspensions may require the student to spend work time in another classroom, the office or other supervised area. Students will be expected to do academic work during all in-school suspensions. Out-of-school suspensions may be made when the student is disruptive to the learning environment or the actions prompting the consequence may be a poor influence on other students. Fighting will result in OSS for at least one school day. Depending upon the severity of the fight, longer out of school suspensions may be issued by the Principal.

Expulsion

- A final action to be taken when all else has failed will be expulsion from the school or if a No Tolerance policy has been violated. This action will require the Board of Trustees approval.

Dress Code

Students shall practice good hygiene, grooming and dress, which are socially acceptable to the parents, teachers, and fellow students. No student's appearance shall distract from the educational process. Clothing, jewelry or accessories shall be safe.

Clothing displaying offensive comments, references to drugs, tobacco, or alcohol is not acceptable. Students will be allowed to wear long shorts that are fingertip length or longer. No bare midriffs are allowed. Clothing should be neat and clean and well maintained. Students who wear clothing that is too short and revealing will be sent to the office to call home for more appropriate clothing. All shirts must be three fingers wide at the shoulder. Please refer to board policy 3260 for more details.

Enrollment Requirements

Minimum school age requirements in the state of Idaho mandate students must be 6 years of age prior to September 1st of the given school year for students entering 1st grade and 5 years of age prior to September 1st of the given school year for students entering kindergarten. Students entering Garden Valley Elementary must provide a birth certificate and immunization records (or an appropriate waiver). Here are the immunization requirements.

Fire, Lock Out, and Lock Down Drills

Various drills will be conducted throughout the year. The expectation is that students will remain QUIET and complete the drill QUIETLY.

Fundraising Activities

Fundraising activities conducted by a class or school sponsored club, team, or association must be approved by the Principal before the activity is conducted. A Fundraising Request Form must be completed and submitted to Stephany Corn and approved by the Principal at least two weeks prior to the fundraising event. All money raised by the fundraising will be turned in immediately or next working day to Stephany Corn for deposit in the individual class account.

HOMEWORK

- Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students.
- Homework is defined as a worthwhile use of time outside regular school hours to practice, maintain, complete, make-up, or enrich classroom activities. It is also meant to help develop independent study habits and appreciation for the value of learning.
- Some days students are given time to work in class on these assignments. Therefore, the amount of homework fluctuates. Students may also have more

homework, if they failed to work diligently in class and/or failed to complete their work.

Suggestions for Parents:

1. Provide a regular time for homework. Short periods of concentration are better than long periods of "messaging around". You and your child can decide together about the best time. After dinner and before television is often a good time. Consistency is the key.
2. Provide a place for students to work with minimal distractions and needed materials (paper, pencil, ruler, dictionary, etc.). This can be as simple as a kitchen table with a box for school supplies.
3. Reward children for doing their job. This can be praise, watching television, playing a game with you, etc. Remember, they get tired too, and learning is not always easy. A little reward can help.
4. Stop when children get overly frustrated. The most important thing is to make learning and school work a positive experience.
5. Again, communicate concerns/questions to your child's teacher. Most parents feel uncomfortable doing this, but teachers are not mind readers, and they truly welcome your feedback.

Inclement Weather/ School Closure

It should always be assumed there will be school in session. In the event the school needs to be closed on a regularly scheduled school day because of excessive snow, power outages, etc. the administration will make every effort to get the word out via public media. We will attempt to make contact via text message, email, automated phone call, our website, and/or social media. It is important that parents make sure their contact information is updated in our system as your contact information changes to ensure connectivity.

IMPORTANT NOTICE TO PARENTS CONCERNING STUDENT INJURIES

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

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

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

Lost And Found

Please check with the school teacher before school, on your lunch hour or after school.

Nurse/ School Health Program

Kimberly Kahre is our school nurse. If you have questions about immunizations or screenings, please feel free to call her.

Prescription Medicine

In order for staff to dispense prescription medicine, parents need to provide the bottle with the child's name on it as prescribed by the doctor. It has to be a current prescription. We also need to have a completed form, 3510F(2), and a Parent Delegation of Medical Procedures form filled out and on file.

Over the Counter Medication

For this medicine to be dispensed at school, parents need to provide a written letter with specific instructions on how to administer the medicine to their child. For Ibuprofen, parents can give permission for staff to administer as needed.

SICK CHILDREN

Should your child become ill at school and is too sick to stay in the classroom, he/she will need to be promptly picked up by their parent or emergency contact to minimize the spread of the illness. Staff will attempt to contact parents, guardians, or emergency contacts until someone has been reached. Please assist your child, and us, by keeping this emergency information current. Students with a temperature over 100 will be sent home.

Playground Rules

- No fighting or play fighting.
- Treat others with respect.
- Keep hands, feet and objects to yourselves. No pushing, tripping, hitting, spitting, or picking up other students.
- Use appropriate language. Swearing, crude or demeaning language will not be tolerated. (No verbal bullying or taunting!)
- Respond to your teacher's requests quickly and without arguing.
- No tag or pushing on the rocks.
- Stay within sight of your teacher.
- Students are not allowed in the building at recess except for restroom use or for make-up work purposes, or teacher permission.
- No kicking balls at people.
- No electronics or trading cards allowed at recess.
- No tackle football.
- First time offenders will be reminded of the rules.
- Repeat offenders will leave the activity, have time out from recess or be sent off the play-ground and another consequence will be determined by the teacher.
- Severe problems with profanity, physical contact or disrespectful behavior will result in immediate removal from the playground and further discipline.
- During the winter months or storms adults in charge of recess will monitor weather conditions. Adults will require students to have appropriate winter clothing. If the weather is severe, no outdoor recess will be held.

Report Cards

Students in K-3rd grade will receive a standards based report card while students in 4th and 5th will receive letter grades. Here is the way the grades will be calculated:

The following numbers will be assigned for Standards Based:

4 = Exceeds Standard 3 = Meets Standard 2= Making Progress 1= Below Standard

The following letters are used for course grades:

A - Extraordinary 90 - 100%

B – Above Average 80 - 89%

C – Average	70 - 79%
D - Passing	60 - 69%
F - Failing	Below 60%
P - Pass	Satisfactory

Release of Students during the Day

In order for students to leave during the school day, parents must sign their child out.

School Fees

Hot Lunch Fees (includes milk)

- Elementary Students \$3.00
- Reduced Lunch \$.40

Breakfast- NO Charge for student's first breakfast

Activity Cards

HS & MS Activity Card	\$20.00
Elementary Activity Card	\$5.00
Family Activity Card	\$90.00
Adult Single Activity Card	\$50.00

School Records

The school office maintains a complete record of a student's activities in school. Reports from teachers, tests, attendance, grades, discipline, and other personal history data are filed in the individual student folders and archived in our student data management system. Upon request, the counselor will review your child's records with you. POLICY #3570 deals with student records and The Family Educational Rights and Privacy Act, copies can be obtained through the main office.

SCHOOL RULES

Students, staff and visitors to Garden Valley School will:

- Take responsibility for their actions.
- Show respect for themselves and others.
- Demonstrate appropriate behavior and language at all times.
- Do not mark or destroy school or personal property.

Special Arrangements

It is expected that students will bring a note when a parent needs to contact the school about making special arrangements for their child in regards to after school plans, etc. While we understand that occasionally things happen that make it necessary for a phone call during school hours, it is best if these arrangements are made prior to the school day. Please make every effort to have plans made ahead of time and notes written to avoid the potential of a student not getting where they need to go. The bus company prefers notes written with parent signature for students who are not getting let off at their primary stop.

Telephone

Telephones are for school personnel only, during classroom hours. Students may use phones in rooms only with permission from the teacher.

Testing

Students will participate in various forms of standardized testing. See Mrs. Johnson for further details.

IRI: Kindergarten through 3rd graders

ISAT, Math and ELA: 3rd through 10th graders

ISAT, Science: 5th and 8th graders

Toys

Children may bring toys or games for show and tell or with prior permission from the teacher.. Special permission may be given for comfort items as long as the student follows the classroom rules for these items. No electronic devices or trading cards are to be brought to school unless special arrangements have been made with their teacher. All confiscated toys or devices will be kept by the teacher . We will not be responsible for lost or stolen toys or electronics.

Visitors and Conduct on School Property

All visitors must check in with the teacher as per district policy, 4140. If you would like to volunteer, please make prior arrangements with the teacher.

All persons who visit school property during school hours, for sporting events, or any other time, must abide by the following expectations.

No person shall:

- Consume, possess, or be under the influence of alcohol.
 - Harass, intimidate, or injure a teacher, coach, student, school board members, coach, or any other person.
 - Impede, delay, or disrupt a school activity or function.
 - Smoke or otherwise use tobacco products.
 - Engage in risky behavior including roller blading, skateboarding, etc.
 - Damage or threaten the school or another's property.
-

Parent and Student Athlete Handbook 2022-2023



GARDEN VALLEY STUDENT-ATHLETE HANDBOOK

Introduction (the following are excerpts from the Coaches Handbook/IHSAA Rules)

To the Parent:

This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. Your family interest in this important component of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences which assist students in personal adjustments.

We are concerned with the educational development of boys and girls through athletics and feel that a properly controlled, well-organized sports program can meet student needs for self-expression, social, mental and physical growth. It is our intent to conduct a program that is educationally sound in purpose and will enhance each student's personal growth.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct means exclusion from the squad. This concept of self-discipline and self-denial is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our athletes to compromise with mediocrity.

When your son/daughter enlisted in one of our sports programs, he/she committed our staffs to certain responsibilities and obligations which are:

- a) to provide adequate equipment and facilities
- b) to provide well trained coaches
- c) to provide equalized contests with skilled officials

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the department of athletics to make rules that govern the spirit of competition for the school. These rules need a broad basis of community support, which is achieved only through communication to the parent. It is our hope to accomplish this objective through this athletic publication for students and parents.

To the athlete:

Being a member of a Garden Valley athletic team is a fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad of Garden Valley Schools, you have inherited a wonderful tradition which you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our schools and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved more than their share of league and tournament championships. Many individuals have set records and achieved All-American, All-State and All-Conference honors.

It will not be easy to contribute to such a great athletic tradition. When you wear the colors of your school, we assume that you not only understand our traditions, but are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

- **Responsibilities to yourself:** The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences. Your academic studies, your participation in other extracurricular activities as well as in sports, prepare you for your life as an adult
- **Responsibilities to Your School:** Another responsibility you assume as a squad member is to your school.
 - Garden Valley Schools cannot maintain its position as having an outstanding school unless you do your best in the activity in which you engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.
 - You assume a leadership role when you are on the athletic squad. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Make Garden Valley Schools proud of you, and your community proud of your school, by your consistent demonstration of these ideals.
- **Responsibilities to Others:** As a squad member you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability everyday and that you have played the game "all out," you can keep your self-respect and your family can be justly proud of you. The younger students in the Garden Valley School System are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

Athletic Philosophy

Statement of Philosophy

The Garden Valley Athletic Program should provide a variety of experiences to enhance the development of favorable habits and attitudes that will prepare students for adult life in a democratic society.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost." It discourages any and all pressures which might lead to neglecting good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way that it is an educational activity.

Athletic Goals and Objectives

Our Goal - The student-athlete shall become a more effective citizen in a democratic society. **Our Specific Objectives** - The student-athlete shall learn:

- To work with others - In a democratic society a person must develop self discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.
- To be successful - Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
- To develop sportsmanship - To accept any defeat like a true sportsman, knowing we have done our best, we must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
- To improve - Continual improvement is an essential component of good citizenship. As an athlete, you must establish a goal and you must constantly try to achieve that goal. Try to improve in the skills and knowledge required and those personal traits that enhance the success of a team.
- To enjoy athletics - It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics, and to give sufficiently of themselves in order to persevere and improve the program.
- To develop desirable personal health habits - To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

Governance

The Garden Valley School Board of Education

The Garden Valley School Board of Education, responsible to the people, is the ruling agency for the Garden Valley School District.

The School Board of Education is responsible for the following areas:

- a) Interpreting the needs of the community.
- b) Developing policies in accordance with state statutes and mandates and in accordance with the educational needs and wishes of the people of Garden Valley School District.
- c) Approving means by which professional staff may make these policies effective.
- d) Evaluating the interscholastic athletic program in terms of its value to the community.

The Idaho High School Activities Association

All schools are voluntary members of the Idaho High School Activities Association and compete only with member schools. As a member school district, the secondary schools of Garden Valley agree to abide by and enforce all rules and regulations promulgated by this association.

The primary role of the state association is to maintain rules and regulations that ensure equity in competition for the student-athletes and a balance with other educational programs. The association solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations.

The state association attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner.

The National Federation of State High School Associations (NFHS)

The NFHS consists of the fifty-one individual state high school athletic and/or activities associations. The purposes of the NFHS are to serve, protect and enhance the interstate activity interests of the high schools

belonging to state associations; to assist in those activities of the state associations which can best be operated on a nationwide scale; to sponsor meetings, publications and activities which will permit each state association to profit by the experience of all other member associations; and to coordinate the work to minimize duplication.

The NFHS is both a service and regulatory agency. The growth and influence of state associations and the NFHS ensures some degree of teamwork on the part of more than 20,000 schools and enables them to formulate policies for the improvement of interscholastic activities.

The Athletic Longpin Conference

Garden Valley High School is a voluntary member of the Longpin Conference. This conference was established for the primary purpose of promoting selected interscholastic activities among member schools and the assurance of such advantages as may be gained by a union of effort.

The conference was established to encourage member schools to improve their co-curricular program in athletics. The conference membership facilitates the arranging of schedules, equalizing competition, and conducting league meets and determining league championships. The conference provides Garden Valley the opportunity for competition without excessive travel and with schools of similar size and athletic philosophy. Membership implies abiding by conference schedules, rules and regulations. Member schools are: Garden Valley, Cascade, Meadows Valley, Salmon River, Council, Horseshoe Bend and Tri-Valley.

Idaho High School Activities Association Rules (See respective state handbook for pertinent regulations)

To be eligible for interscholastic athletics, a high school student must meet the following state regulations:

- a) Enrollment
- b) Age
- c) Physical Examinations
- d) Seasons of Competition
- e) Semesters of Enrollment (Scholarship)
- f) Residence Requirements
- g) Transfers
- h) Guardianship
- i) Awards
- j) Amateur Practices
- k) Participation on Independent Teams
- l) Undue Influence (Recruiting)

Requirements for Participation

Physical Examination

A physical examination is required once in middle school, and in 9th and 11th grades for high school. Also new students who move into the district in 10th and 12th grade must have a physical before they can participate, as well as a physical in 11th grade. The physical must be completed by a physician and submitted to the coach prior to participation. The examination covers all sports for the entire school year provided it was administered after May of that year. The form will be kept on the file in the athletic office.

Emergency Medical Authorization and Interim Health Questionnaire

Each athlete's parents shall complete an Emergency Medical Authorization form and Interim Health Questionnaire giving permission for treatment by a physician or hospital when the parent(s) are not available.

The card will be kept in the medical kit for availability at all practices and contests.

Parental Acknowledgment of Athletic Policies

Upon entering high school or at the time a student tries out for an athletic team, he/she will be presented with this handbook containing all the necessary forms and information for participating in athletics. Each parent or guardian and athlete shall read all of the enclosed material and certify that they understand the athletic eligibility rules and policies of the school district. This signed document will be filed in the athletic administrator's office.

Insurance

The school district does not carry insurance to cover student athletic injuries. Parents will need to sign the Emergency Medical authorization form verifying that they have purchased school insurance or possess a family insurance plan.

Scholastic Eligibility

In order to participate on a Garden Valley athletic team, each athlete must have satisfied all of the scholastic eligibility requirements prior to participation.

Risk of Participation

All athletes and parents must realize the risk of serious injury which may be a result of athletic participation. Garden Valley School District will use the following safeguards to make every effort to eliminate injury:

- Conduct a mandatory parent/athlete meeting prior to the start of the season to fully explain the athletic policies and to advise, caution and warn parents/athletes of the potential for injury.
- Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport.
- Instruct all athletes about the dangers of participation in the particular sport.

Financial Obligations and Equipment

- All students who participate in sports must buy a Garden Valley School Activity Card.
- Equipment - All athletes are responsible for the proper care and security of equipment issued to them. School furnished equipment is to be worn only for contests and practice. All equipment not returned in good condition at the end of the season will be subject to a financial penalty.

Athletic Codes of Conduct

Conduct of Athletes

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

All athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the athletic program and will not be tolerated.

PENALTIES FOR VIOLATION

Due to the serious nature of this rule, the coach involved, the athletic administrator and the principal shall meet and determine the penalty according to the degree of the infraction. The penalty shall range from a minimum of 20% of the season or succeeding season to a maximum of permanent denial of participation.

General Athletic Procedures and Conduct

1. Coaches are responsible for supervising the behavior of athletes at all times: on the bus, at stores, other schools, our school, motels, etc.
2. A coach WILL NOT leave the school grounds, football field, track, or golf course until all athletes are picked-up.
3. Appropriate footwear must be worn at all times. (Practice and athletic events).
4. Students WILL wear inside gym shoes when on the court (NO EXCEPTIONS).
5. Students must ride the bus to an activity unless parents have contacted the AD or principal for special permission (24 hours prior to the game) and complete and sign the "Athletic Travel Release Form."
6. Students must ride the bus home unless released to their parents/guardians and no one else unless parents/guardians have contacted the AD or principal for special permission and complete and sign the "Athletic Travel Release Form." Parents/guardians MUST sign the release form before students can be released after an away game.
7. The coach or the bus driver can stop a trip because of road conditions. Neither can overrule the other when the safety of students is involved. If a trip back home is canceled, the coach will notify the administration and the parents of the athletes.
8. Overnight stays must have approval of the AD and Superintendent.
9. Students must attend school (minimum of 4 periods) to be able to participate in practice or a game. If the student has a doctor appointment they may practice and/or participate in a game that day.
10. Scheduling of the gym and/or multi-purpose room outside of the regular season will be requested through the school secretary. This includes open gyms. Practice will not exceed 8 pm, Monday-Thursday.
11. Coaches WILL NOT give out their keys to anyone (students, children, spouses, etc...)
12. Coaches may establish additional team rules. These team rules may supersede but not violate this handbook or any other school, district, state or IHSAA policies. These team rules must be approved in advance by the Athletic Director and Superintendent and distributed to team players and parents prior to the first competition of the season.
13. Students may not come out for any sport when 25% of the regular season contests have been played.
14. Students must compete in 75% of the regular season contests to be eligible for postseason play.
15. Verified illness, injury, family emergencies, transfer students and any other unusual or extenuating circumstances related to any rules in this handbook will be considered on a case-by-case basis with input from the coach, school administrator, AD and final approval from the superintendent.

Student signature _____ Student name _____ Date _____

Parent/Guardian signature _____ Parent/Guardian name _____ Date _____

(RETURN SIGNED COPY TO AD) Add Signature page to end of document

ACADEMICS

Student Eligibility:

Garden Valley School District strives to maintain a variety of extracurricular activities where students are given the opportunity to demonstrate their abilities and find success in participation. Students who are involved in extracurricular activities represent the school and its values. As such, participating students are expected to work hard, maintain high standards, be well disciplined, and display good sportsmanship. To provide consistency, the following policy identifies standards for students who will participate in extracurricular activities in the Garden Valley School District.

General Eligibility:

Students desiring to participate in extracurricular activities at the varsity level must meet the Rules and Regulations of the Idaho High School Activities Association (IHSAA).

Academic Eligibility:

To be eligible for extracurricular activities in the Garden Valley School District, a student must meet the minimum IHSAA academic rules plus the local standards outlined below.

IHSAA Academic Rule:

To be academically eligible for athletics, a student must be enrolled full-time in his/her school, on target to graduate based on State Board of Education graduation requirements, and have received passing grades and earned credits in the required number of courses during the previous reporting period. Equivalency is determined by the following criteria:

- 4 classes available, must pass at least three
- 5 classes available, must pass at least four
- 6 classes available, must pass at least five
- 7 classes available must pass at least five
- 8 classes available must pass at least six

Students participating with a cumulative GPA below 2.00 must have an academic improvement plan in place. This plan will be developed by the school counselor and will follow the procedure outlined below:

- a. The student, coach, and a parent or guardian must sign a notice of the academic improvement plan.
- b. The plan will be in place for a minimum of one semester
- c. The student must meet with the school counselor at least twice monthly to review academic progress.
- d. Parents/guardians will sign progress reports twice monthly.

Local Rule:

Academic performance is a priority at the Garden Valley School District. We feel it is of utmost importance to ensure students are performing up to standard in order to be able to participate in extracurricular activities. All participating students must maintain a 2.00 GPA in all classes. Students, who currently have an F in any class, will not be allowed to participate in extracurricular activities.

To evaluate the maintenance of this 2.00 average and grade requirements, the following procedure will be followed:

All grades will be monitored ~~the first day of each~~ on **Tuesday** of each week. Coaches, students, and parents will be notified if there is an issue with a student's ability to participate in extracurricular activities for the week. The student is ineligible until the following ~~Monday~~ **Tuesday**, when grades will be checked again. If a student meets the set criteria, they will return to eligible status.

The student's IEP team will determine expectations for students with active Individualized Education Plans (IEPs).

Alcohol and Substance Abuse Policy

I. Philosophy and objectives

School activities play an integral part of the total educational process of students enrolled in the Garden Valley School District. Because activities provide an educational opportunity, participants and coaches/advisors strive to meet the following objectives:

- Promote and contribute to the goals of the total educational program
- Promote good citizenship and respect for rules and authority
- Promote involvement and community interest in activities
- Promote good sportsmanship
- Learn the value of competitive participation
- Development of individual and team skills
- Practice good health habits
- Practice physical, intellectual, and artistic development
- Represent the school and community in a positive manner

If students choose to participate in activities, they do so voluntarily, and, therefore, there are expectations beyond those required of students who do not wish to participate in activities. These include maintaining academic eligibility, abiding by rules set forth by the coach/advisor, and setting high standards for behavior. Moreover, commitment to activities requires that participants refrain from the use or possession of controlled substances. Participation in activities is not considered to be a right, but rather, it is a privilege.

Those students who violate the "Alcohol and Substance Abuse Policy" shall be subject to discipline that may include permanent removal from participation in school district activities. Additionally, the Garden Valley School District Board of Trustees, by adopting this policy, hopes to decrease peer pressure to use controlled substances on students participating in activities.

II. Definitions

- Curricular Activities:** These are instructional activities that are integral to the classroom as a part of the curriculum and are a natural extension of classroom activities that result in a course grade or credit (ie field trips).
- Co-Curricular Activities:** Any activity for which a grade is issued will be considered a co-curricular activity. Examples of graded activities that may occur outside of the normal classroom situation include, but are not limited to: band or choir concerts, competitions, music festivals, and selected drama productions.

- C. **Extra-Curricular Activities:** Extra-curricular activities are defined as any activity sponsored by Garden Valley School District in which activities are not involved in a school course of study.
- D. **Controlled Substances:** These include, but are not limited to; **vaping products**, alcohol, tobacco (including smokeless tobacco), opiates, opium derivatives, stimulants, steroids, hallucinogenic substances, cocaine, cannabis, synthetic equivalents of the substances that have a depressant effect on the central nervous system, and drug paraphernalia. Excepted from this definition are any medications specifically prescribed for a student's use by his/her own doctor.

III. Seasons

The athletic season extends from the first day of tryouts to the last day of competition for that sport. All non-athletic activities begin with the first day of school. This policy shall be applied season by season for athletics, cheerleading, and pep band, or semester by semester for non-athletic co-curricular activities.

IV. Commission of a Controlled Substance Violation and Penalties

- ~~A. A participant shall not use, consume, possess, transmit, or sell any controlled substance.~~
- ~~B. A participant shall not engage in conduct detrimental to his/her group or the school at a party or other gathering where one or more minors are using controlled substances.~~
- ~~C. A participant, within the constraints of safety, shall not knowingly drive or remain in a vehicle where controlled substances are possessed or being used by one or more minors.~~

A. Athletes and participants of extracurricular activities are subject to Garden Valley School District Policy #3305.

B. First Violation

- a. The participant shall be suspended for a minimum of ~~30%~~25% of the sport/activity season/semester from participating in any game, contest, competition, or event. ~~For athletics, cheerleaders, and pep band, the number of contests per season (rather than the calendar year) shall be used to determine the length of the suspension.~~
- b. In the event that a student self-reports the violation voluntarily the suspension will be reduced to 20% of the season/semester.
- c. If a police citation is given related to the use of controlled substances, the student must self-report within 72 hours of the citation, or when questioned by a school official if less than 72 hours have elapsed, for the reduction in suspension to be granted.
- d. For activities with performances/contests, students must attend all practices and performances/contests while suspended unless an alternative plan is requested by the student's coach/advisor. Failure to do so will result in continued suspension from activities. For all other activities, such as student council, students will not be allowed to participate while suspended.
- e. Students will also be suspended from all other extracurricular activities unless they attend with their parent/guardian.
- f. When the full penalty cannot be imposed, the remaining portion of the suspension will be carried over and served during the next activity participated in by the student. If a student does not participate in an extra/co-curricular activity in the next season/semester the ruling panel will determine the remaining penalty.
- g. If a student self-reports, that student must submit to additional testing during the suspension period.

C. Second Violation

- a. The participant shall be suspended for 50% of the sport/activity season/semester from participating in any game, contest, competition, or event. For athletics, cheerleaders, and pep band, the number of contests per season (rather than the calendar year) shall be used to determine the length of the suspension.
- b. In addition, for a second alcohol or drug violation, the participant must undergo a drug and alcohol and substance class approved by the school district, comply with the recommendations of the professional conducting the test assessment, and provide documentation of the assessment and compliance with the recommendations in order to be eligible for reinstatement at the end of the calendar year. The expenses of the assessment and any actions necessary to comply with the recommendations must be borne by the student and his/her parents.
- c. For activities with performances/contests, students must attend all practices and performances/contests while suspended unless an alternative plan is requested by the student's coach/advisor. Failure to do so will result in continued suspension from activities. For all other activities, such as student council, students will not be allowed to participate while suspended.
- d. Students will also be suspended from all other extracurricular activities unless they attend with their parent/guardian.
- e. When the full penalty cannot be imposed, the remaining portion of the suspension will be carried over and served during the next activity participated in by the student. If a student does not participate in an extra/co-curricular activity in the next season/semester the ruling panel will determine the remaining penalty.

D. Third Violation

- a. A participant in grades 9-12 who commits a third violation shall be suspended from participation in activities for the remainder of his/her high school career.

V. Determination of Violations—Student's Right to Due Process

- A. When there is reasonable cause to believe that a student has violated this policy by committing any of the above acts, an investigation will be conducted by the athletic director or other appropriate school administrator.
- B. As a part of the investigation process, the student will receive written notice of the allegation that he/she violated the policy, and will be given an informal hearing with the investigator. Parents/guardians and the head coach/advisor are also encouraged to attend this hearing.
- C. At the hearing, the reasons for possible suspension from activities will be stated, and the student will be given an opportunity to provide evidence to refute those reasons.
- D. The investigator may determine a violation of the policy has occurred from examination of the facts, information, or evidence from any of the following sources:
 1. Direct observation by an adult of a student possessing, using, or distributing controlled substances;
 2. Self-admission by the student to a coach, activities director, or appropriate school administrator;
 3. Notification of school authorities by the student's parent or guardian;
 4. A criminal charge involving the possession, use, or distribution of controlled substances;
 5. Results from random drug testing.
- E. Appeals
 1. A student may appeal the determination that he/she has violated this policy and/or the penalty imposed by filing a written request with the principal within ten (10) days of the date the determination is made. The request for an appeal must clearly state the reasons why the

review is being requested. The review will be an informal meeting of the student, parents/guardians if desired, and a panel consisting of the principal, activities director, and head coach/advisor. The panel will issue a written decision within two (2) school days of the date of the review.

2. If the student's appeal to the panel is not successful, the student has the right to appeal to the Garden Valley School District Board of Trustees by filing a written request with the Superintendent's office within ten (10) days of the date the determination is made. The request for an appeal must clearly state the reasons why the review is being requested. The Board of Trustees will issue a written decision within five (5) school days of the date of the review. The decision of the Board of Trustees is final.
3. Students shall abide by all other terms of their suspension until a final determination is made regarding their appeal.

VI. Penalties

A. First Violation

1. The participant shall be suspended for a minimum of 30% of the sport season/semester from participating in any game, contest, competition, or event. For athletics, cheerleaders, and pep band, the number of contests per season (rather than the calendar year) shall be used to determine the length of the suspension.
2. In the event that a student self-reports the violation voluntarily the suspension will be reduced to 20% of the season/semester.
3. If a police citation is given related to the use of controlled substances, the student must self-report within 72 hours of the citation, or when questioned by a school official if less than 72 hours have elapsed, for the reduction in suspension to be granted.
4. For activities with performances/contests, students must attend all practices and performances/contests while suspended unless an alternative plan is requested by the student's coach/advisor. Failure to do so will result in continued suspension from activities. For all other activities, such as student council, students will not be allowed to participate while suspended.
5. Students will also be suspended from all other extracurricular activities unless they attend with their parent/guardian.
6. When the full penalty cannot be imposed, the remaining portion of the suspension will be carried over and served during the next activity participated in by the student. If a student does not participate in an extra/co-curricular activity in the next season/semester the ruling panel will determine the remaining penalty.
7. If a student self-reports, that student must submit to additional testing during the suspension period.

B. Second Violation

1. The participant shall be suspended for 50% of the sport season/semester from participating in any game, contest, competition, or event. For athletics, cheerleaders, and pep band, the number of contests per season (rather than the calendar year) shall be used to determine the length of the suspension.
2. In addition, for a second alcohol or drug violation, the participant must undergo a drug and alcohol and substance class approved by the school district, comply with the recommendations of the professional conducting the test assessment, and provide documentation of the assessment and compliance with the recommendations in order to be eligible for reinstatement at the end of the calendar year. The expenses of the assessment and any actions necessary to comply with the recommendations must be borne by the student and his/her parents.

3. ~~For activities with performances/contests, students must attend all practices and performances/contests while suspended unless an alternative plan is requested by the student's coach/advisor. Failure to do so will result in continued suspension from activities. For all other activities, such as student council, students will not be allowed to participate while suspended.~~
4. ~~Students will also be suspended from all other extracurricular activities unless they attend with their parent/guardian.~~
5. ~~When the full penalty cannot be imposed, the remaining portion of the suspension will be carried over and served during the next activity participated in by the student. If a student does not participate in an extra/co-curricular activity in the next season/semester the ruling panel will determine the remaining penalty.~~

C. ~~Third Violation~~

1. ~~A participant in grades 9-12 who commits a third violation shall be suspended from participation in activities for the remainder of his/her high school career.~~

VII. V. Reinstatement

1. A student who has completed an approved treatment program and provides a recommendation from that treatment program that the student has successfully completed the program and is unlikely to use controlled substances in the future may apply for reinstatement of eligibility following a third violation.
2. This application for reinstatement must be submitted in writing to the principal no less than two calendar years from the date of the suspension. The Board of Trustees will make the final determination of reinstatement.

VIII. Review Clause

~~The Alcohol and Substance Abuse Policy was approved by the Board of Trustees of the Garden Valley School District at a meeting held August 12, 2014 and is in effect for the 14-15 school year. At the end of the 14-15 school year, the policy will be reviewed by the Alcohol and Substance Abuse Committee and recommendations based upon that review will be submitted to the Board of Trustees. Any changes in the Alcohol and Substance Abuse Policy as a result of Board of Trustee action based on the review of the policy will be in place for the 2015-2016 school year. If no changes are made, this policy as written will be in effect for the 2015-2016 school year and subsequent years or until such time as the Board of Trustees approves changes to the policy.~~

Extra-curricular Participant Drug Testing

Section I: Philosophy and Rationale for Drug Testing

School activities play an integral part of the total educational process of students enrolled in the Garden Valley School District. Because activities provide an educational opportunity, participants and coaches/advisors strive to meet the following objectives:

- Promote and contribute to the goals of the total educational program
- Promote good citizenship and respect for rules and authority
- Promote involvement and community interest in activities
- Promote good sportsmanship
- Learn the value of competitive participation

- Development of individual and team skills
- Practice good health habits
- Practice physical, intellectual, and artistic development
- Represent the school and community in a positive manner

If students choose to participate in activities, they do so voluntarily, and, therefore, there are expectations beyond those required of students who do not wish to participate in activities. These include maintaining academic eligibility, abiding by rules set forth by the coach/advisor, and setting high standards for behavior. Moreover, commitment to activities requires that participants refrain from the use or possession of controlled substances. Participation in activities is not considered to be a right, but rather, it is a privilege.

Those students who violate this policy shall be subject to discipline that may include permanent removal from participation in school district activities. Additionally, the Garden Valley School District Board of Trustees, by adopting this policy, hopes to decrease peer pressure to use controlled substances on students participating in activities.

Section II: Definitions

For the purposes of this policy, the following definitions are applicable:

Drug: Any controlled substance as defined by Idaho Code 37-2701, except those possessed and/or used pursuant to valid prescription.

Extra-curricular Activity: Any activity sponsored by the District and sanctioned by the Idaho High School Activities Association (IHSAA) and/or any activity sponsored by the District that requires, as part of the participation, that students leave school grounds and act as representatives of the District in the course of the activity. The activities that will be subject to testing will be the following: **all activities sponsored by the district, including** all sports sanctioned by the IHSAA. ~~softball, baseball, speech, drama, debate, cheerleading, and student council.~~

Student Participant: Any student in grades ~~seven-six~~ through twelve participating in interscholastic athletic programs sponsored by the District and sanctioned by the Idaho High School Activities Association (IHSAA) and/or any student in grades ~~seven-six~~ through twelve whose participation in an extra-curricular activity or competition requires that student to leave school grounds and act as a representative of the District. **Participation by 5th grade students in middle school activities will be considered on a case-by-case basis with input from the coach, school administrator, AD and final approval from the superintendent.**

Activity Season: That period of time in a fall, winter, spring or year-round sport or activity from the first allowable day of practice or activity as determined by the IHSAA or the official school sponsor of the activity to the last day designated for that activity.

Section III: Drug Testing Required of Students

Consent: Any student wishing to participate in any interscholastic or other extra-curricular program covered by this policy shall indicate consent to testing consistent with this policy by returning to the district a consent form signed by both the parent/guardian and the student prior to the start of the activity season under a deadline determined by the sponsor of the activity. Parental/priority consent is not necessary for students who are 18 years of age.

Random Testing: All students covered by this policy will be subject to random testing for the presence of illegal drugs. A random test is a test that is unscheduled and results in every student being subject to testing at any given time. The random method used by the District will be based on a percentage figure determined by the District. Student names will be designated with a number and a third party or random number generator will conduct the random selection process. A student may also be tested on reasonable suspicion.

Reasonable Suspicion: A suspicion based on specific observations concerning appearance, speech or behavior of a student participant, and reasonable inferences drawn from those observations. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion.

Section IV: Drug/Alcohol Testing Procedures

Specimen Collection Procedures: When a student is notified that she/he is to submit to drug testing, he/she will be given instructions as to where to report for testing. A student must produce a urine specimen within two hours or the student will be treated as a refusal to submit to a drug test. All specimen collections will be conducted by personnel who have received appropriate training. If a student is absent on that day he or she is selected for drug testing, the student will be tested on the first day the student returns to school.

After obtaining the specimen the trained personnel will conduct the preliminary test of the specimen utilizing a 12-panel dip card. If the results of any part of the test are positive, the specimen will be sealed and signed by the trained personnel and the student. The specimen will be sent to a contracted lab for confirmation. The student will only be considered to have failed the test if the lab confirms the positive result for one of the tested drugs. A report will be sent directly to the superintendent/principal. The superintendent/principal will be responsible for communicating the results of the testing to the student and his/her parents.

Any negative samples will be disposed of immediately. The test results will only be kept for one calendar year.

Adulteration or Submission of Concealed Specimen: If, during the collection procedure, the collection monitor detects an effort by a student to adulterate or substitute a false specimen, a second specimen will be requested. If a second specimen is provided, it will be tested. If the request for a second specimen is refused, the collector will convey to the District the student's refusal to submit a true specimen. Such conduct will result in the student being disciplined consistent with the provisions relating to the student testing positive. In the event a student submits a specimen that is later identified as a diluted specimen, the student will be requested to submit a second specimen.

Scope of Tests: The person collecting the specimen will test for illegal drugs. A student's specimen will not be screened for the presence of any substances other than illegal drugs and/or alcohol, nor will the specimen be screened for the existence of any physical condition other than drug and/or alcohol intoxication. When a student is tested for the presence of alcohol, the testing level will be equivalent to 0.02 alcohol concentration (BAC). The District reserves the right to test a student for the presence of prescription medication when it has reason to believe the student may be abusing such medication.

Access to Testing Results and the Requirement for Confidentiality: The agency administering the drug-testing program will be authorized to report results to the superintendent/principal only, who will communicate positive test results to the student and a parent/guardian. Coaches of students who test positive will be informed of the disciplinary action, they will not receive the details of the test results. All test results will be kept strictly confidential. The detection of illegal substances obtained pursuant to this policy will not be used as a basis to discipline a student or penalize him or her academically. Such detection shall not be made part of

the student's permanent record, and does not constitute reasonable suspicion, pursuant to Idaho Code §33-210.

Non-Punitive Nature of Policy: No student athlete should be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any students' academic records. Information regarding the results of the drug test will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process. The student and students' custodial parents or legal guardian will be notified at least seventy-two hours (72) hours before a response is made by a District, or otherwise, or by the courts.

Drug Testing Costs: Unless otherwise stated in this policy, the District will be responsible for the cost of testing students as required by this policy.

Section V: Disciplinary Response to a Positive Result

See IV. Commission of a Controlled Substance Violation and Penalties under Alcohol and Substance Abuse policy above for disciplinary response to a positive result.

Upon determination of a positive test result from the contracted the lab, the student will be subject to disciplinary action detailed below:

A. First Violation

- ~~1. The participant shall be suspended for a minimum of 30% of the sport season/semester from participating in any game, contest, competition, or event. For athletics **and other identified extracurricular activities** cheerleaders, and pep band, the number of contests per season (rather than the calendar year) shall be used to determine the length of the suspension.~~
- ~~2. In the event that a student self-reports the violation voluntarily the suspension will be reduced to 20% of the season/semester.~~
- ~~3. If a police citation is given related to the use of controlled substances, the student must self-report within 72 hours of the citation, or when questioned by a school official if less than 72 hours have elapsed, for the reduction in suspension to be granted.~~
- ~~4. For activities with performances/contests, students must attend all practices and performances/contests while suspended unless an alternative plan is requested by the student's coach/advisor. Failure to do so will result in continued suspension from activities. For all other activities, such as student council, students will not be allowed to participate while suspended.~~
- ~~5. Students will also be suspended from all other extracurricular activities unless they attend with their parent/guardian.~~
- ~~6. When the full penalty cannot be imposed, the remaining portion of the suspension will be carried over and served during the next activity participated in by the student. If a student does not participate in an extra/co-curricular activity in the next season/semester the ruling panel will determine the remaining penalty.~~
- ~~7. If a student self-reports, that student must submit to additional testing during the suspension period.~~

B. Second Violation

- ~~1. The participant shall be suspended for 50% of the sport season/semester from participating in any game, contest, competition, or event. For athletics, **and other identified extracurricular activities** cheerleaders, and pep band, the number of contests per season (rather than the calendar year) shall be used to determine the length of the suspension.~~

- ~~2. In addition, for a second alcohol or drug violation, the student must participate in drug and alcohol abuse education program. The expenses of the program and any actions necessary to comply with the recommendations must be borne by the student and his/her parents. The school will provide the student with options for such programs.~~
- ~~3. For activities with performances/contests, students must attend all practices and performances/contests while suspended unless an alternative plan is requested by the student's coach/advisor. Failure to do so will result in continued suspension from activities. For all other activities, such as student council, students will not be allowed to participate while suspended.~~
- ~~4. Students will also be suspended from all other extracurricular activities unless they attend with their parent/guardian.~~
- ~~5. When the full penalty cannot be imposed, the remaining portion of the suspension will be carried over and served during the next activity participated in by the student. If a student does not participate in an extra/co-curricular activity in the next season/semester the ruling panel will determine the remaining penalty.~~

~~C. Third Violation~~

- ~~1. A participant in grades 9-12 who commits a third violation shall be suspended from participation in activities for the remainder of his/her high school career.~~

Section VI: Reinstatement

1. A student who has completed an approved treatment program and provides a recommendation from that treatment program that the student has successfully completed the program and is unlikely to use controlled substances in the future may apply for reinstatement of eligibility following a third violation.
2. This application for reinstatement must be submitted in writing to the principal no less than two calendar years from the date of the suspension. The Board of Trustees will make the final determination of reinstatement.

Basic Athletic Department Policies

Participation: An athlete may participate in only one sport per season, unless permission is given by the principal and athletic director.

Dropping or transferring sports: Quitting is an unacceptable habit. ~~A quitter~~ **An athlete who quits a sport** may lose the privilege of participating in athletics. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:

- a) Consult with the immediate coach and then the head coach.
- b) Report situation to the athletic administrator.
- c) Check in all equipment.

If an athlete wishes to change sports during a season or after having won an award in one sport and he/she wishes to change sports, he/she shall consult with both coaches concerned and the athletic administrator. This procedure assures a smooth transfer which is in the best interest of the student.

Equipment: School equipment checked out by the student-athlete is his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of any equipment is the athlete's financial obligation.

Missing practice: An athlete should always consult his/her coach before missing practice. Missing practice or a

game without good reason will ~~be dealt with severely.~~ **have consequences decided by the coaching staff on a case by case basis.**

Travel: All athletes must travel to and from out-of-town athletic contests in transportation provided by the athletic department unless previous arrangements are made by the parents for an exceptional situation.

- a) Athletes will remain with their squad and under the supervision of the coach when attending away contests.
- b) Athletes that miss the bus will not be allowed to participate in the contest unless there are extenuating circumstances.
- c) All regular school bus rules will be followed.
- d) Dress should be appropriate and in good taste.

Minimize Extracurricular Conflicts: The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts.

Students have a responsibility to do everything possible to avoid continuing conflicts. Positive efforts might include being cautious about joining too many activities where conflicts are unavoidable. It also means notifying the faculty sponsors/coaches involved immediately when a conflict arises.

When a conflict arises the sponsors/coaches will work out a solution so the student does not feel caught in the middle. If a solution cannot be found, the principal will make the decision based on the following:

- a) The relative importance of each event to the student.
- b) The importance of each event to the school.
- c) The relative contribution the student can make.
- d) How long each event has been scheduled.
- e) Talk with parents.

Once a decision has been made and the student has committed to that decision, he/she will not be penalized in any way by either faculty sponsor/coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

Attendance: Students who miss part of the school day due to illness must be in attendance four ~~continuous~~ periods in order to play in a contest or practice on that date. Students missing school for reasons other than illness must have an excused absence in order to participate. Final authority for infractions of this rule will rest with the athletic director and/or principal. ~~Students absent from school on Thursday with a contest the following day (Friday) will be eligible to participate provided the absence is excused by a school administrator.~~

Release From Class: It is the responsibility of athletes to see their teacher the day before the classes they will miss because of an athletic contest. All work shall be made up at the convenience of the teacher.

Lettering Criteria: To letter in any sport/activity at Garden Valley Schools, students will be judged on the following criteria:

1. Game participation/performance
2. Return all issued equipment in acceptable condition.
3. Finish the season in good standing.

4. ~~Attend the Awards Ceremony at the end of the season.~~
5. Demonstrate good sportsmanship and ethical behavior.

GARDEN VALLEY SPORTSMANSHIP

As an athlete at Garden Valley High School, our sportsmanship goals will include:

- Developing a sense of dignity under all circumstances;
- Respecting the rules of the game the officials who administer the rules, and their decisions;
- Respecting opponents as fellow students; and acknowledging them as striving to do their best while you seek your best at the same time;
- Refraining from engaging in all types of disrespect behavior, specifically taunting, trash talk and other forms of intimidation;
- Looking at athletic participation as a potentially beneficial learning experience, whether you win or lose;
- Educating other students and fans to understand the rules of the game, and the value of sportsmanship.

As a parent of a student at our school, your sportsmanship goals will be:

- Realizing that athletics are part of the educational experience and the benefits of involvement go beyond the final score of a game.
- Encouraging our students to perform their best, just as we would urge them on with their class work. ~~knowing that others will always turn in better or lesser performances~~
- Participating in positive cheers that encourage our youngster and discourage any cheer that would redirect that focus including those that taunt and intimidate opponents, their fans and officials
- Learning, understanding and respecting the rules of the game, the officials who administer them and their decisions
- Respecting the task our coaches face ~~as teachers~~, and supporting them as they strive to educate our youth.
- Respecting our opponents and student athletes, and acknowledging them for striving to do their best.

PLAYERS

Responsibilities

1. Accept and take seriously your responsibility as a player and role model and also recognize your privilege of representing your school and community. Practice good sportsmanship at all times, on or off the playing field or court.
2. Cooperate with your coaches and follow school and team rules of conduct as outlined in your student and athletic handbooks.

Preventative Measures

BEFORE

1. Shake hands with opponents and express your best wishes for success.
2. Exhibit a positive and enthusiastic attitude ~~about the contest.~~

DURING

1. Assist players who are down in getting to their feet.
2. Shake hands after an aggressive exchange.

3. Never gesture to officials, players, coaches or fans in a negative manner.
4. Never disagree openly with an official's or coach's decision. Carry on ethically and maturely.
5. ~~Shake the opponent's hand if he/she fouls out, or extend congratulations when he/she is leaving the contest.???????~~

AFTER

1. Extend a congratulatory handshake to your opponent immediately at the game's conclusion.
2. Never debate something that occurred during the game with ~~anyone, as it is in the past.~~ opponents or officials.
3. Be objective **and positive** when communicating to the media about the contest.
4. Show concern for injured opponents and teammates.
5. Promote sportsmanship and your athletic experience positively whenever and wherever the opportunity arises.

CHEERLEADERS

Responsibilities

1. Serve as a support group for interscholastic activities.
2. Strive to boost school spirit, promote good sportsmanship and develop positive crowd involvement at all athletic contests.
3. ~~Assist in the administration of the athletic contest.~~

WHEN TO CHEER AND APPLAUD

1. As your team comes onto the playing floor/field.
2. As your team is introduced.
3. When a player (yours or opponent) makes an exceptionally fine play.
4. When a substitution is made on your team. Cheer both the outgoing player and incoming player.
5. As encouragement and tribute to an injured player of either team.
6. When an opponent who has played spectacularly leaves the game.
7. As encouragement to your own team whether on offense or defense.

WHEN NOT TO CHEER

1. When an opposing player makes a mistake or the opposing team is being penalized.
2. When an opposing player is injured.
3. If the opposing rooting section has already started a cheer or the opposing school band is playing. (A pre-game conference between cheer teams can help to avoid conflict with each other's effort.)
4. As announcements are being made over the public address system.

STATE TOURNAMENT SPORTSMANSHIP RULES

The following sportsmanship rules will be in effect at all IHSAA state tournament events:

Artificial Noisemakers

Artificial noisemakers shall not be used. Exception: Cheerleaders (only) may use megaphones at football games. Artificial noisemakers are items such as (but not limited to) megaphones, air horns, bells, whistles, clickers.

Attire

Bare chests are not permitted. Shirts must be worn. Inappropriate Behaviors The following are not permitted:

- Throwing objects onto the playing area before, during, or after a contest.
- Entering the playing area before, during, or after a contest.
- Verbal harassment or derogatory remarks directed toward an opponent or official.

Balloons

Balloons are not permitted at any IHSAA state play off or championship event.

Face Painting:

Full face painting is not permitted. Partial face painting is permitted such as small markings on the cheeks, nose, or forehead.

Posters/Banners/Signs

All signs must show only positive support. Those which direct negative comments towards opponents or are unsportsmanlike or vulgar are not permitted.

Please sign the following two documents and return to the Athletic Director prior to the start of practice.

Drug Testing Consent Form

As per **Garden Valley School District No. 71, Student Policy 3321, Section III: Drug Testing Required of Students;**

Consent:

Any student wishing to participate in any interscholastic or other extra-curricular program covered by this policy shall indicate consent to testing consistent with this policy by returning to the district a consent form signed by both the parent/guardian and the student prior to the start of the activity season under a deadline determined by the sponsor of the activity. **Parental/priority consent is not necessary for students who are 18 years of age**

_____	_____	_____
Student signature	Student name	Date

_____	_____	_____
Parent/Guardian signature	Parent/Guardian name	Date

(RETURN SIGNED COPY TO AD)

General Athletic Procedures and Conduct

1. Coaches are responsible for supervising the behavior of athletes at all times: on the bus, at stores, other schools, our school, motels, etc.
2. A coach WILL NOT leave the school grounds, football field, track, or golf course until all athletes are picked-up.
3. Appropriate footwear must be worn at all times. (Practice and athletic events).
4. Students WILL wear inside gym shoes when on the court (NO EXCEPTIONS).
5. Students must ride the bus to an activity unless parents have contacted the AD or principal for special permission (24 hours prior to the game) and complete and sign the "Athletic Travel Release Form."
6. Students must ride the bus home unless released to their parents/guardians and no one else unless parents/guardians have contacted the AD or principal for special permission and complete and sign the "Athletic Travel Release Form." Parents/guardians MUST sign the release form before students can be released after an away game.
7. The coach or the bus driver can stop a trip because of road conditions. Neither can overrule the other when the safety of students is involved. If a trip back home is canceled, the coach will notify the administration and the parents of the athletes.
8. Overnight stays must have approval of the AD and Superintendent.
9. Students must attend school (minimum of 4 periods) to be able to participate in practice or a game. If the student has a doctor appointment they may practice and/or participate in a game that day.
10. Scheduling of the gym and/or multi-purpose room outside of the regular season will be requested through the school secretary. This includes open gyms. Practice will not exceed 8 pm, Monday-Thursday.
11. Coaches WILL NOT give out their keys to anyone (students, children, spouses, etc...)
12. Coaches may establish additional team rules. These team rules may supersede but not violate this handbook or any other school, district, state or IHSAA policies. These team rules must be approved in advance by the Athletic Director and Superintendent and distributed to team players and parents prior to the first competition of the season.
13. Students may not come out for any sport when 25% of the regular season contests have been played.
14. Students must compete in 75% of the regular season contests to be eligible for postseason play.
15. Verified illness, injury, family emergencies, transfer students and any other unusual or extenuating circumstances related to any rules in this handbook will be considered on a case-by-case basis with input from the coach, school administrator, AD and final approval from the superintendent.

Student signature

Student name

Date

Parent/Guardian signature

Parent/Guardian name

Date

(RETURN SIGNED COPY TO AD)

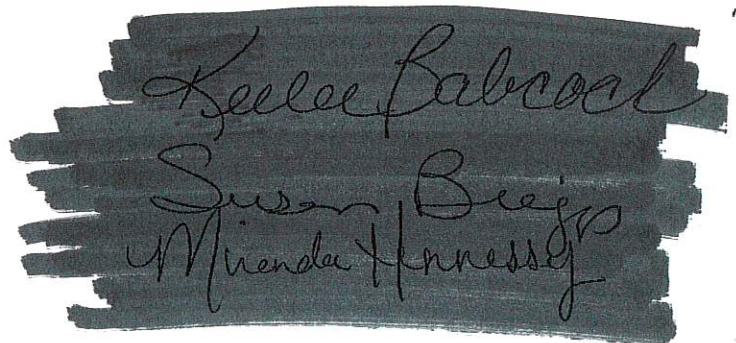
Title 1 School/Parent Compact Agreement/ Policies 2420 & 2420P

Apr 19, 2022

Time: 3:00 P.M.

Attendees: Susie Briggs (Title 1 Coordinator), Miranda Hennessey (Parent), and Keelee Babcock (teacher).

- We read through the documents and felt that they did not need revisions.
- I have offered several times this year for parents to learn about the Title 1 program, to join a team for Title 1 and sent out a survey.
- I only got three responses on the survey and no one came to the meetings or offered to join the team to review the agreement and policies.



Keelee Babcock
Susie Briggs
Miranda Hennessey

INSTRUCTION

2420

Title I Parent Involvement

The District endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy the word "parent" also includes guardians and other family members involved in supervising the child's schools.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation, and evaluation of the program for the next school year. Proposed activities to fulfill the requirements necessary to address the requirements of parental-involvement goals shall be presented.

In addition to the required annual meeting, at least three (3) additional meetings shall be held at various times of the day and/or evening for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the District level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist at home in the education of their children.

Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards. The "School-Parent Compact" shall:

1. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an ongoing basis with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Legal Reference: Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301-6514, as implemented by 34 CFR parts 200, 201, 203, 205, and 212
Improving America's Schools Act, P.L. 103-382, § 1112 Local Education Agency Plans
P.L. 107-110, "No Child Left Behind Act of 2001," Title I – Improving the Academic Achievement of the Disadvantaged, § 1118

Policy History:

Adopted on: 5-8-2012

Revised on:

approved last year 2020/2021
at Board meeting

Garden Valley School District No. 71

INSTRUCTION

2420P

Title I Parent Involvement

In order to achieve the level of Title I parent involvement desired by District policy on this topic, these procedures guide the development of each school's annual plan designed to foster a cooperative effort among parents, school, and community.

Guidelines

Parent involvement activities developed at each school will include opportunities for:

- Volunteering;
- Parent education;
- Home support for the child's education;
- Parent participation in school decision making.

The school system will provide opportunities for professional development and resources for staff and parents/community regarding effective parent involvement practices.

Roles and Responsibilities

Parents

It is the responsibility of the parent to:

- Actively communicate with school staff;
- Be aware of rules and regulations of school;
- Take an active role in the child's education by reinforcing at home the skills and knowledge the student has learned in school;
- Utilize opportunities for participation in school activities.

Staff

It is the responsibility of staff to:

- Develop and implement a school plan for parent involvement;
- Promote and encourage parent involvement activities;
- Effectively and actively communicate with all parents about skills, knowledge, and attributes students are learning in school and suggestions for reinforcement;
- Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

Community

Community members who volunteer in the schools have the responsibility to:

- Be aware of rules and regulations of the school;
- Utilize opportunities for participation in school activities.

Administration

It is the responsibility of the administration to:

- Facilitate and implement the Title I Parent Involvement Policy and Plan;
- Provide training and space for parent involvement activities;
- Provide resources to support successful parent involvement practices;
- Provide in-service education to staff regarding the value and use of contributions of parents and how to communicate and work with parents as equal partners;
- Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

Policy History:

Adopted on: 5-8-2012

Revised on:

approved last school year
2020/2021 school board
meeting

approved 2020/2021
school board meeting

School/Parent Compact Agreement

Garden Valley School District School District 71

What is a School/Parent Compact Agreement?

A school/parent compact is a written agreement between the school and the home. The commitment outlines how parents, all school personnel, and students agree to share the responsibility for improving student achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Agreement

Garden Valley School District:

1. Provide high-quality curriculum and instruction in a safe and supportive learning environment that enables participating children to meet the State's student academic achievement standards by implementing the State's Tier 3 instructional model.
2. Hold parent-teacher conferences during the months of October and March which this compact will be discussed as it pertains to your child's performance.
3. Provide parents with frequent reports on their children's progress after each school quarter.
4. Provide parents reasonable access to staff for consultation before or after school by appointment.
5. Provide parents opportunities to volunteer and participate in their child's class.

Parent Agreement

I want my child to be successful; therefore, I will support our child's learning in the following ways:

1. I will see that my child attends school every day and arrives at school on time.
2. Help my child complete homework assignments and study skills.
3. Stay informed about my child's education and communicate with the school frequently.
4. Participate, as appropriate, in decisions related to my child's education.

Student Agreement

It is important that I work to the best of my ability; therefore, I shall strive to do the following:

1. Arrive at school on time and be prepared to work, and do my best on all school work.
2. Obey all school rules.
3. Be responsible for my own behavior.
4. Show respect for myself, other people, and property.
5. Take time to study and do my schoolwork each school day.

Student _____

Date _____

Parent _____

Date _____

Teacher _____

Date _____

Garden Valley School District Exit Questionnaire

Thank you for taking the time to complete this survey. The Garden Valley School District values your opinion. We would like to know more about your employment experience with the district and why you are leaving your current position. **Your individual responses are optional, confidential and will not become part of your personnel file.** Responses to these questions will be used for internal improvements. If you would prefer to speak with someone rather than complete this written survey, please contact Stephany Corn at 208-462-3756, ext. 1019. Thank you!

1. Employee Name - Last Name, First Name (Optional):

2. Termination / Resignation Date:

Example: January 7, 2019

3. Position Title:

4. Location:

5. Today's Date

Example: January 7, 2019



Central Administration

10. If you have marked dissatisfied or very dissatisfied for any of these categories, please explain.

Based on your knowledge, please objectively answer the questions below.

11. What was the most satisfying aspect of your job?

12. What was the least satisfying aspect of your job?

13. Do you feel you were valued while employed with the Garden Valley School District?

Mark only one oval.

- Yes *Skip to question 15*
- No

Untitled Section

14. If you answered no to the previous question, please tell us what could have been done to help you feel valued?

Untitled Section

15. Do you feel you were treated fairly while employed with the Garden Valley School District?

Mark only one oval.

- Yes *Skip to question 17*
- No

Untitled Section

16. If you answered no to the previous question, please explain:

Untitled Section

17. Do you feel you were kept informed with respect to district/department/school policies and procedures?

Mark only one oval.

- Yes *Skip to question 19*
 No

Untitled Section

18. If you answered no to the previous question, please explain:

Untitled Section

19. What would you consider the greatest strengths of the Garden Valley School District?

20. What would you consider the weaknesses of the Garden Valley School District?

21. Do you have any constructive suggestions that would make the Garden Valley School District a better place to work?

Untitled Section

22. Would you recommend the Garden Valley School District as a good place to work?

Mark only one oval.

Yes

Skip to question 24

No

Untitled Section

23. If you answered no to the previous question, please explain:

Untitled Section

24. As you leave the District, is there anything else you would like us to know?

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Original

Garden Valley School District No. 71

STUDENTS

3305

Student Drug, Alcohol and Tobacco Use

PHILOSOPHY

It is the Idaho Legislature's intent that parental involvement in all aspects of a child's education in Idaho public schools be part of each school district's policy. Drug prevention programs and counseling for students under the custody and care of the public schools are included in this intent.

The board of trustees recognizes that student use of chemical substances, including alcohol, is a serious problem of utmost concern in our society. Drug, alcohol, and tobacco use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco, and controlled substances—creates educational, economic, and legal problems.

DEFINITIONS

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

"Course of conduct" involves a pattern or series of acts over a period of time, however short, evidencing a continuity of purpose. Course of conduct does not include constitutionally and statutorily protected activity.

"Drug" includes any alcohol or malt beverage, any tobacco product, any vaping or e-cigarettes, any controlled substance, any illegal substance, any abused substance, any substance which is intended to alter mood, and any medication not prescribed by a physician for the student in possession of the medication.

"Intentionally harass" means a knowing and willful course of conduct directed at a specific student which seriously alarms, annoys, threatens, or intimidates the student and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress.

"Reasonable suspicion" means an act of judgment by a district employee or independent contractor that leads to a reasonable and prudent belief that a student is in violation of this policy or the "use" or "under the influence" provisions of Idaho Code Section 37-2732C, which defines controlled substances. Such act of judgment is based on the employee's or independent contractor's training in recognizing the signs and symptoms of alcohol and controlled substance use. The fact that a student has previously disclosed use of a controlled substance will not be deemed a factor in determining reasonable suspicion at a later date.

"School premises" includes all buildings, facilities, and property owned or leased by the district, school buses and other school vehicles, and the location of any school-sponsored activity or function.

POLICY

Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district's drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
2. He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs, or related paraphernalia, on school premises;
4. He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises.

ALCOHOL OR CONTROLLED SUBSTANCES: VOLUNTARY DISCLOSURE

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis; and
2. Notification of the disclosure and availability of counseling is provided to the student's parent/guardian.
3. In order to provide opportunity for intervention and prevention, the student must complete a drug/alcohol assessment by a state approved drug/alcohol agency or a certified drug/alcohol counselor at the parents' expense. A release of information for the school to obtain the results of the assessment is required. Upon completion of the assessment, the student must follow the recommendations of the assessment.

ALCOHOL OR CONTROLLED SUBSTANCES: REFERRAL TO LAW ENFORCEMENT

Once a student is reasonably suspected of being in violation of the law and this policy regarding alcohol or controlled substances, regardless of any previous voluntary disclosure, the building principal or designee will immediately notify the student's parent or guardian and report the incident to the local law enforcement agency.

Any student exhibiting inappropriate behavior that suggests "using" or "being under the influence" of alcohol or controlled substances will be immediately escorted by a district employee to an administrative office for interviewing and observation by the principal or designee. Except in the case of an emergency, the student will not be left unattended and will not be allowed to leave the school premises.

The principal or designee will refer the student to the law enforcement agency if, upon observing and/or interviewing the student, he or she reasonably suspects that the student is using or under the influence of alcohol or a controlled substance. District employees will cooperate fully with any law enforcement

investigation of a violation of this policy, including, but not limited to, providing access to lockers, desks, and other school property, and providing oral and/or written statements regarding the relevant events.

The principal or designee, and/or any other employee having observed the student's behavior will document his or her observations of the student; the documentation will be provided to the law enforcement agent, and a copy will be placed in the student's discipline record.

ENFORCEMENT PROCEDURES

The procedures to enforce this policy are as follows:

1. First Offense:

- A. Students who violate this policy will be suspended by the principal or building administrator for five (5) days, unless extraordinary circumstances exist.
- B. The student must complete a drug/alcohol assessment by a state approved drug/alcohol agency or a certified drug/alcohol counselor at the parents' expense. A release of information for the school to obtain the results of the assessment is required. Verification of the appointment is necessary before the student will be re-admitted to school, and completion of the assessment will be required as a condition for the student to remain in school.
- C. The student must follow the recommendations of the assessment as a condition for remaining in school. If the student does not follow the recommendations of the assessment, the discipline procedure for expulsion will be applied.
- D. Upon returning to school, the student will be asked to submit to random urinalysis and must produce negative results as a condition of remaining in school. If a positive urinalysis is a result, the discipline procedure for expulsion will be applied.

2. Second Offense:

- A. Students who violate this policy will be suspended by the principal or building administrator for five (5) days, unless extraordinary circumstances exist.
- B. The discipline procedure for expulsion will be applied.

3. Distribution:

- A. Distribution of any "drug" as defined in district policy, will result in suspension by the principal or building administrator for five (5) days and the discipline procedure for expulsion will be applied.

4. Referral to Law Enforcement: The student will be referred to the law enforcement agency, if appropriate. If the incident involves using or being under the influence of alcohol or a controlled substance, the student will be referred to the local law enforcement agency. In all other situations, referral to law enforcement will be at the discretion of the building principal or designee.

5. Search and Seizure: A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable cause to believe that the student is in possession of drugs or drug paraphernalia. Any evidence that a student has violated the law and this policy may be seized by the principal or designee.

Lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Authorized school officials may open and inspect lockers and desks when there is reasonable cause to believe that the locker or desk may contain items which may be a threat to safety and security. Such a search may be conducted without a search warrant, and without notice or consent.

Students are permitted to park on school premises as a matter of privilege, not right. The district retains the authority to conduct routine patrols of school parking lots and to inspect the exteriors of automobiles on school premises. The interiors of vehicles on school premises may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, consent, or a search warrant.

- 6. Parent Contact:** The student's parent/guardian will be contacted as soon as possible following any alleged violation of this policy.

STUDENTS WITH DISABILITIES

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

IMMUNITY FOR GOOD FAITH IMPLEMENTATION

District employees and independent contractors of the district who implement this policy in good faith and with appropriate foundation are immune from civil liability.

INTENTIONAL HARASSMENT

District employees and independent contractors of the district are prohibited from using their authority to determine reasonable suspicion solely for the purpose of intentionally harassing a student. Using the authority in such a manner may result in disciplinary action against the employee or may be considered a breach of the district's contract with the independent contractor.

NOTICE

Upon adoption of this policy, the board will provide notice of the policy to each student, parent/guardian, or custodian by publishing such notice in a newspaper of general circulation in the district. Subsequently, a copy of the policy will be provided to each new student, as well as to the parent/guardian or custodian, at the time of initial registration in a district school.

LEGAL REFERENCE:

Idaho Code Sections

33-205

20-516

33-210

37-2705

37-2732C

Drug-Free Schools and Communities Act of 1988

PL 100-690 and all subsequent amendments

Individuals with Disabilities Education Act

PL 94-142 and subsequent amendments

Section 504 of the 1973 Rehabilitation Act

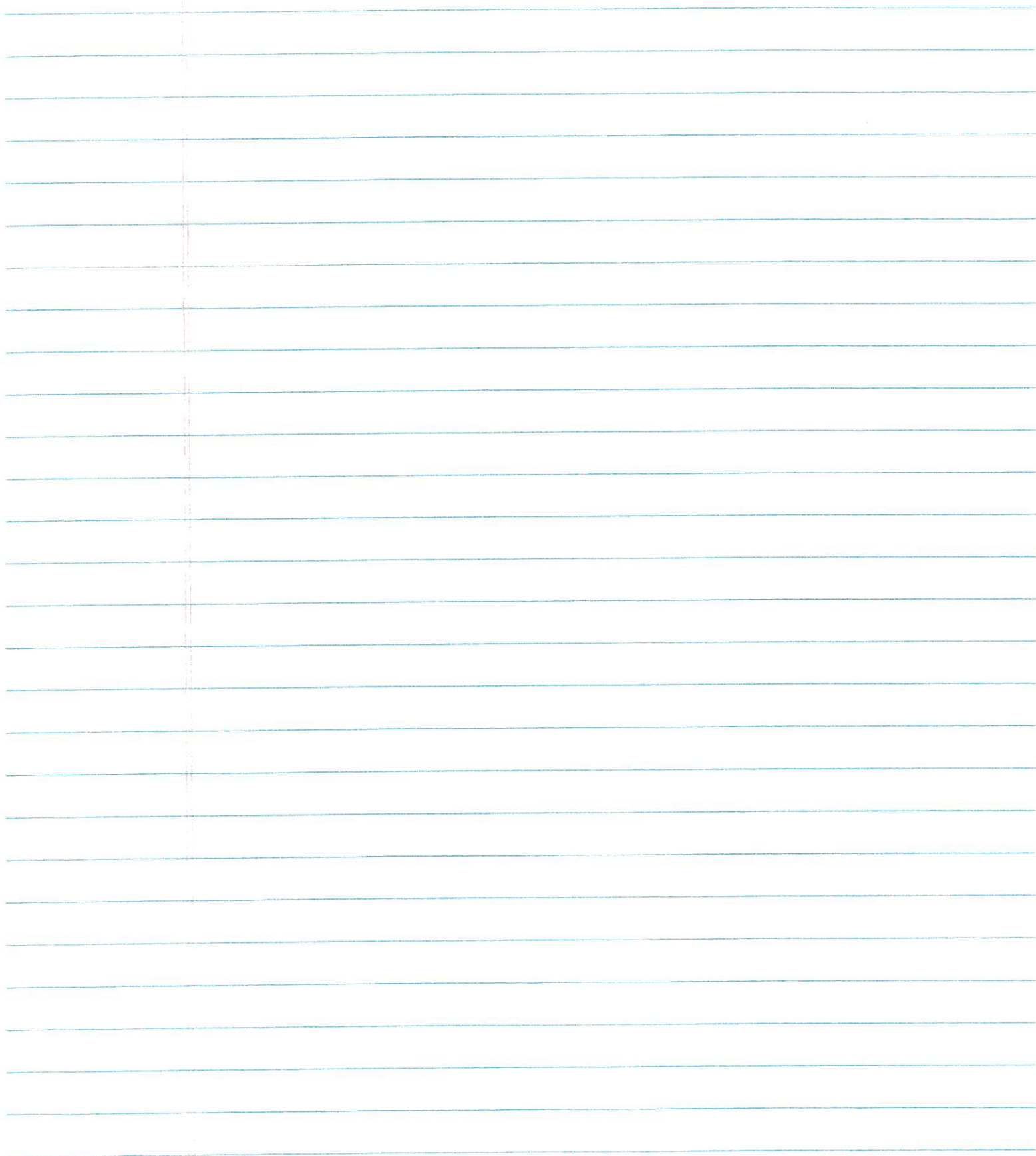
Americans with Disabilities Act

Policy History:

Adopted on: 04-12-2016

Reviewed on:

Revised on:



Revised

Garden Valley School District No. 71

STUDENTS

3305

Student Drug, Alcohol and Tobacco Use

PHILOSOPHY

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DEFINITIONS

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“Drug” includes any alcohol or malt beverage, any tobacco product, any vaping or e-cigarettes, any controlled substance, any illegal substance, any abused substance, any substance which is intended to alter mood, and any medication not prescribed by a physician for the student in possession of the medication.

“Intentionally harass” means a knowing and willful course of conduct directed at a specific student which seriously alarms, annoys, threatens, or intimidates the student and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress.

“Reasonable suspicion” means an act of judgment by a district employee or independent contractor that leads to a reasonable and prudent belief that a student is in violation of this policy or the “use” or “under the influence” provisions of Idaho Code Section 37-2732C, which defines controlled substances. Such act of judgment is based on the employee's or independent contractor's training in recognizing the signs and symptoms of alcohol and controlled substance use. The fact that a student has previously disclosed use of a controlled substance will not be deemed a factor in determining reasonable suspicion at a later date.

“School premises” includes all buildings, facilities, and property owned or leased by the district, school buses and other school vehicles, and the location of any school-sponsored activity or function.

“Distribution” includes the transporting, selling, delivering, gifting or sharing of a drug.

POLICY

Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district's drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
2. He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs, or related paraphernalia, on school premises;
4. He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises.

ALCOHOL OR CONTROLLED SUBSTANCES: VOLUNTARY DISCLOSURE

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis; and
2. Notification of the disclosure and availability of counseling is provided to the student's parent/guardian.
3. In order to provide opportunity for intervention and prevention, the student must complete a drug/alcohol assessment by a state approved drug/alcohol agency or a certified drug/alcohol counselor at the parents' expense. A release of information for the school to obtain the results of the assessment is required. Upon completion of the assessment, the student must follow the recommendations of the assessment.

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Once a student is reasonably suspected of being in violation of the law and this policy regarding alcohol or controlled substances, regardless of any previous voluntary disclosure, the building principal or designee will immediately notify the student's parent or guardian and report the incident to the local law enforcement agency.

Any student exhibiting inappropriate behavior that suggests "using" or "being under the influence" of alcohol or controlled substances will be immediately escorted by a district employee to an administrative office for interviewing and observation by the principal or designee. Except in the case of an emergency, the student will not be left unattended and will not be allowed to leave the school premises.

The principal or designee will refer the student to the law enforcement agency if, upon observing and/or interviewing the student, he or she reasonably suspects that the student is using or under the influence of alcohol or a controlled substance. District employees will cooperate fully with any law enforcement

investigation of a violation of this policy, including, but not limited to, providing access to lockers, desks, and other school property, and providing oral and/or written statements regarding the relevant events.

The principal or designee, and/or any other employee having observed the student's behavior will document his or her observations of the student; the documentation will be provided to the law enforcement agent, and a copy will be placed in the student's discipline record.

ENFORCEMENT PROCEDURES

The procedures to enforce this policy are as follows:

1. First Offense:

- A. Students who violate this policy will **receive ISS (In School Suspension) from** the principal or building administrator for **a period of five (5) to ten (10) days**, unless extraordinary circumstances exist.
- B. The student must complete a drug/alcohol assessment by a state approved drug/alcohol agency or a certified drug/alcohol counselor at the parents' expense. A release of information for the school to obtain the results of the assessment is required. Verification of the appointment is necessary before the student will be re-admitted to school, and completion of the assessment will be required as a condition for the student to remain in school.
- C. The student must follow the recommendations of the assessment as a condition for remaining in school. If the student does not follow the recommendations of the assessment, the discipline procedure for **additional ISS, OSS (out of school suspension) and/or** expulsion will be applied.
- D. ******* DELETED *******

2. Subsequent Offenses:

- A. Students who violate this policy **a second time** will **receive ISS from** the principal or building administrator for **ten (10) days**, unless extraordinary circumstances exist.
- B. **Additional violations of this policy will result in additional ISS, OSS and/or expulsion at the discretion of school administration.**

3. Distribution:

- A. Distribution of any "drug" as defined in district policy, will result in **a minimum of 10 days ISS, however the discipline procedure for OSS and/or expulsion may be applied at the discretion of school administration.**

4. Referral to Law Enforcement: The student will be referred to the law enforcement agency, if appropriate. If the incident involves using or being under the influence of alcohol or a controlled substance, the student will be referred to the local law enforcement agency. In all other situations, referral to law enforcement will be at the discretion of the building principal or designee.

5. Search and Seizure: A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable cause to believe that the student is in possession of drugs or drug paraphernalia. Any evidence that a student has violated the law and this policy may be seized by the principal or designee.

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Section 504 of the 1973 Rehabilitation Act

Americans with Disabilities Act

Policy History:

Adopted on: 04-12-2016

Reviewed on:

Revised on:

CURRICULUM ADOPTION INFORMATION

K-5 Curriculum Adoption:

ELA: McGraw Hill, Wonders, 2023 edition

https://mheonline.com/na-wonders/?mkt_tok=MTI4LVNKVY0zNDcAAAGCp17IJJUJuoSKjad2vQSna-5S43aGyUqDqyY-tzaY7 LIJ20s7VO5hlj58CEZsmOe8RpY-B_2A1tuhUTDRQyehLyXfVQ-1ATT495RPsHI I2fzFn9wg

Username: WondersK5

Password: WondersK5

Math: McGraw Hill, Everyday Mathematics, 2022 edition

<https://my.mheducation.com/login>

Teacher Experience

Username: em4review

Password: MHEmath21

Student Experience

Username: em4reviewstudent

Password: MHEmath21

