

# Kamiah Middle School

## 2024-2025 Student Handbook

*"Today's Achievements  
Create Tomorrow's  
Accomplishments"*



(208) 935-4040



(208) 935-4041



FACEBOOK.COM/KMSKUBS



906 12TH STREET, KAMIAH ID 83536  
(Physical)



1102 HILL STREET, KAMIAH ID 83536  
(Mailing)

## Mission

The Kamiah Jt. School District partners with students, parents, and community members to ensure a safe, nurturing environment where all students are expected to achieve academic excellence, personal responsibility and success while engaged in lifelong learning and demonstrating respect for community values and diversity.

## Vision

*“Today’s Achievements Create Tomorrow’s Accomplishments”*

## Kamiah Middle School Staff

Shannon Engledow	<i>Principal/Athletic Director sengledow@kamiah.org</i>
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	Title 1 Aide

## **Middle School Student/Teacher/Parent Contract**

As students, teachers, and parents we are reminded of the benefits and value of cooperative planning and combined efforts. When the student, parent and teacher all work together, student achievement increases. Please take a few minutes to review the contract with your child. Feel free to discuss these guidelines with his/her teacher at any time.

### **Teacher:**

- Is aware of your child's needs.
- Provides appropriate, meaningful assignments for students.
- Provides necessary assistance to parents so they can help their children with assignments.
- Encourages all students and parents by providing information about student progress.
- Helps your child grow to their fullest potential.

### **Student:**

- Work cooperatively with my classmates, teachers and parents.
- Comes to school prepared; ready to complete and return homework assignments.
- Pays attention and does my best to achieve.
- Obeys all set rules and respects the rights of others.

### **Parent:**

- I establish time for homework and review homework regularly.
- I am encouraging my child.
- I am aware of what my student is learning.
- I read with my child and let my child read to me.

## **Student and Staff Rights and Responsibilities**

### **Students Rights/Responsibilities**

As ordained by the Constitution and the laws of the State of Idaho, every student has a right to the full range of educational opportunities provided by our public education system. Those rights cannot be abridged except by law. Each student has the right to be enrolled in any class for which he/she qualifies and adequate facilities exist. Every effort will be made to assign students to classes on the basis of maximum benefit for the students.

### **Student Respect**

It is expected that students understand the meaning of and show respect. Respect is to be given to other students, staff, and school property. Every student is to be treated with respect and dignity. Students are not to hinder the education, well being, or property of other students. Disrespect towards students will not be tolerated. We expect every staff member to be treated with respect and dignity, just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated. We expect that school property is to be treated with respect. School property is to be used as intended. If school property is broken, it is expected that the individual responsible will find a staff member, report what has happened, and a plan will be made to fix/ replace the property.

## **Staff Duty & Responsibility**

Staff are always on supervisory duty in the building or on campus. They have the right and the responsibility to stop students for any infraction of school regulations. A student who does not comply with the regulations after being warned, or who is defiant of staff's authority when stopped, will be referred to the administration.

## **Respect of Faculty and Staff**

We expect every staff member to be treated with respect and dignity, just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated. The staff is responsible for supervision of students anywhere on school property and while at school-sponsored activities.

## **Title IX Process**

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people from discrimination based on sex, including sexual harassment and sexual assault, in education programs or activities that receive Federal financial assistance. Title IX states that:

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."*

What is Sexual Harassment?

1. Quid pro quo by an employee;
2. Unwelcome conduct that is so severe, pervasive and objectively offensive, that it effectively denies a person equal access to a school's education program or activity; and/or Sexual assault as defined by the Clery Act, and dating violence, domestic violence and stalking as defined by the Violence Against Women's Act.

- Kamiah School District's Title IX Policy can be found here:

<https://www.kamiah.org/wp-content/uploads/2020/09/Policy-3085-Title-IX.pdf>

- Title IX Sexual Harassment Grievance Process can be found here:

<https://www.kamiah.org/wp-content/uploads/2020/10/3085P-Title-IX-Procedures.pdf>

To File A Complaint: Contact the Title IX Coordinator:

Kamiah School District Superintendent  
1102 Hill Street  
Kamiah, Idaho 83536  
(208) 935-2991

## **Family Rights and Privacy Act of 1974**

The Family Rights and Privacy Act of 1974, FERPA, is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Kamiah schools maintain confidential file cabinets for students and their families for educational purposes.

## **Every Student Succeeds Act (ESSA)**

The Every Student Succeeds Act, which replaced No Child Left Behind, requires schools to notify parents that they may request information regarding the professional qualifications of their student's teachers and paraprofessionals. Examples of information that may be requested are as follow:

- Has the teacher met the state qualifications and licensing criteria for the grade level and subject area in which the teacher provides instruction?
- Is the teacher teaching under an emergency or other provisional status?
- What is the baccalaureate degree/major of the teacher?
- Are there graduate certifications or degrees held by the teacher?
- What are the qualifications of the paraprofessionals that provide services to their students?

*Currently, all our teachers are highly qualified within both state and federal guidelines.*

Parents requesting further information on programs or staffing should contact the building principal.

## **General Kamiah Middle School Information**

### **Kamiah Breakfast and Lunch Program**

The Kamiah School District #304 is participating in the Community Eligibility Provision. All Students will receive free meals both at breakfast and lunch.

#### **Costs are as follows:**

- Middle School Breakfast: FREE
- Adult (or 2nd) Breakfast: \$2.85
- Middle School Lunch: FREE
- Adult (or 2nd) Lunch: \$4.95

#### **Lunchroom Rules:**

1. All students will sit at assigned tables and will not share tables with high school students.
2. Students will wait in line in an orderly manner.
3. All food and drink will be kept in the lunchroom; throwing food will not be tolerated.
4. Salad bar guidelines must be followed.
5. No outside drinks allowed in the lunchroom.
6. At least three items must be taken at breakfast.
7. Students will remove hats when entering the lunchroom, and when leaving, will exit through the doors near the restrooms.
8. Choosing not to follow these rules may result in eating lunch in an alternative setting.

Parents are welcome to join their children for lunch. If you would like to join us for lunch, please notify the office by 9:00AM on that day.

### **Media Center**

The mission of the KMS library is to provide useful educational support services for both faculty and students. The library/media center is a member of the VALNET library consortium, providing students access to books and materials at more than 45 other libraries. The library is

open for general use before school and after school, as well as during class times. Rules and regulations are as follows:

1. The library is a study zone. Socializing should take place elsewhere.
2. No food or drink allowed in the library.
3. Books may be checked out for a period of four weeks or longer at the discretion of the librarian and may be renewed up to two times.
4. Overdue fines are \$.05 per day. When using inter library loans, you must follow the loan/fine policies of the lending institution.
5. Overdue books and/or unpaid fees will result in withholding of report cards.

### **Textbook Usage**

Students borrowing school textbooks will maintain them in the best possible condition. Students will be expected to pay for any lost or damaged books.

### **Lockers**

Lockers will be assigned to 6th through 8<sup>th</sup> grade students who are then responsible for the number assigned. There will be no changing of lockers during the school year (unless authorized by the building principal). Students will leave lockers clean inside and out with a proper, functioning and closing mechanism. **Do not leave money or valuables in your locker.** The school cannot be responsible for valuables left in lockers. Students may purchase their own lock but must give the office an extra key or the combination. If students choose to use a lock, they may get one from the office.

### **Backpack Usage**

Backpacks are to be left in the classroom for students in grades 4<sup>th</sup>-5<sup>th</sup>. For students in grades 6<sup>th</sup>-8<sup>th</sup>, backpacks are to be kept in lockers at all times. Failure to follow these guidelines will result in a detention.

### **Acceptable Use of Electronic Networks**

Kamiah Joint School District #304 is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready. Accessing and using technological resources is one of the cornerstones of a 21st century education. This document describes the rules for acceptable use of District-issued mobile computing devices on and off campus. Using the resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

### **Mobile Computing Devices**

Before they are issued a mobile computing device, each student must submit an Student Agreement for Mobile Computing Device Use, Google Agreement Form, Internet Usage Conduct Agreement. Each form must be signed by the student and by their parent or guardian. At the end of the school year, the school will collect all devices from students. At the schools discretion, students may be issued devices to support summer school programs. Students may take the devices out of Idaho at the discretion of the building principal and/or technology coordinator.

**Filtering and Monitoring:**

Some sites on the Internet may contain offensive material. Even though it is impossible to have control over all of the information on the Internet, the District has in place several ways to prevent access to inappropriate materials and to provide for a positive, productive educational experience. Communications on the Internet are public in nature and files stored on the Internet should not be assumed to be private.

**The District:**

1. Attempts to filter out inappropriate material.
2. Supervises and monitors students.
3. Provides students with the understanding and skills needed to use technology in an appropriate manner.
4. Parents/guardians may signify that their student does not participate in the use of the KSD 304 Internet.

**Prohibited uses of the Technology include, but are not limited to:**

1. "Inappropriate material" includes, but is not limited to: design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; pornography; gambling; illegal solicitation; stolen materials; information used to cheat on school assignments or tests; commercial activities including product advertisement; political lobbying, including lobbying for student body office; online games (unless approved by supervising teacher as educational activity); illegal copies of copyrighted work; spam, chain letters, or other mass unsolicited mailings.
2. Encouraging the use of or promoting the sale of controlled substances or drugs.
3. Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses and worms.
4. Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee. Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
5. Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, or phone number.
6. Logging in to the system using another user's account or password.
7. Leaving an account open or unattended.
8. Violating any local, state, or federal regulation or statute.
9. Altering computer equipment as set up by the system administrator. This includes VPNs, other extensions not deployed by the building technology coordinator or administration.

**District Rights and Responsibilities:**

The District reserves the right to monitor all activity on the Internet.

1. The District reserves the right to block any material on the Internet.
2. The District reserves the right to deny access to technology to any individual.
3. Security on the network is a high priority. The Superintendent or designee shall establish procedures that will maximize system security.



4. No warranties are made or given with respect to any service, any information, or any software contained within the Internet.
5. Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the Internet provided by the District are those of the individual and do not necessarily represent the position of the District.
6. Accounts which are inactive for more than 30 days may be removed by the District along with the user's files without prior notice.
7. District staff is responsible for supervising student use of technology.

#### **Lost Devices:**

If a device is lost, it must be reported to the building admin or technology coordinator within a week to discuss options.

#### **Consequences:**

1st Violation: Written warning by a district staff superintendent, principal, teachers, counselor or technology director. A call will also go home to the parents.

2nd Violation: Detention

3rd Violation: One week suspension of chromebook usage with a letter home. Students are responsible to make up their work in class or at home.

4th Violation: Two week suspension of chromebook usage with a phone call and letter home. Students are responsible to make up their work in class or at home.

5th Violation: Quarter suspension of chromebook usage, with a letter home. Students are responsible to make up their work in class or at home.

#### **Personal Electronics**

It is highly recommended that students leave all electronic devices (cell phones, iPods, cameras, etc.) at home. Students who choose to bring portable electronic devices to school do so at their own risk. Students are allowed to use their cell phones before the morning bell and at the conclusion of the school day. If a student needs to get a hold of a parent, he/she may ask permission from the office or a teacher to use the cell phone in the office. Cell phones are to remain on silent and in the locker during the school day. Students who use electronic devices at inappropriate times or without instructor approval will have the item confiscated. **Students who refuse to surrender the device will be referred to the office. If a student refuses to surrender the device, suspension will result.** Repeat offenses will result in further disciplinary action. If a cell phone is needed for after school activities, etc., students should take care to secure them so they are not damaged or lost. Classroom teachers can expect students to place cell phones in either their locker, backpack, or numbered slots until the class is over. Students may use phones in classrooms only with explicit permission of each individual teacher.

In the event that a student violates this policy the following steps will occur:

- 1st OFFENSE: Electronic device is confiscated and turned into the office. The student may pick up their device at the end of the school day.
- 2nd OFFENSE: Electronic devices are confiscated and turned into the office. The item will be returned to a parent or designee after a parent is contacted and the student may be subject to disciplinary action.
- 3rd OFFENSE: Electronic device is confiscated and turned into the office. The item

will be returned to a parent or designee after a parent is contacted. Students may be subject to disciplinary action. Additional offenses or refusal to comply with a request to surrender an electronic device will be considered an act of insubordination and dealt with accordingly.

## **Medication at School**

If your child must have medication of any type given during school hours, including over-the-counter (OTC) drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time.
2. You may obtain a copy of the District 304 medication form from the school nurse or school secretary. Complete the form by listing the medication(s) needed, dosage, route (oral, eardrops, etc.), and the time the medication is to be administered. The secretary cannot administer any medication without the medication form being filled out and signed. Prescription medications must be brought to school in a pharmacy labeled bottle which contains instructions on how and when the medication is to be given. Over the counter medications must be received in the original container and will be administered according to the written instructions.
3. You may discuss with your Physician an alternative schedule for administering medication. For the school to administer any medication, the parent must have the medication form completed and the medication must be received in the original container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

***DO NOT SEND THE MEDICATION WITH YOUR CHILD.***

## Notice of Health Services

[NOTE: This form is to be provided to students' parents/guardians at the beginning of each school year.]

Dear parent or guardian,

The purpose of this form and the attached copy of the District's policy on Student Health/Physical Screenings/Examinations is to provide notice of all health services offered or made available through at the school by the District or by any private organizations and to provide notice of the District's policy on physical examinations and screening of students.

This year, the District will provide the following, as appropriate and in accordance with District policy:

1. Preventative health and wellness services and screenings as described in Policies 2415 and 3500;
2. Administering or assisting of the administration of medication as described in Policy 3510;
3. First aid and emergency care as described in Policy 3540; and
4. Appropriate management of all health conditions with parental consent.

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Student Name

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Parent Signature

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Date

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Parent Name



## **Check out Procedure**

If students need to leave school at any time during the day, the student's parent or guardian **MUST** pick them up and check them out in the office. If the student returns within the school day, they must check in on the same form. Failure to do so will be considered truancy.

## **Visitors**

Parents are always welcome to visit the school. Visitors are required to check in at the office and obtain a visitors pass and are expected to leave when their business is completed. NO student visitors will be accepted. Exceptions to this policy are when the visitor is actually participating in the class as a guest speaker or when the principal has approved a special request. Persons who loiter about the school will be treated as trespassers and will be reported.

## **Fire Drill Procedures**

Fire Drill procedures, routes and exits are posted in each classroom. The exit used will depend on the location of the fire. Fire Drills are practiced once a month. Students and teachers are required to exit the building and to head to their designated spots. Teachers will take attendance.

## **Lockdown Procedures**

Students will immediately drop to the floor and proceed to their predetermined safest location inside the classroom. The teacher will close all window coverings and shut and lock the door. Students are to stay quiet and not to have cell phones. The teacher will take attendance and send an email to the secretary if need be for communication. Everyone stays inside the classroom and waits for further instructions from the principal or law enforcement. The teacher should check their emails for updates. Termination of the lockdown can only be initiated by the principal or law enforcement.

# **Kamiah Middle School Programs**

## **Student Council**

A Student Council is a group of elected and volunteer students working together with an adult advisor to provide a means for student expression and assistance in school affairs and activities, give opportunities for student experience in leadership and encourage student/faculty/community relations.

The board of trustees of School District #304 requires that the principal has the responsibilities for the Associated Student Body Funds. No contracts or bills in the name of Kamiah Middle School Associated Student Body or any of its sub-organizations will be entered into without the principals' written approval. The teacher or advisor in charge of the organization prior to the approval of the principal must sign student activities purchase orders. There is no fee required to participate in the student council.

## **Dance Regulations**

1. After entering the dance, no student will leave and then re-enter the dance.
2. Without exception, any student suspected of being under the influence of a foreign substance (alcohol, drugs, etc.) will be held until their parents can be contacted and come to school to remove them from the school grounds. If the parents will not and/or cannot come, law enforcement agencies will be called and the student will be turned over to them. The student in question and parent or representative will meet with the appropriate school

officials at the earliest possible day following the incident. 3. The school dress code is enforced at all dances and 8<sup>th</sup> grade celebrations.

### **Extra-Curricular Activities**

Kamiah Middle School offers the following sports programs:

Fall: Girls Volleyball, Boys Basketball, Boys Football

Winter: Girls Basketball

Spring: Girls and Boys Track

All middle school students participating in extracurricular activities must read and sign the Kamiah School District Athletics/Activities policy. Parents must read and sign the policy also. Coaches/advisors will provide policy guidelines for each sport/activity. The purchase of a student activity card is required for participation in extracurricular activities. An additional \$25.00 “pay to play” fee will be charged per activity.

### **Sport Activity Fees**

- Activity cards..... \$40.00 (**Required for sports participants**)
- Pay to Participate.....\$25.00 (**Required for sports participants, PER sport**)

\*Students not purchasing an activity card will be charged normal student prices to attend activities in both the middle and the high school.

### **Insurance**

Every student participating in a sports program at Kamiah Middle School must carry insurance. School District #304 requires proof of insurance and a signed waiver that has been approved by KMS to be on file prior to participation. The school district has insurance brochures to issue each student, and parents may purchase this insurance for the school year. Each student must participate in the blanket insurance program or provide evidence of adequate insurance coverage. This is not school insurance, simply a company offering insurance for the school year.

### **Mandatory Drug/Alcohol/Nicotine Testing**

Kamiah School District conducts a mandatory drug-testing program for students who participate in athletic activities, grades seven through twelve (in some cases six). Its purpose is threefold: (1) to provide for the health and safety of all students who participate in athletic activities; (2) to undermine the effects of peer pressure by providing legitimate reason for students to refuse to use illegal drugs or misuse of prescription drugs; and (3) to encourage students who use drugs to participate in receiving an assessment from a State certificated substance abuse counselor, of which all costs will be the responsibility of the parent or legal guardian. All students participating in athletic activities who test positive will have the custodial parent or legal guardian notified so he/she can obtain an assessment from a state certificated substance abuse counselor and follow the recommended program completely. All costs associated with the assessment and the recommended programs are the responsibility of the parent or legal guardian. This policy is in effect from the first day of fall practice and ends after arriving home from the last event in the spring. Students are responsible to abide by the provisions of this policy from the first practice date, as established by the IHSAA to the end of the athletic season. Seasons and activity programs may overlap. Parents and/or guardians of 6th graders must provide authorization for their student to participate in the drug testing program.

## **Special Services**

### **Special Education**

This program is designed to aid those students who have recognized special challenges including learning, emotional, physical, speech, hearing, vision, or any combination of these.

### **Title I**

The Title I program provides assistance to students who do not qualify for Special Education. Kamiah provides Title I assistance to all students through a “school wide” delivery. The purpose of Title I is to provide additional instructional support. Assistance is provided to all students as the need is identified by staff and parents. Additionally, parents may request information regarding the professional qualifications of the student’s classroom teacher.

### **Counseling**

The counseling program provides counseling services to individual students and addresses whole class needs. School counselors work to maximize student success, promoting access and equity for all students. As vital members of the school leadership team, school counselors create a school culture of success for all. School counselors design and deliver school counseling programs that improve student outcomes. They lead, advocate and collaborate to promote equity and access for all students by connecting their school counseling program to the school’s academic mission and school improvement plan.

*The Kamiah School District, a partnership of students, parents, educators, and community members, is committed to ensuring a safe, nurturing environment where people are challenged to academic excellence, individual responsibility, personal success, and lifelong learning while reflecting community values and respecting diversity.*

### **ICU**

Kamiah Middle/High School utilizes a program called ICU. ICU provides students who have missing or failing assignments an opportunity to work during lunch time. Students are given a list of missing/failing assignments at the beginning of the day. They are to come to the designated ICU room prepared with the assignment(s) and any necessary materials at their lunch time to work quietly. Lunch is provided by the lunchroom daily for each student.

## **Attendance**

### **Compulsory Attendance**

*The parent or guardian of any child who has attained the age of seven years, but not the age of 16 years old, shall cause that child to be instructed in subjects commonly and usually taught in the public schools. Unless the child is otherwise comparably instructed, the parents or guardian shall cause the child to attend a public, private or parochial school for a period each year equal to that during which the public schools are in session.*

*Idaho Code 33-202*

## **Attendance Policy**

Parents or guardians are required to have children ages seven through sixteen enrolled in and attending a public, private, or parochial school. This school must meet the certification and standard requirements of the State of Idaho, per Idaho Code, 33-202 through 205.

The Board of Trustees are responsible for the education of all school aged children within a District Boundary. Therefore, it reserves the right to ensure comparability of services of all other schools.

Whenever it is determined by the Board, or the Board's Designees, under the provisions of due process of law, that the parents/guardians of any child who is not enrolled in the public school are failing to meet the requirements of Idaho Code 33-202, an authorized representative of the Board shall notify in writing the prosecuting attorney in the county of the pupil's residence and recommend that a petition shall be filed in the magistrate's decision of the District Court of the County of the pupil's residence, in such form as the court may require under the provision of Idaho Code 20-510.

## **Students**

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absences and tardies. Before the end of the school day, each school shall attempt to contact every parent or guardian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent or guardian is aware of the absence. All students are encouraged to have their parents or guardians call the school by 9:00 am the day that the student is absent. If the parent has not called to excuse the absence, the student must provide the school with a note the day they return. The absence must be cleared the day they return, failure to comply will result in detention and/or loss of credit for work assigned during the unexcused absence.

A student will be allowed eight (8) absences per class, per semester. Any absence beyond that number may mean loss of a credit in those subjects missed. This attendance criterion is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on a test or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.

## **Excused Absences**

The following are valid excuses for absences and tardiness. Missed work assignments and activities may be made up in the manner provided by the teacher. A student shall be allowed one (1) makeup day for each day of their absence.

1. Participation in school activities: To be excused, this absence must be authorized by a staff member and the affected teacher(s) must be notified prior to the absence, unless it is clearly impossible to do so.
2. Illness, health concerns, or family emergencies: When possible, the parent or guardians are expected to notify the school office on the morning of the absence and send a note in explanation of the absence with the student upon their return to school. "Emergencies" shall be defined as unforeseen and unexpected circumstances which



create an air of crisis or extreme need. Such circumstances must present a grace and clear danger which could result in irremediable harm or immediate disaster.

3. **Parent-Approved Activities:** This category of absence shall be counted as excused for purposes agreed upon by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (Music or Physical Education), the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, the parent-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such courses. Students will be allowed a maximum of eight (8) pre-arranged parental-approved absences per semester. Additional requests will be approved on a case-by-case basis by the district superintendent.
4. **Disciplinary actions or suspensions:** Students who are removed from a class or classes as a disciplinary measure, or students who have been suspended for a short term, shall have the right to make up assignments and exams missed during their time they were denied entry to the classroom.
5. **Chronic Health Concerns:** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and their guardian shall apply to the principal or counselor. The limited program shall be written following the advice and recommendation of the student's medical advisor (s). The recommendation will be approved by the principal. Staff shall be informed of the student's need, in confidentiality. Absences verified by a medical practitioner may be sufficient justification for home instruction. If the student's absences due to their chronic health conditions are impacting the student's academic progress and performance, the principal may meet with the student's parents/guardians to discuss possible alternatives to face-to-face instruction (home-bound, online learning, etc.)

### **Unexcused Absences**

Any absence not defined as excused shall be considered unexcused or truant.

#### **Procedure to address absences**

1. After five (5) absences from school/class, a letter will be sent to the student's home, indicating the school policy and number of days the student has missed.
2. After seven (7) absences from school, another letter will be sent, indicating the severity of the situation and explaining in detail the alternatives for non-compliance.
3. After going over the eighth (8) absence, the student will receive another letter stating that credit may be withheld. That student, with parent accompaniment, must appear before the school attendance committee, consisting of the principal, counselor, and teachers. The committee will establish a plan and agreement for the student to regain credit based on absences. If the student fails to meet the criteria, the student will automatically lose credit at the end of the year. If the student and guardians fail to appear before the school attendance committee, the student will automatically lose credit.
4. Any decision to withhold credit can be appealed to the superintendent and then to the school board.
5. The superintendent will instruct the clerk to inform the student's guardians of the board's decision.
6. Students who have exceeded the eight (8) in one semester in any course/class are ineligible to participate in extracurricular activities. The decision can be appealed to the superintendent and then to the board.

## **Tardies**

A student who is not seated in the classroom with necessary materials when the tardy bell rings, and up to 10 minutes past the tardy bell, is considered absent. **After 10 minutes** the student is considered absent. The following policy will be enforced:

1. Any three tardies during a nine (9) week grading period will result in detention. Each three additional tardies will result in detention.
2. When a student has been assigned three detentions, the next consequence for three tardies will be a Friday School or in school suspension.
3. Continued problems will be dealt with as truancy violations.

## **Grading System**

Each school year is divided into two semesters, which consists of two quarters as set by the school board and administration. The following grades are given:

A-Superior, B-Above Average, C-Average, D-Below Average, F-Failure, and I-Incomplete\*

\*The letter "I" will indicate incomplete work by the student. When an incomplete is given, the students will have ten school days to make up for the missing work. Failure to complete all work will result in the issuance of an "F" grade for the incomplete.

## **Report Cards**

Report cards will go out following the close of each quarter. Report cards and progress reports may be mailed home or sent home with the student. The method used will be announced prior to the distribution of progress reports or report cards.

## **Retention Policy 4-5**

*Kamiah Joint School District No. 304 INSTRUCTION 2600 Promotion/Retention/Placement Grades K-5*

The Board recognizes that students of the same age are at many intellectual and developmental levels and that these differences are a normal part of human development. Because of these differences, the administration and teaching staff are directed to make every effort to develop curricula and programs which meet the individual and unique needs of all students and allow them to remain with their age cohorts.

It is the philosophy of the District that students thrive best when placed or promoted to grade levels with other students who have compatible age, physical, and social/emotional status. It is our philosophy to promote students who demonstrate effort within those compatibilities. It is equally our philosophy and practice to retain students who do not make a reasonable effort to meet grade level expectations, as long as those expectations are commensurate with the individual student's ability and rate of learning. The RTI team will meet and review academic, social-emotional, and Light's retention scale data when making a decision to retain a student. The Board recognizes that homeschooled students may opt to attend public school at various ages. A grade level placement decision will be made by a team including the building principal/lead teacher and (2) classroom teachers after reviewing appropriate assessment data given to the student prior to enrollment.

If a parent insists on the child being retained or promoted, a notice will be placed in the child's file that the retention or promotion was a parent decision and not recommended by the school. The Superintendent will develop a procedure for decision making regarding the determination of Promotion/Retention/Placement.

## **Retention Policy 6-8**

*Kamiah Joint School District No. 304 INSTRUCTION 2605 Advancement Requirements (Grades 6 through 9)*

The District has established a set of advancement requirements for 6th through 9th grade students which will act as a guide in helping students move methodically and purposefully on a course that will eventually lead to high school graduation. Therefore, the District sets the following advancement requirements:

1. To advance to the 7th grade, students must earn at least 80 percent of the credits attempted in 6th grade and be in compliance with the District's attendance policy;
2. To advance to the 8th grade, students must earn at least 80 percent of the credits attempted in 7th grade and be in compliance with the District's attendance policy.
3. To advance to the 9th grade, students must earn at least 80 percent of the credits attempted in 8th grade and be in compliance with the District's attendance policy;
- and 4. Students who have failed more than 20 percent of the courses attempted in the 6th, 7th, or eighth 8th grade may make up the credits needed to achieve the minimum portion of credits attempted by retaking the necessary course(s) during the summer, online, or through correspondence. *In order to be promoted, the student must pass one semester of a two semester core course while earning at least 80% of the credits attempted in the school year.*

## **Disciplinary Action**

### **Provisions for Disciplinary Action**

Violations of school, civil or state laws, or acts which bring discredit to the school, faculty, and administration will be grounds for discipline. Due process shall be afforded any student before any disciplinary action may be taken. Administration will be responsible to afford the due process and issue necessary disciplinary action.

### **Detention**

Receiving a detention will result in the student sitting in a supervised classroom during their lunch period. The student will be unable to socialize, complete homework, or participate in any lunch event their peers may be participating in. The supervising teacher may assign a task that the student is expected to complete. Failure to attend a detention or comply with the supervising teacher will result in another detention

### **Suspension**

Any student who is assigned an out of school suspension is not allowed to come on school property at any time during the period of their suspension (24 hours/day, 7 days/week). Students who are suspended (out of school) will have the opportunity to make up work missed during the period of suspension. Students are encouraged to keep current with their work, so that they are not behind when they return to school. Students may call school in order to ask what they should be working on, or to ask for help with work. Any student who is assigned an in-school suspension is to come to school, and they will be assigned a location to stay during the day. They will not participate in any recess, lunch, peer centered events, or out of school

events during the duration of the in-school suspension. Students on in-school suspension will be allowed full-credit, for all work done, if all work is turned in upon return to regular classes.

## **Expulsion**

Denial of attendance at any single subject, class, activity, or any full schedule of subjects, classes or activities for an indefinite period of time. An expulsion also may include a denial of admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the school board. The Board of Trustees may deny attendance at any of its schools by expulsion for just cause. "No pupil shall be expelled without the Board of Trustees having first been given written notice to the parent/guardian of the pupil, which notice shall be the grounds for the proposed expulsion and the time and place where such witnesses and submit evidence on its behalf, and to cross-examine any adult witnesses who may appear against him." (Section 33-205, Idaho Code) Due process procedures will be followed in all expulsions. The handicapping condition of an identified special education student will be taken into consideration prior to initiating the expulsion of the student.

## **Infractions:**

1. The following charts indicate what options will be exercised.
2. Principals and or their designee may suspend up to five days per incident. The superintendent or school board may also extend the days of the suspension assigned.
3. Suspension/Expulsion: any student who is suspended or expelled is NOT allowed to come onto school property at any time. (24 hours a day, 7 days a week.)
4. Students who are suspended (out of school) will have the opportunity to make up missed work during the period of suspension. Students are encouraged to keep current with their work, so they are not behind schedule when they return to school.
5. Students on in-school suspension will be allowed full-credit, for all work done, if all work is turned in upon return to their regular class. In-school suspension will be utilized for doing school work.
6. Length of expulsion will be determined by the school board on recommendations made by the building principal.
7. Inappropriate dress:
  - a. First offense: Students' guardians will bring a change of clothes or the student will be sent home to change.
  - b. Second offense: The student will change clothing and receive detention.
  - c. Third offense will result in a suspension.
8. For the purpose of this policy, assault shall be defined as: an intentional contact with another person that would be harmful or offensive to the ordinary person who is not duly sensitive; or an act done with unlawful force, with intent to inflict bodily injury or fear of such injury, even if no injury is inflicted.

## Infractions: Mild

Offense	Detention	Suspension/Friday School	Expulsion	Notification
<i>Tardiness: being late to class/school without a valid excuse.</i>	3 Tardies=1 detention	3 detentions=1 Friday School/Suspension		Detention slip issued to student  Parent notified for Friday School/Suspension
<i>Truancy: Unexcused Absence or leaving school without permission</i>	3 unexcused absences=1 detention	3 detentions=1 Friday School/Suspension		Detention slip issued to student  Parent notified for Friday School/Suspension  Law Enforcement may be called if student leaves campus without permission
<i>Cell Phone Infraction: See Personal Device Policy for further explanation</i>	Repeated infractions will result in detentions or other pertinent actions	3 detentions=1 Friday School/Suspension		Detention slip issued to student
<i>Device Violation: Chromebook, Internet, or Personal Device See Device Policy for further explanation</i>	Repeated infractions will result in detentions or other pertinent actions	Serious infractions (i.e. looking up graphic images or harmful content) will result in a suspension.		Detention slip issued to student
<i>Disrespect and/or defiance of school personnel: Includes willful disobedience, inappropriate language and behavior.</i>	Disrespectful and/or defiant actions, language, or behavior will result in a detention.	Disrespectful and/or defiant actions, language, or behavior that is deemed extreme in nature will result in a suspension up to 5 days.	Repeated disrespectful and/or defiant actions, language and behavior extreme in nature will result in an expulsion.	Detention slip issued to student  Suspension  Law Enforcement may be notified if necessary  Expulsion is a decision made by the school board.

\*If Friday School is not being offered, a one day suspension will be the replacement consequence

\*Site and District discretion may be applied depending on the circumstance

## Infractions: Moderate

Offense	Detention	Suspension/Friday School	Expulsion	Notification
<i>Disruptive behavior/conduct that interferes with the classroom setting, assemblies, activities or any school sponsored activity.</i>	Disruptive actions, language and behavior will result in detention.	3 detentions=1 Friday School/Suspension Disrespectful and/or defiant actions, language, or behavior that is deemed extreme in nature will result in a suspension up to 5 days.	Repeated disrespectful and/or defiant actions, language and behavior extreme in nature will result in an expulsion.	Detention slip issued to student  Parent notified for Friday School/Suspension  Expulsion is a decision made by the school board.
<i>Written, verbal, non verbal gestures or digital obscenities or profanity</i>	Any display of obscenities or profanity will result in a detention.	3 detentions=1 Friday School/Suspension	Repeated offenses may result in an expulsion.	Detention slip issued to student  Parent notified for Friday School/Suspension  Expulsion is a decision made by the school board.
<i>Cheating: Copying or plagiarism</i>	Students caught cheating will receive detention. Teachers will discretion to assign a zero grade or issue a new assignment.	3 detentions=1 Friday School/Suspension		Detention slip issued to student  Parent notified for Friday School/Suspension
<i>Forgery: Writing in the name of names of someone else or falsifying times, dates, grades or addresses</i>	Any student caught forging any piece of information will receive a detention, or a suspension, dependent upon the severity of the act.	3 detentions=1 Friday School/Suspension  Serious infractions can result in a suspension of up to 5 days.	Repeated offenses may result in an expulsion.	Detention slip issued to student  Parent notified for Friday School/Suspension  Expulsion is a decision made by the school board.
<i>Inappropriate displays of affection: hugging, kissing and holding hands</i>	Detention	3 detentions=1 Friday School/Suspension	Repeated offenses may result in an expulsion.	Detention slip issued to student  Parent notified for Friday School/Suspension  Expulsion is a decision made by the school board.

\*If Friday School is not being offered, a one day suspension will be the replacement consequence

\*Site and District discretion may be applied depending on the circumstance

## Infractions: Severe

Offense	Detention	Suspension/Friday School	Expulsion	Notification
<i>Arson: knowingly or recklessly causing a fire or explosion.</i>			One offense will result in a one (1) calendar year expulsion.	Expulsion is a decision made by the school board.  Law enforcement will be notified as necessary.
<i>Fighting</i>		Offenses of this nature can result in a suspension up to 20 days.	Repeated offenses may result in an expulsion	Suspension  Expulsion is a decision made by the school board.  Law enforcement will be notified as necessary.
<i>Grievous Assault/Battery, threats or abuse of district personal or students</i>		Offenses of this nature can result in a suspension up to 20 days.	Repeated offenses may result in an expulsion	Suspension.  Expulsion is a decision made by the school board.  Law enforcement will be notified as necessary.
<i>Harassment or intimidation: a person because of their age, race, color, sex, religion, ancestry, national origin or any other reason.</i>		This offense can result in a suspension up to ten (10) days, plus the cost of damages.		Suspension  Law enforcement will be notified as necessary.
<i>Possession of stolen property</i>	1st offense is a detention unless deemed otherwise by principal.	Offenses of this nature can result in a suspension up to 20 days.	Repeated offenses may result in an expulsion	Suspension.  Expulsion is a decision made by the school board.  Law enforcement will be notified as necessary.
<i>Robbery</i>		Up to 20 days suspension	Repeated offenses may result in an expulsion	Suspension.  Expulsion is a decision made by the school board.  Law enforcement will be notified as necessary.
<i>Extortion, intimidation, or blackmail</i>		May result in up to 20 day suspension with counseling.	Repeated offenses may result in an expulsion	Suspension.  Expulsion is a decision made by the school board.  Law enforcement will be notified as necessary.
<i>Malicious Mischief: Destroying and damaging property, such as: breaking windows, doors, defacing desks/lockers, destroying another's property, etc..</i>		Up to twenty days suspension, plus cost of the damages.	If damages are over \$300 may result in expulsion.	Suspension.  Expulsion is a decision made by the school board.  Law enforcement will be notified as necessary.

\*Site and District discretion may be applied depending on the circumstance

## Infractions: Critical

Offense	Suspension/Friday School	Expulsion	Notification
<i>Sexual Assault: sexual overtones or conducts either verbal or physical that is not welcome; or that is intended to harm another person.</i>	Offenses of this nature can result in a suspension up to 20 days.	Repeated offenses may result in an expulsion	Suspension Expulsion is a decision made by the school board. Law enforcement will be notified as necessary.
<i>Weapons and explosives: the district has no tolerance policy for weapons. Possessing or using weapons, explosives, or any other item capable of causing bodily harm, including 'fake' weapons that are represented as real weapons.</i>  <i>Note: This includes pocket knives Weapon Policy #541</i>	Offenses of this nature can result in a suspension up to 20 days.	Repeated offenses may result in an expulsion	Suspension Expulsion is a decision made by the school board. Law enforcement will be notified as necessary.
<i>Tobacco Use/possession (Vapes included) Use and or possession of any tobacco product including storing or maintaining such products in their lockers, on self or on school property or at a school event.</i>  <i>*See Drug and Alcohol policy.</i>	First offense is a one (1) day suspension. Second offense is a five (5) day suspension. Third offense is a fifteen (15) day suspension. <b>Law enforcement will be notified every time.</b>	Repeated offenses may result in an expulsion	Suspension Expulsion is a decision made by the school board. Law enforcement will be notified as necessary. The officer may issue a citation.
<i>Alcohol: Use and /or possession</i>	This offense can result in a suspension up to 20 day with counseling	Repeated offenses may result in an expulsion.	Suspension Expulsion is a decision made by the school board. Law enforcement will be notified as necessary. The officer may issue a citation.
<i>Over the counter medication: Using or under the influence</i>	This offense can result in a suspension up to 20 day with counseling	Repeated offenses may result in an expulsion.	Suspension Expulsion is a decision made by the school board. Law enforcement will be notified as necessary. The officer may issue a citation.
<i>Controlled substances: Possessing, using or under the influence.</i>	This offense can result in a suspension up to 20 day with counseling	Repeated offenses may result in an expulsion.	Suspension Expulsion is a decision made by the school board. Law enforcement will be notified as necessary. The officer may issue a citation.
<i>Controlled substances: Selling/distributing</i>	1st offense= 1 day suspension. 2nd offense= 5 day suspension. 3rd offense=15 day suspension.  <b>Law enforcement will be notified every time.</b>	Expulsion of 1 calendar year.	Suspension Expulsion is a decision made by the school board. Law enforcement will be notified as necessary. The officer may issue a citation.
<i>Criminal Acts as defined by Law, not otherwise addressed in policy or this handbook</i>			Suspension Expulsion is a decision made by the school board. Law enforcement will be notified as necessary. The officer may issue a citation.

\*Site and District discretion may be applied depending on the circumstance



## Other Definitions

### Dress Code

The responsibility for the dress and grooming of a student rests primarily with the student and their guardians. Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, hate speech or pornography are strictly prohibited. Kamiah Middle School asks that students adhere to the following expectations:

- All undergarments must be covered.
- **Hats**, stocking caps, **hoods**, bandanas, capes and sunglasses are not to be worn inside the buildings.
- Sleepwear is not allowed to be worn at school, unless it is part of a celebration or event.
- Shorts, skirts and dresses must be at least four (4) inches above the knee or mid-thigh. If they are shorter, they must be worn with tights or spandex shorts.
- Shirts must be long enough that when the arms are raised, the abdomen is not exposed.
- Shirts with cut out sleeves are not allowed.
- Tank tops must have a strap width of at least 1 1/2 inches.
- Jeans with excessive holes that show a large amount of skin above the knee are not allowed or must be worn with tights or spandex shorts.

**Students who are in violation of the dress code will be given the option of changing into appropriate clothing provided by the office or to call a parent or guardian to bring a change of clothes.**

A student's attire or grooming should not be grounds for seclusion from their participation in school activities or school-related activities. If however, the attire or grooming of students poses a threat to the health or safety of any other person, or to be disruptive to the educational process, an appropriate solution will be issued.

### Drug/Alcohol/Nicotine Usage

It is the policy of Kamiah School District to maintain a learning and working environment that is free from drug/alcohol/nicotine use. The school district prohibits any usage of drugs, paraphernalia, alcohol, nicotine, tobacco, or vaping devices. Administration will remove the substance, law enforcement will be contacted, in which a citation may be issued, parent/guardians contacted, and suspension. Repeat violations may result in expulsion.

### Mandatory Drug/Alcohol/Nicotine Testing

Kamiah School District conducts a mandatory drug-testing program for students who participate in athletic activities, grades seven through twelve (in some cases six). Its purpose is threefold: (1) to provide for the health and safety of all students who participate in athletic activities; (2) to undermine the effects of peer pressure by providing legitimate reason for students to refuse to use illegal drugs or misuse of prescription drugs; and (3) to encourage students who use drugs to participate in receiving an assessment from a State certificated substance abuse counselor, of which all costs will be the responsibility of the parent or legal guardian. All students participating in athletic activities who test positive will have the custodial parent or legal guardian notified so he/she can obtain an assessment from a state certificated substance abuse counselor and follow the recommended

program completely. All costs associated with the assessment and the recommended programs are the responsibility of the parent or legal guardian. This policy is in effect from the first day of fall practice and ends after arriving home from the last event in the spring. Students are responsible to abide by the provisions of this policy from the first practice date, as established by the IHSAA to the end of the athletic season. Seasons and activity programs may overlap. Parents and/or guardians of 6th graders must provide authorization for their student to participate in the drug testing program.

### **Sexual Harassment**

It is the policy of Kamiah School District to maintain learning and working environment that is free from sexual harassment. The School District prohibits any form of misconduct that undermines the student's relationship with educators and with other students. No student, male or female, should be subject to unasked for or unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of an acceptable nature. Sexual harassment refers to sexual overtures or conduct that is not welcome, that is personally offensive, that affects morale, that may create a hostile environment, and that, interferes with a student's ability to study or participate in school activities.

1. Students who believe they are being harassed should report the situation to school personnel.
2. Any employee of the school district receiving a report of harassment from anyone will report the matter to a school administrator immediately.

The school district will act to investigate all complaints, formal or informal, verbal or written, and to discipline or take appropriate action against any student who is found to have violated this policy.

## **Kamahia School District Transportation**

### **Transportation To And From School Events**

The district will provide transportation to all school-sponsored activities scheduled outside Kamahia Joint School District #304. All student participants are required to ride the bus to and from these scheduled events. Students on such trips are required to comply with the rules and regulations governing daily school transportation.

In the event a student must travel to an activity from a location other than Kamahia Middle School, due to child visitation requirements, the student's parent/guardian must make prior arrangements with the school administrator. In the event the building administrator is not available the coach may approve the request.

If a student participant wishes to ride home with his/her parent or guardian, arrangements must be made by the parent/guardian directly with the coach/advisor. The parent/guardian may transport only their child(ren). Under no circumstances will student participants be allowed to transport themselves.

### **Transportation Progressive Discipline Plan**

The Kamahia Joint School District No. 304 Transportation Department utilizes a progressive discipline process to ensure students and staff remain safe. The use of district transportation by students is a privilege and the right to ride may be removed if behavior of the student results in an unsafe environment or frequent discipline infractions occur. Based on the incident severity and frequency, drivers, the transportation director, and school administrators follow progressive steps to manage student behavior. The 4 steps below outline the overall process

1. Drivers are encouraged to manage students with Positive Behavior Support including positive praise and practicing student expectations.
2. If a misbehavior arises, drivers will remind students of expectations for safe behavior on the bus. A note may be sent home or a phone call made as a form of communication with the parents from the driver prior to implementation of progressive discipline.
3. Should the behavior continue, a Transportation Discipline Referral will be created and progressive disciplinary action will be taken based on severity and frequency.
4. Should the behavior be critical in nature or frequent, immediate discipline will take place including loss of riding privileges for a designated period of time. All transportation suspensions may be appealed to the District Superintendent and then to the Board of Trustees.

*Progressive Discipline reasons are categorized into three groups; Minor and Major. Each bus incident can be different and require a different approach to maintain a safe bus environment. The progressive steps in each group provide guidance and consistency with flexibility within each step to provide students with a positive path of learning and improvement. For each group of reasons there is a defined progression of actions.*

## Minor Reasons

Step 1 (1st occurrence) - The driver will document the 1st occurrence as "minor behavior" on the driver behavior log and date the incident.

- The driver will talk to the student and repeat the bus expectations to help educate the student.  
The driver may send a note home with the student or call parents.

Step 2 (2nd occurrence) - The driver will document the 2nd occurrence as "minor behavior" on the driver behavior log and date the incident.

- The driver will talk to the student and repeat the bus expectations to help educate the student.  
The driver may send a note home with the student or call parents.

Step 3 (3rd occurrence) - If there is a 3rd occurrence within the school year the driver will document the incident on the driver behavior log as "continued minor behavior" and the following progressive steps will take place.

1. A Transportation Conduct Citation will be completed by the driver and given to the transportation director.
2. The transportation director will call the parent to inform them of the incident and ask for assistance in developing an action plan of learning and improvement.
3. The transportation director may talk to the building administrator to discuss the most appropriate action. This may result in a meeting (in person or over the phone) between the driver, parent, student, and transportation director if appropriate to develop an action plan of learning and improvement.

Further Occurrences - If there are any further "minor behavior" incidents within the same school year, the driver will escalate the referral type to "major behavior" and the progressive discipline will increase.

The driver will select the "major behavior" referral type.

- A Transportation Conduct Citation will be completed by the driver and given to the transportation director and building administrator.
- A School Discipline Referral will be generated, documented into PowerSchool and the building administrator will provide the parent a copy.
- The transportation director will call the parent and notify them that the student is removed from the bus, progressive action starts at 1-5 days as determined by the transportation director.
- The student and parent must have a re-admittance meeting in person with the transportation director, driver and building administrator to reinforce the bus expectations and have a contract signed by all parties that clearly defines the bus expectations and possible future consequences. The meeting will be scheduled and facilitated by the transportation director.

Further Occurrences - If there are any further "moderate behavior" incidents within the same year the student will be removed from district transportation for 4-8 days. **Note:** For moderate reasons the progression of steps will not start over at the semester. Each time a conduct referral type is completed, the action taken must be progressive from the previous action.

\*All Transportation Suspensions may be appealed to the District Superintendent and then Board of Trustees.

## Major Reasons

All incidents that fall under the major reasons category require immediate notification to the transportation director and school administrator. A Transportation Conduct Citation will be completed. All actions taken must be clearly communicated to the transportation department and driver.

- A Transportation Discipline Referral will be completed by the driver and given to the transportation director and building administrator.
- A School Discipline Referral will be generated, documented into PowerSchool and the building administrator will provide the parent a copy.
- The transportation director will call the parent and notify them that the student is removed from the bus, progressive action starts at 4-8 days as determined by the transportation director.
- The student and parent must have a re-admittance meeting in person with the transportation director, driver and building administrator to reinforce the bus expectations and have a contract signed by all parties that clearly defines the bus expectations and possible future consequences. The meeting will be scheduled and facilitated by the transportation director.

Further Occurrences - If there are any further "major behavior" incidents within the same year the student will be removed from district transportation until a meeting is held with the Superintendent. The Superintendent may remove the student from all district transportation for the remainder of the year. **Note:** For major reasons, the progression of steps will not start over at the semester.

\*All Transportation Suspensions may be appealed to the District Superintendent and then Board of Trustees.

## Bus Conduct Referral Reasons Definitions

### Minor Offenses

<i>Minor 1- Boarding the bus with prohibited items</i>	The following items are not allowed on the bus: <ul style="list-style-type: none"> <li>• Breakable containers (e.g. glass bottles, aquariums).</li> <li>• All forms of animal life, with the exception of service animals</li> <li>• Other articles (such as balloons) which could adversely affect the safety of the bus and passengers (i.e. things that cannot be safely secured or cause a distraction to the driver).</li> </ul>
<i>Minor 2- Distracting the driver</i>	It is important to not distract the driver while the bus is in operation, except in emergencies.
<i>Minor 3- Eating or drinking on the bus</i>	Eating, drinking and/or chewing gum is prohibited.
<i>Minor 4- Not disposing of trash properly</i>	Any trash should be taken off the bus or placed in the trash can.
<i>Minor 5- Not Following rules at the bus stop</i>	Students are not to engage in horseplay and are to respect the property of the homeowners in the area.
<i>Minor 6 - Not keeping out of the bus aisle</i>	Students are to remain seated, facing forward while the bus is in operation with their feet, body and all possessions out of the aisle.
<i>Minor 7 - Not keeping your hands to yourself</i>	Overly aggressive play or touching another person
<i>Minor 8 - Not maintaining proper voice level</i>	No screaming, yelling or other loud noises are allowed that would distract the driver.
<i>Minor 9- Not obeying the bus driver or monitor</i>	The driver is in full charge of the bus and riders at all times. Students are expected to be kind and respectful to fellow students, and the driver.
<i>Minor 10- Not sitting properly</i>	Students are to remain seated, facing forward while the bus is in operation.
<i>Minor 11- Not using appropriate language</i>	Swearing, vulgar comments or inappropriate use of words.
<i>Minor 12- Not keeping your head or hands inside bus</i>	Bus windows are only opened with the driver's permission and are limited to 2 notches. Hands, arms, heads and legs are to be kept inside the bus at all times.
<i>Minor 13- Spraying an irritant on the bus</i>	Spraying or applying perfume, deodorants or anything with a strong odor while on the bus.
<i>Minor 14- Other</i>	Other items not specifically listed.

## Major Offenses

<i>Major 1- Destruction of district property</i>	Deliberately impairs the usefulness of property/destruction of property (tearing, ripping or poking holes in seats/graffiti...) Vandalism
<i>Major 2- Destruction of personal property</i>	Deliberately impairs the usefulness of personal property/destruction of personal property.
<i>Major 3- Fighting/horseplay</i>	Serious physical contact/injury between two or more students.
<i>Major 4- Harassment, Intimidation, and Bullying</i>	To control, embarrass or harm others with taunting words or physical actions. Imbalance of power (physical strength, popularity, ganging up on...)
<i>Major 5- Sexual Misconduct, Inappropriate Touching</i>	Sexual statements, harassment, or touching someone in an unwanted sexual way. Showing someone an inappropriate sexual image or exposing oneself.
<i>Major 6- Using or possessing alcohol, tobacco, or other drugs</i>	Possessing or use of tobacco, vapes, alcohol, or illegal drugs / substances.
<i>Major 7- Weapon brought on the bus</i>	Possession of knives or guns (real or look alike), including chemical weapons or other protective devices/objects capable of causing an unsafe or perceived unsafe environment or harm.
<i>Major 8- Getting off at the wrong bus stop</i>	Students must only get off at their assigned bus stop unless a signed bus pass is given to the driver.
<i>Major 9- Not riding the assigned bus</i>	Students must only ride their assigned bus unless a signed bus pass is given to the driver. Parents must call the building to notify the secretary of a change to bus assignment or drop off location.
<i>Major 10- Throwing items on or out of the bus</i>	Throwing objects of any kind on, out, in or near the bus is prohibited.
<i>Major 11- Other</i>	Other items not specifically listed.





## KAMIAH MIDDLE SCHOOL

2024-2025

### Handbook Acknowledgement

I hereby acknowledge receipt and review of the Kamiah Middle School Handbook. I understand the information and policies as explained in the handbook.

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**Student Signature Date**

As a parent/guardian of the above signed student, I hereby acknowledge receipt and review of the Kamiah Middle School Handbook.

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**Parent/Guardian Signature Date**

### Acceptable Computer and Network Use Contract

I understand and will abide by the Internet Use Agreement as published in the Kamiah Middle School Student Handbook.

I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, school disciplinary action may be taken, and/or appropriate legal action.

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**Student Name (Please Print) Date**

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**Parent/Guardian Signature Date**

### Picture Release

I hereby grant permission for my child to be photographed or videotaped while in activities connected with Kamiah Middle School. Pictures and videotape may appear in newspaper articles, Kamiah web pages, local television stations, brochures, or publications approved by school administration.

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**Student Name (Please Print) Date**

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**Parent/Guardian Signature Date**