Kamiah Elementary School

"Today's Achievements Create Tomorrow's Accomplishments"

2026-2027

Student Handbook

(208) 935-4012

(208) 935-4014

facebook.com/keskubs

805 9th Street, Kamiah ID 83536
(Physical)

1102 HILL STREET, KAMIAH ID 83536
(Mailing)

Dear Parents/Guardians,

The staff of Kamiah Elementary School welcomes you! We believe that education is a cooperative effort which includes the school, parent/guardian, students, businesses, special interest groups, and the community. Each area is very important in providing an academic and socially based education.

We will strive to keep all lines of communication open in our effort to help children develop their greatest potential. This handbook should be read carefully. Students, faculty, and parent/guardian are responsible for following the guidelines stated. This is by no means a complete list of procedures for the school. It is our hope that this handbook will provide helpful information and that you will save it for future reference. If you have any questions, please call or schedule a time for a visit or conference.

Sincerely,

Kamiah Elementary Staff

KAMIAH ELEMENTARY SCHOOL PHILOSOPHY AND GOALS

The elementary faculty and administration of the Kamiah Joint School District believe that each child is endowed with individual capacities and characteristics, and that we, to the best of our ability, should provide each child with an education that best fits the individual. We know that the needs of children are similar, but not identical, and will try to differentiate our teaching to fill individual needs.

We will strive to provide for the intellectual, emotional, and physical well-being of each child and in doing so, focus on social skills, citizenship, positive attitude, and academic achievement.

We believe a spirit of free inquiry is essential in a democracy and will strive to teach critical thinking and problem solving skills in an effort to help students achieve higher level skills.

It is our belief that a strong foundation in reading, math, and language is necessary for the ultimate success of each child. In addition, we will create interest in science, social studies, and the arts; with an emphasis on developing communication.

Our students need to exist within an atmosphere that is conducive to the development and maintenance of a positive self-image. Our goal is to instill, in each student, the desire and ability to make responsible choices, to practice the art of self-discipline, and to be accountable for their actions.

We believe it is a shared responsibility between parent/guardian and educators to guide, nurture, and be responsive to the needs of each child. The ultimate goal is for each child to realize his/her potential, and in the development thereof, become a productive member of our society.
(Reviewed: 2023)

KAMIAH ELEMENTARY SCHOOL VISION STATEMENT

Kamiah Elementary School provides a safe environment where students are respectful and respected as individuals. Students are supported by staff, parent/guardian, and community. They encourage students to make responsible choices, explore, grow, challenge, and use resourcefulness as they reach for success and academic excellence.
(Reviewed: 2023)

Administrative Staff

Kevin Beard…….……....Superintendent

Shannon Engledow…...…...K-8 Principal/Federal Program Director

Amy Sams……..Lead Teacher

Lacey Faeth……..…. Secretary

Kamiah School District #304 Board of Directors

Rikki Simler...……..….....Chairman, Zone #1

Tom Rodriguez……..…….Trustee, Zone #2

Damon Keen…...……...Trustee, Zone #3

Terri Skinner.….....Trustee, Zone #4

Donna Simmons..……...……Trustee, Zone #5

School Phone Numbers

Elementary Office	935-4012
School Lunchroom	935-4010
District Office	935-2991

KAMIAH ELEMENTARY STAFF

Teacher	Grade	Room
Cheryl Morris	Sp. Education	13
Teresa Gorges	KG	17
Mary Ellis	KG	10
Trena Schlieper	1	4
Elizabeth Bryant	2	3
Ashley Winterringer	3	12
Lydia Bremer	3	15
Amy Sams	Lead Teacher / Title 1 Teacher	1B/11
Jane Goodson	Counselor	2B
Melinda Wimer	Librarian	Library
Darra Snyder	Nurse	8
JaNae Anderson	Music	HS
Kevin Perry	PE	HS

Paraprofessionals

Tami Foy	Speech Aide	2A
Teresa Oatman	JOM	6A
Jody Pethtel	Title 1 Aide	
Becky Brazell	Title 1 Aide	
Tina Brotnov	Special Education Aide	
Brittnee Earl	Special Education Aide	

Lunchroom Personnel

Amy Peel	Supervisor
Joy Miller	Cook
Tasha Abell	Cook
Rhonda Morris	Cook

Maintenance

Mark Brown	Supervisor
Dawson Bower	Custodian

Bus Personnel

Gary McKinney	Supervisor

Elementary School
Student/Teacher/Parent/Guardian Contract

As students, teachers, and parents/guardians we are reminded of the benefits and value of cooperative planning and combined efforts. When the student, parent/guardian 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 parent/guardian so they can help their children with assignments.
- Encourages all students and parent/guardian by providing information about student progress.
- Helps your child grow to their fullest potential.

Student:

- Will work cooperatively with my classmates, teachers and parent/guardian.
- Come to school prepared; ready to complete and return homework assignments.
- Pay attention and do my best to achieve.
- Obey all set rules and respect the rights of others.

Parent/Guardian:

- 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.

PARENT/GUARDIAN INFORMATION

ABSENCES (REPORTING)

Good attendance patterns are developed early in life. We encourage you to help your child form good attendance habits.

For the safety of your children, please notify the school, between 8:00 AM and 9:00 AM; on the day your child is absent.

When your child returns from an absence, a note or telephone call is required. All students are required to check into the office for an admit slip. Students will not be admitted to class without an admit slip.

If your child is absent, or going to be absent, for several days, parent/guardian should contact the student's teacher for make-up work. This can be arranged by a phone call to the office. Forms are available in the office for prearranged absences. **After 10 unexcused absences, and if no contact has been made by the parent/guardian, the student will be dropped from his/her class and will have to be re-enrolled by the parent/guardian prior to returning to campus.**

ARRIVAL TIME FOR STUDENTS

Breakfast is served from 7:40 AM to 8:00 AM. Students wanting to eat breakfast should arrive no earlier than 7:40 AM.

Students not wishing to eat the school breakfast **should not** arrive **before 7:40 AM. School *starts* at 8:00 AM.** Dismissal time is **3:36 PM**.

FIELD TRIPS-SPECIAL ACTIVITIES

Parents/Guardians need to sign a written permission slip for educational field trips. As the field trip nears, permission slips will be sent home with your child stating when and where the class is going and if money is needed.

ILLNESS OR INJURIES AT SCHOOL

Simple first aid will be administered by school personnel. If we feel the injury might be of a serious nature, parents/guardians will be notified immediately. If parent/guardian cannot be located, we will attempt to call the emergency number on the enrollment sheet. Please notify the school at once if your emergency number changes. If necessary, procedures outlined on the "Emergency Care Permit" will be followed.

DISTRICT HEALTH POLICY

Proof of Immunization Required

Every student attending school must have an immunization record on file. Under the provisions of this law, Idaho Code Section 39-4801, parents/guardians are required to provide school authorities with immunization information for any child enrolled in

preschool and K-12th grades in any Idaho public, private, or parochial school. If School authorities do not receive the immunization information prior to attendance, the child must be denied attendance until the information is received and the child is in compliance with the following requirements:

1: Five (5) or more doses of DPT, DT, DTaP, or TD (diphtheria, tetanus, and pertussis) unless fewer doses are medically recommended.

2: Three (4) or more doses of polio (OPV or IPV) vaccine unless fewer doses are medically recommended.

3: Two (2) doses of measles, mumps and rubella (MMR) vaccine given on or after the child's first birthday.

4. Three (3) Hepatitis B

5. Two (2) Varicella

6. Two (2) Hepatitis A

In 1997, all five (5) year old children born after November 22, 1991, who are entering kindergarten, will be required to have three (3) Hepatitis B vaccinations.

Exemptions: Under the provision of Idaho Code 39-4802, a child will not be required to undergo the required immunizations if one or more of the following conditions exist and the supporting documentation in their possession of school authorities:

1. A parent/guardian has submitted to school officials a certificate signed by a physician licensed by the state board of medicine stating that the physical condition of the child is such that all or any of the required immunizations would endanger the life or health of the child.

2. A parent/guardian has submitted a signed statement to school officials stating their objections on religious or philosophical beliefs shall be exempt from the Idaho Code, 39-4801 and 39-4802. The required immunizations are available at the Health Department. The Health Department phone number is 208-935-2124.

Contagious Diseases

Kamiah Joint School District No. 304 will treat all communicable diseases in accordance with Section 33-512 I C., which excludes pupils from school with contagious or infectious diseases.

Diseases which are contagious and warrant immediate treatment, and could result in suspension until possibility of transmitting is past, could include:

Chicken pox	conjunctivitis (pink eye)	scabies
Impetigo	pediculosis (head lice)	hepatitis

Head Lice Policy

According to Policy 3523, any child exhibiting signs or symptoms of having head lice will be checked by the school nurse or other trained personnel. "The parent/guardian shall be notified of whether lice or nits were found. If signs of lice warranting treatment are found, the parent/guardian will be requested to begin treatment immediately. The notice shall state that prompt, proper treatment of the head lice is in the best interest of the student and their classmates." (Kamiah SD Policy 3523) The family may take the child to their physician or purchase a pediculicide shampoo at a pharmacy. The child, family members, and other close contacts should be checked for head lice and treated if lice or nits are found. After treatment, the eggs (nits) should be removed either with a fine tooth comb or by manually pulling them from the hair shaft. The school can provide other information regarding treatment and treating the home environment.

A parent/guardian must affirm an appropriate course of treatment before the student will be allowed to return to school and will be checked by the nurse or other trained personnel.

Medication Policy

If your child must have medication of any type given during the 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(s).

(2) You may obtain a copy of the medication form from the school nurse or the 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 School secretary cannot administer any medication without the medication form being filled out and signed.

Prescription medications must be brought to the 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. 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.**

SCHOOL NURSE

A school nurse is available intermittently throughout the week or the school secretary can get a hold of her when needed. An "Emergency Care Permit" is required of all students and is included on your enrollment form for your child. Please keep this form updated in case of an emergency. If your child has a specific illness, special need, or medical problem, please notify the office in writing.

INCLEMENT WEATHER

Please see that your child is dressed appropriately for the changing seasons. During extreme cold or wet weather, students will be kept in the building.

CLOSED CAMPUS POLICY

Kamiah Elementary maintains a closed campus. A closed campus means that students are not to leave the school grounds for any reason, until the end of the day. The only time students are allowed to leave the school grounds during the course of the day is if they have been checked out at the elementary office and are leaving the school with their parents/guardians. If a parent wishes for another adult to check out their child during school, then the parent/guardian needs to make pre-arrangements by way of a note sent to the secretary or a phone call to the secretary. Students may request special permission from the Principal in an emergency. No friends will be allowed to go home with other students.

PERSONAL PROPERTY

Please use a permanent marker, or identification tag, to identify all boots, hats, gloves, coats, lunch boxes, school supplies, etc. Students are discouraged from bringing toys from home. We are not responsible for items that are not school property.

LOST AND FOUND

The lost and found is located in the hall, near the office. Valuable items will be kept in the office. Parents/guardians are requested to look in the lost and found when visiting the school.

SCHOOL LUNCHES

Adult / Student 2nd Breakfast	$3.15
Adult / Student 2nd Lunch	$5.35
Student Breakfast (K-12)	Free
Student Lunch (K-12)	Free
Milk	$0.75

Kamiah Joint School District #304 is participating in the ***Community Eligibility Provision*** program for students in grades K-12. These children will receive free meals, both breakfast and lunch.

The school lunch program has a vital place in school because it contributes to the learning experiences of each child who uses its facilities. It is a part of the total educational program for your child. The school lunch program provides nutritious food. If children are well fed, they are better prepared to learn. The lunch program also affords opportunity for a coordinated effort of teachers and lunch personnel in teaching about nutrition.

Parents/guardians are welcome to join their children for lunch. If you would like to join us for lunch, please notify the office by 9:00 AM. on that day. Adults will pay the adult meal price listed above.

BIRTHDAY TREATS / CLASSROOM SNACKS

We are asking for your cooperation in meeting the safety needs of all our children by bringing items that are purchased with an ingredient label. With the increased number of food allergies that our children have, the school cannot take the risk of providing cakes, cookies and other foods that could cause allergic reactions and medical emergencies.

LUNCHROOM POLICY

All lunches will be eaten in the cafeteria area. No food or drink is to be taken to the playground. All students are expected to have exemplary behavior while in the lunchroom. You are expected to speak in a quiet conversational voice. NO LOUD TALKING OR YELLING! Throwing of food is not permitted.

LUNCHROOM RULES

In the lunchroom KUBS are expected to:

1. Eat your food
2. Clean up your mess
3. Use your manners
4. Ask to be excused
5. Walk Safely
6. No gum

INFRACTIONS IN THE LUNCHROOM

1. One warning
2. Visit Office

SPECIAL SERVICES

The following special services are available for students: Psychologist/Speech Therapist, Occupational Therapy, Physical Therapy and Resource Room (learning disability specialists).

SCHOOL VISITATION

Students

The primary goal of Kamiah Elementary is to provide the best possible education to our students with the least amount of interruptions or disruptions. It is because of this policy that we do not allow student visitors.

Parent/Guardian

Parents/guardians are welcome to visit. If you plan to visit your child's classroom, please contact the office to make arrangements. **Please sign in and secure a visitor's pass from the school's office.**

Parent/guardians are requested to observe the following guidelines when visiting classrooms:

a. Listen quietly during discussion periods and group activities.
b. Refrain from talking or whispering; except during work periods.

c. Jot down questions and comments to discuss when the classroom teacher is not serving student needs.
d. Feel free to move around and observe students during work periods.
e. Always remember that school is your child's job and that he/she is here to learn.

SURVEILLANCE CAMERAS

We have cameras on all doors, hallways, workrooms and nurses rooms so that we can protect and assure students and parents/guardians of the safety in our building.

KAMIAH JOINT SCHOOL DISTRICT No. 304 STUDENT PROMOTION/RETENTION/ POLICY

INSTRUCTION **2600**

Promotion/Retention/Placement Grades K-5

The Kamiah Joint School District Board of Trustees 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 of Trustees 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/guardian 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/guardian decision and not recommended by the school.

The superintendent will develop a procedure for decision making regarding the determination of Promotion/Retention/Placement.

Policy History:
Adopted on: 10/19/2020
Revised on:
Reviewed on:

Grade placement will be made based on review of appropriate assessment data provided by the student's former school. Students wishing to enroll at Kamiah Elementary who do not have current assessment data will be given a district approved diagnostic assessment to determine the best possible placement for the student.

PARENT/GUARDIAN TEACHER CONFERENCES

The administration and faculty of Kamiah Elementary School welcome the opportunity to discuss the progress of students with parents/guardians. Parent/Guardian/Teacher Conferences will be scheduled for the first grading period. Parents/guardians will be notified in advance as to the time. Close cooperation between the home and school increases the opportunities for your child.

DIRECTORY INFORMATION

In accordance with the Family Education Rights and Privacy Act of 1974, Kamiah School District No. 304 hereby gives notice to all parents/guardians that the following information is being categorized as directory information: student's name, address, telephone number, date of birth, place of birth, participation of officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Directory information may be released without prior parent/guardian consent unless parent/guardian object, in writing, to the release of directory information as allowed by state statute, within fifteen (15) days after the first day of school.

LOCAL PUBLICATIONS

Students involved in various activities (awards etc.) may be pictured with name, in school and local publications, unless parent/guardian objects on the photo/video permission form.

Student Information

BICYCLES

Students are to walk their bikes on and off the school grounds. Bicycles are to be placed in bicycle racks (see school map). Students should lock and identify their bicycles. Kamiah Joint School District **is not** responsible for damaged or stolen bicycles.

DRESS CODE

Students are to dress in an appropriate manner for the educational environment. Inappropriate dress is that which disrupts school activities, the classroom atmosphere and which does not meet requirements of cleanliness and good taste.

- Skirts, dresses and shorts must be longer than mid-thigh.
- Undergarments must be completely covered. Clothing having symbols or writing that has any kind of use of profanity, vulgar language/images, drug, alcohol and gang affiliation and/or racial statements are prohibited.
- Waistlines must be above the top of the pelvis, so that no midriff skin is visible and that no underwear is visible. Any top (blouse) that does not cover the top of the waistband when the arms are down at the side is not to be worn at school. Scoop necks that are lower than one hand width below the collar bone are not acceptable.
- Mesh tops, spaghetti straps, and see-through clothing, cut-out t-shirts are not allowed at school. Tank tops or other strap tops need to be 2 inches wide.
- Spandex/Lycra as primary clothing is not allowed at school. Chains on jeans are not allowed as well.
- There should be no large tears or holes in clothing that expose private areas.
- Sleepwear such as: pajamas, non-rubber soled slippers, blankets, stuffed animals, etc. and related clothing articles (i.e. undergarments as outerwear) are not allowed.
- Headwear, such as hats, hoods, bandanas, and head wraps, must be removed while in school building. Exceptions will be made for medical, religious or other approved reasons.

TARDIES

Tardies are a habit that are easy to start and hard to stop. You are considered tardy when you are not at your desk when the bell stops ringing. Three (3) tardies a semester is considered excessive. If you arrive late for school, you will need to get a pass from the office, before going to your classroom. You will not be admitted to class without a pass.

STUDENT USE OF TELEPHONES

Telephones are for business use only. Students will be allowed to use these phones only in the case of an emergency. Students will not be called to the telephone to accept calls. You are expected to discuss activities with your parents/guardians before you arrive at school, not after you arrive. Plan ahead!

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 who use electronic devices at inappropriate times or without instructor approval will have the item confiscated. The item will be held in the office until a parent/guardian picks it up. 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.

TEXTBOOK RESPONSIBILITY

Students are held responsible for issued textbooks. You may receive a fine for lost or damaged textbooks and library books.

TRUANCY

Idaho state law requires all children between the ages of 7-16 to attend school. Any unauthorized absence is considered a truancy. This shall include partial periods or entire days. Individual truancies will be handled by the building principal, superintendent, or by the school board.

Habitual truancy will be handled through the prosecuting attorney's office.

ATTENDANCE POLICY

Regular school attendance is very important for every student. It is the responsibility of the parent/guardian to see that their child does not miss days that are not necessary. Kamiah Joint School District #304 will maintain the 90% attendance policy. Absence from any class for any reason including illness or family convenience shall be counted when the percentage of attendance is calculated. A student whose attendance at

class is less than 90% will be asked to come before the attendance committee for review of absences; parent/guardian should also be present. For purposes of this requirement, extraordinary absences shall include absences which are beyond the control of the student or parent/guardian. They generally will not be repetitive in nature.

1. The 90% attendance rule shall be interpreted as allowing only eight (8) absences per semester.

2. Parents will be adequately informed of excessive absences and the potentiality of loss of academic credit. Such information will take place in the form of a letter mailed out when the student reaches four (4) absences.

DISCIPLINE

*See Discipline Policy at end of book.

Discipline is the process of training a child so that the desired character traits and habits can be developed. By having a consistent discipline policy, the goal of educating children can be most efficiently reached.

All students are expected to conduct themselves in a courteous and orderly manner. Students will treat staff members and fellow students with respect.

We believe that:

1. Teachers have a right to teach and students have the right to learn.
2. Parents/guardians have a responsibility to teach their children basic rules of decency and conduct.
3. All children are required to behave in a positive manner.
4. All students will maintain a level of self-discipline that is motivated from within.

In short, no student shall interfere in the instructional process, either by interfering with another student's right to learn or by preventing a teacher from doing their job. Individual classroom discipline plans will be posted in each classroom and a copy of them sent home the first week of school.

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?

- Quid pro quo by an employee;
- 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.

More information may be found here:
https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

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 JOINT SCHOOL DISTRICT
TRANSPORTATION PROGRESSIVE DISCIPLINE PLAN

The Kamiah 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 parent/guardian 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 parent/guardian.

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 parent/guardian.

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/guardian, student, and the 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/guardian a copy.

• The transportation director will call the parent/guardian 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/guardian 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

Minor 1- Boarding the bus with prohibited items	The following items are not allowed on the bus: • Breakable containers (e.g. glass bottles, aquariums). • All forms of animal life, with the exception of service animals. • 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 causes a distraction to the driver).
Minor 2- Distracting the driver	It is important to not distract the driver while the bus is in operation, except in emergencies.
Minor 3- Eating or drinking on the bus	Eating, drinking and/or chewing gum is prohibited.
Minor 4- Not disposing of trash properly	Any trash should be taken off the bus or placed in the trash can.
Minor 5- Not following rules at the bus stop	Students are not to engage in horseplay and are to respect the property of the homeowners in the area.
Minor 6- Not keeping out of the bus aisle	Students are to remain seated, facing forward while the bus is in operation with their feet, body and all possessions out of the aisle.
Minor 7- Not keeping your hands to yourself	Overly aggressive play or touching another person.
Minor 8- Not maintaining proper voice level	No screaming, yelling or other loud noises are allowed that would distract the driver.

Minor 9- Not obeying the bus driver or monitor	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.
Minor 10- Not sitting properly	Students are to remain seated, facing forward while the bus is in operation.
Minor 11- Not using appropriate language	Swearing, vulgar comments or inappropriate use of words.

Minor 12- Not keeping your head or hands inside bus	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.
Minor 13- Spraying an irritant on the bus	Spraying or applying perfume, deodorants or anything with a strong odor while on the bus.
Minor 14- Other	Other items not specifically listed.

Major Offenses

Major 1- Destruction of district property	Deliberately impairs the usefulness of property/destruction of property (tearing, ripping or poking holes in seats/graffiti...) Vandalism
Major 2- Destruction of personal property	Deliberately impairs the usefulness of personal property/destruction of personal property.
Major 3- Fighting/horseplay	Serious physical contact/injury between two or more students.
Major 4- Harassment, Intimidation, and Bullying	To control, embarrass or harm others with taunting words or physical actions. Imbalance of power (physical strength, popularity, ganging up on...)
Major 5 Sexual Misconduct, Inappropriate Touching	Sexual statements, harassment, or touching someone in an unwanted sexual way. Showing someone an inappropriate sexual image or exposing oneself.

Major 6- Using or possessing alcohol, tobacco, or other drugs	Possessing or use of tobacco, vapes, alcohol, or illegal drugs / substances.
Major 7- Weapon brought on the bus	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.
Major 8-Getting off at the wrong bus stop	Students must only get off at their assigned bus stop unless a signed bus pass is given to the driver.
Major 9-Not riding the assigned bus	Students must only ride their assigned bus unless a signed bus pass is given to the driver. Parents/guardians must call the building to notify the secretary of a change to bus assignment or drop off location.
Major 10-Throwing items on or out of the bus	Throwing objects of any kind on, out, in or near the bus is prohibited.
Major 11-Other	Other items not specifically listed.

HALLWAY RULES

In the hallway KUBS are expected to:

1. Walk on the right
2. Keep hands to self
3. Travel quietly
4. Be polite to others

BATHROOM ETIQUETTE

In the bathroom KUBS are expected to:

1. Flush and wash
2. Keep it clean
3. Keep it quiet
4. Ask and knock to see if a stall is occupied

BUS LANE RULES

1. Go directly home or to the bus after school.
2. When the buses arrive in the morning, unload, cross in front of the bus.
3. When the bus is unloading do not cross the lane during playtime.
4. When the gate is open, stay out of the bus lane.
5. After school, cross the bus lane only at the side walk.

PLAYGROUND RULES

1. No arguing with persons on duty.
2. Only school appropriate toys will be allowed on the playground. KES is not responsible for lost or damaged items.
3. Every child shall play safely and fairly for themselves and others, keeping their hands to themselves and being good KUBS:
   a. K - Keep it Respectful
   b. U - Uphold Safety
   c. B - Be Responsible
   d. S - Show Integrity
4. When the bell rings - stop playing, line up, and go inside.
5. Use equipment as it was intended to be used.

Slides

1. One person at a time
2. Sit down and slide down feet first

Swings

1. Sit on swings
2. Stop swinging before getting off. Don't jump
3. Keep chains untangled
4. No pushing or running under the swings

Tag

1. All tag games are to be played on the field. If the field is not open or usable students may play tag in the bus lane.

Rings & Cross Bars

1. Stay under the bars, do not get on top.
2. Go in one direction when crossing.

Jungle Gym

1. Climb down, do not jump.

SNOW RULES

1. In order to play in the snow, students should be dressed appropriately.
   *This includes: snow pants, coat, boots, and gloves.
2. Snow should stay on the ground, please no throwing of snow
3. Use slides with caution and please do not put snow down slides. Duties may close slides if unsafe.

INFRACTIONS

1. Warning
2. Time out
3. Sent to the office
Anyone fighting goes directly to the office

SCHOOL COUNSELOR

Individual rights for students, parent/guardian, and the school counselor, the guidance curriculum guide and student goals are listed in the back of this guide.

PHILOSOPHY

The Counselor will guide, assess, listen, and lend support to students who need services beyond the scope of the regular classroom.

EMERGENCY PROCEDURES

The Kamiah Joint School District is in the process of updating the Crisis Procedure Manual that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, by bus, or by transportation provided by parent/guardian.

IN MOST EMERGENCIES YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL. IN THE RARE EVENT OF AN EMERGENCY AFFECTING THE SCHOOL THAT PROHIBITS RE-ENTRY TO THE BUILDING, STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO AN ALTERNATE SITE.

We ask that you follow this procedure if you hear rumors of any school emergency:

1. Communication will be as follows:
   * A BrightArrow message will be sent from the District via your preferred method of communication with details.
   * School or District Facebook pages
   * TURN ON YOUR RADIO to KORT - Grangeville or KIYE - Tribal Station - Kamiah
   * We will keep the media informed of any emergency.
2. PLEASE DO NOT TELEPHONE THE SCHOOL. We have limited phone lines. These MUST be used to respond to the emergency.
3. PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL.

Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, we will use the BrightArrow system to notify parents/guardians.

Also, stay tuned to the radio for updated, accurate reports and information provided by the school district administration about when and where to pick up your child.

STUDENT/PARENT/GUARDIAN DUE PROCESS PROCEDURE

If a parent/guardian feels there is a problem or is unhappy with a situation, they are encouraged to try to resolve the issue by:

1. Setting up a parent/guardian/teacher conference to discuss your concerns with your child's teacher.
2. If unsatisfied with the results of the conference, you are encouraged to call for an appointment with the building principal.
3. Should the problem still not be resolved to your satisfaction, you are encouraged to set up an appointment with the district superintendent.
4. The final step in the district would be to set up a hearing with the District Board of Trustees.

KAMIAH ELEMENTARY DISCIPLINE POLICY

BASIC PHILOSOPHY

Attendance is both a right and privilege. By taking advantage of the right and privilege to attend school, students and their parents/guardians also incur responsibilities. These responsibilities include regular school attendance, conscientious effort by the student in classroom work and adherence by students and their parent/guardian to school rules and regulations. Most of all, students and their parents/guardians share, with the administration and teaching staff, the responsibility of developing and maintaining a climate in the school that is conducive to wholesome learning and living. All students have the right to learn, just as teachers have the right to teach. Every time disciplinary action is taken, teaching time is lost.

Our goal is to maintain a positive, safe, and healthy learning environment at Kamiah Elementary School. Our objectives are:

1.) to develop strategies to promote positive attitudes and appropriate behavior

2.) to implement a comprehensive Student Discipline Procedure for grades K-4.

In doing so, we emphasize that education is a right and privilege and must be guarded by appropriate conduct on the part of all concerned.

I. SECTION 33-1224 IDAHO CODE

"Powers and Duties of Teachers." In absence of any statute or rule or regulation of the Board of Trustees, any teacher employed by a school district shall have the right to direct how and when each pupil shall attend to his appropriate duties, and the manner in which a pupil shall conduct himself while in attendance at the school. It is the duty of a teacher to carry out the rules and regulations of the Board of Trustees in controlling and maintaining discipline. Teachers shall have the power to adopt any reasonable rule or regulation to control and maintain discipline in, and otherwise govern, the classroom, not inconsistent with any statute or rule or regulation of the Board of Trustees." **Trustees will adhere to board policy and Idaho Code.

II. GENERAL RULES

Play is identified as, “An activity in which everyone involved is having safe fun.”

1. Obey all school rules.
2. Respect the rights, property, and feelings of others.
3. Be on time with the appropriate supplies and have a ready to learn attitude.
4. Follow directions the first time.
5. Work and play safely.
6. Keep a healthy mind and body.

III. DISCIPLINARY STEPS

The following steps show the procedure of communications to be used when a student fails to comply with school and classroom rules and regulations, the Principal and Parent/Guardian may be involved in any of these steps.

1. Student-(Review conflict management strategies).
2. Student-Teacher
3. Student-Teacher-Parent/Guardian
4. Student-Teacher-Principal
5. Student-Teacher-Principal-Superintendent
6. Student-Teacher-Parent/Guardian-Principal-Superintendent-School Board of Trustees

IV. EXAMPLES OF UNDESIRABLE AND INAPPROPRIATE BEHAVIOR

1. Disruptive classroom behavior
2. Disturbances at school
3. Open defiance
4. Fighting (hitting, kicking, tripping, shoving, spitting, intimidation, inappropriate gestures, etc.)
5. Profane or abusive language (includes name calling, etc.)
6. Defacing school property
7. Excessive tardies
8. Truancies
9. Theft
10. Serious behavior problems
11. Use of tobacco, drugs, or alcohol
12. Throwing rocks, snowballs, grass, leaves, sticks, etc.

V. EXPULSION

Denial of attendance at any single subject, class, activity, or any full schedule of subjects, class, 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 given written notice to the parent/guardian of the pupil, which notice shall state the grounds for the proposed expulsion and the time and place where such parent/guardian may appear to contest the acting of the board to deny school attendance, and which notice shall also state the rights of the pupil to be represented by counsel, to produce witnesses who may appear against him." (Section 33-205, Idaho Code) Due process procedures will be followed in all expulsions.

The condition of an identified special education student will be taken into consideration prior to initiating the expulsion of the student.

VI. SUSPENSION

Suspension is the denial of attendance, by the principal, in school for a period of time not to exceed five (5) school calendar days for any given suspension. The superintendent and school board can extend the suspension by the principal.

Suspension may be in the following forms:

1. Suspension from school.
2. In-school suspension - Student remains in school and serves a designated suspension period.
3. Shadowing – Parents accompany students throughout the designated suspension period.

*All class work is subject to no credit during suspension period.

Students may be suspended from school by the principal for flagrant misconduct, gross disobedience, or truancy pending a satisfactory adjustment with the parent/guardian. Due process procedures will be followed in all suspensions.

The handicapping condition of an identified special education student will be taken into consideration prior to initiating a suspension of the student.

Suspension, **WILL RESULT** for the following offenses:

1. Carrying or using weapons or instruments designed to do bodily harm.
2. Use of alcohol, tobacco, or narcotics.
3. Any serious verbal or physical act of defiance against any school employee or student.
4. Theft
5. Fighting

ELEMENTARY SCHOOL COUNSELOR

PRIMARY FUNCTION:
To provide a comprehensive counseling program for all children in elementary schools; to consult with teachers, staff, and parent/guardian to enhance their effectiveness in helping students; and to provide support to other elementary educational programs.

MAJOR JOB RESPONSIBILITIES	ILLUSTRATIVE KEY DUTIES
1. Implement the elementary counseling curriculum.	IMPLEMENT THE ELEMENTARY COUNSELING CURRICULUM: Conduct classroom counseling lessons in each teacher's class and/or systematically conduct developmental counseling groups for each grade level throughout the year: Consult with and/or provide resources to teachers to facilitate the infusion of counseling content into the regular education curriculum.
2. Guide individuals and groups of students through the development of educational, personal, social and career	GUIDE INDIVIDUALS AND GROUPS THROUGH THE DEVELOPMENT OF EDUCATIONAL AND CAREER EXPLORATION: Work with teachers in preparation for transition from one school to another. to coordinate/oversee career awareness activities from one school to another, and participate in beginning-of-the-year orientation activities.
3. Counsel with individuals and groups of children with counseling problems.	COUNSEL INDIVIDUALS AND SMALL GROUPS OF CHILDREN WITH PROBLEMS: conduct structured, goal- oriented sessions in systematic response to identified needs of individual or groups of children–recurrent topics include academic failure, family issues, child abuse, behavior problems, peer problems, substance abuse, etc.
4. CONSULT WITH TEACHERS, PARENT/GUARDIAN AND STAFF REGARDING CHILDREN'S NEEDS	Consult with teachers, parent/guardian and staff regarding children's needs: Participate in staffings, conduct in-service programs for faculty; act as resource person for faculty, staff, and parent/guardian; consult with individuals (parent/guardian, staff, and students) to design specific approaches/programs to meet the educational, psychological, and social needs of students; conduct conferences with teachers and/or parent/guardian; conduct or provide opportunities for parent education programs; and assist families with school-related problems.

5.	REFER CHILDREN WITH PROBLEMS AND THEIR PARENTS/GUARDIANS TO SPECIAL PROGRAMS, SPECIALISTS, AND OUTSIDE AGENCIES.	Refer children with problems and their parents/guardians to special programs, specialists, and outside agencies. Consult and coordinate with in-district and community-based specialists, such as school administrators, nurses, social workers and psychologists, and community-based psychologists, service agencies, and physicians.
6.	Participate in activities which contribute to the effective operation of the school.	PARTICIPATE IN ACTIVITIES WHICH CONTRIBUTE TO THE EFFECTIVE OPERATION OF THE SCHOOL: contribute to the school district and individual building goals for enhancing education; act as an advocate for groups or individual students as system decisions are made.
7.	Plan and evaluate the counseling program.	PLAN AND EVALUATE THE COUNSELING PROGRAM: annually review, with the other staff, parent representatives, and administration, the counseling program content based on student needs as determined through the Idaho Counseling Program Model Guide; establish the Counseling Department calendar and evaluate the counseling learning activities as they are implemented.
8.	Pursue continuous professional growth.	PURSUE CONTINUOUS PROFESSIONAL GROWTH: develop and participate in professional growth plan through extended courses, in-service and workshops.
9.	Perform other duties as assigned.	PERFORM OTHER DUTIES AS ASSIGNED: per building administrator or district superintendent.

GUIDANCE CURRICULUM GUIDE – STUDENT GOALS

A COUNSELOR WORKS WITH STUDENTS EACH DAY TO HELP THEM: become oriented to the school setting, learn responsibility, develop self-concept, gain career awareness, develop social/interpersonal skills and cope with crises.

	PERSONAL/SOCIAL	EDUCATIONAL DEVELOPMENT	CAREER DEVELOPMENT
	Liking yourself Being a part of a group Making simple choices Identifying feelings Learning self-care	Learning about school environment Getting ready for learning Introducing listening skills	Learning about community helpers
	Learning self-direction and self-control Developing responsibility Recognizing logical consequences Learning coping skills	Developing task commitment Accepting responsibility for individual work Adjusting to school environment	Learning about parent's jobs Learning about other community workers
	Developing individual responsibility Understanding feelings Understanding family relationships Learning coping skills	Developing independence Developing decision making skills Following written/oral directions Enhancing task commitment	Gaining knowledge of necessary jobs in the community Learning responsibilities and duties of community workers
	Encouraging self-awareness Developing awareness and acceptance of differences Applying self-control	Developing awareness of individual strengths and weaknesses Developing test-taking skills Learning to set goals	Becoming aware of job clusters Developing awareness of a variety of occupations Understanding cooperation in work setting
	Introducing the physical and mental maturation process Understanding group relationships Learning responsible behavior Improving decision making skills Developing self-care	Developing study skills Accessing strengths and weaknesses	Learning about job clusters Learning the value of working Developing of occupational stereo-typing Understanding inter-relatedness of industry

INDIVIDUAL RIGHTS

Rights of the School Counselor

Immunity

Idaho Code 16-1620 "Any person who has reason to believe that a child has been abused, abandoned, or neglected and acting upon the belief, makes a report of abuse abandonment or neglect as required in section 16-1619, Idaho Code, shall have immunity from any liability, civil, or criminal; that might otherwise be incurred or imposed or any participation in any such judicial proceeding resulting from such report. Any person who reports in bad faith or with malice shall not be protected by this section."

Confidential Relations and Communications

Idaho Code 9-203 "There are particular relations in which it is the policy of the law to encourage confidence and to preserve to inviolate: therefore a person cannot be examined as a witness in the following cases. . . .

Any certified counselor, psychologist or psychological examiner, duly appointed, regularly employed and designated in such capacity by any public or private school in this state for the purpose of counseling students, shall be immune from disclosing, without the consent of the student, any communication made by any student so counseled or examined in any civil or criminal action to which such a student is a party. Such matters so communicated shall be privileged and protected against disclosure."

INDIVIDUAL RIGHTS

Rights of Parents/Guardians

To Be Informed

Parents/guardians have the right to be informed of the school plan for a comprehensive guidance and counseling program. The rights of parents/guardians to inspect all school records concerning their child are defined in the Family Educational Right and Privacy Act of 1974 (amended 7/76 by legal opinion).

To Give Permission

1. Idaho Code SS 9-203 (6), 16-1619 and the Idaho Rules of Civil Procedure, Rule 515, and the Hatch Act provide that prior parental permission for a student under the age of eighteen (18) is necessary for that student to participate in group counseling or support groups.
2. If a student under the age of eighteen (18) has been referred for counseling or if the counselor initiates counseling, parental/guardian consent is required.
3. The parent/guardian will be notified of the Personal/Social Development Curriculum topics of their child's grade level. Parents will be responsible to notify the school if there are any topics they wish to review or exclude their child/children from participating.
4. No permission will be necessary in the Educational Development Curriculum of the Career Development Curriculum.

INDIVIDUAL RIGHTS

Rights of Students

Individual Counseling

Every student has the right to seek the services of a school counselor on a one-to-one basis, the information given to the school counselor is confidential and no prior written consent is necessary.

(Quotations below are from the Attorney General's Office)

"Idaho Code SS 9-203 (6), 16-1619 and the Idaho rules of Civil Procedure, Rule 515, provide that all communications between a school counselor and a student are confidential while the school counselor is acting in his/her capacity and the information is not intended to be disclosed to third persons . . . without the consent of the student or the parent/guardian of the student. The only exception to the confidentiality requirement is if a counselor has reason to believe that a particular student is being abused, abandoned or neglected. See Idaho Code S 16-1691.

Group Counseling/Support Groups

"Based on the Hatch Act and the Idaho Code sections cited above, prior parental permission for a student under the age of eighteen (18) or written consent of a student over the age of eighteen or an emancipated youth, . . . is necessary in order for that student to participate in group counseling or support groups . . . An emancipated minor in Idaho is defined by rule as a student who has not resided with his/her parent or guardian for thirty (30) days or more."

Conclusion

"In conclusion, for those schools wishing to offer group counseling or support groups to its students, prior written consent should be received in order for a student to participate. On the other hand, if a student seeks the services of a school counselor, on a one-to-one basis for a non-recurring issue, the information given to the school counselor is confidential and no prior written parental consent is necessary."

DISTRICT HEALTH POLICY

Kamiah Joint School District No. 304 will treat all communicable diseases in accordance with Section 33-512 I.C., which excludes from school pupils with contagious or infectious diseases.

Every student attending school must have an immunization record on file. Under the provisions of this law, Idaho Code Section 39-4801, parents/guardians are required to provide school authorities with immunization information for any child enrolled in preschool or K-12th grades in any Idaho public, private, or parochial school. If school authorities do not receive the immunization information prior to attendance, the child must be denied attendance until the information is received and the child is in compliance with the following requirements:

1. Five (5) or more doses of DPT, DT, DTaP, or TD (diphtheria, tetanus, and pertussis) unless fewer doses are medically recommended.
2. Three (3) or more doses of polio (OPV or IPV) vaccine unless fewer doses are medically recommended.
3. Two (2) doses of measles, mumps and rubella (MMR) vaccine given on or after the child's first birthday.
4. In 1997, all five (5) year old children born after November 22, 1991, who are entering kindergarten, will be required to have three (3) Hepatitis B vaccinations.

Diseases which are contagious and warrant immediate treatment, and could result in suspension until possibility of transmitting is past, could include:

chicken pox	conjunctivitis (pink eye)	scabies
impetigo	pediculosis (head lice)	hepatitis

Exemptions: Under the provision of Idaho Code 39-4802, a child will not be required to undergo the required immunizations if one or more of the following conditions exist and the supporting documentation is in their possession of school authorities:

1. Laboratory proof (a written record) of immunity to any of the six (6) childhood diseases for which immunity is required.

2. A diagnosis of measles or mumps disease by a licensed physician. A signed statement from the physician who diagnosed the measles or mumps disease is required.

3. The child's life or health would be endangered if given any or all of the required immunizations. (A signed statement from a physician is required.)

4. A signed statement of religious or other objections is provided by the custodial parent/guardian. In these instances, however, the parent should be informed that in the event of a disease outbreak, all children who cannot present documentation of immunity will be excluded from school until such time it is determined the outbreak has ended.

DISCIPLINE POLICY

Kamiah School District # 304

This chart shows the range of consequences administrators can use in disciplining students. This range of consequences is progressive. Repeated offenses in any one category, or combination of categories, will result in more severe sanctions.

NOTES:

1. X---Indicates option(s) that may be exercised.
2. Suspension/Expulsion
   Any student who is Suspended/Expelled is not allowed to come on school property at any time (24 hours/day, 7 days/week).
3. Students who are Suspended (out of school) or Expelled will not receive credit for assignments/tests missed during the period of Suspension or Expulsion. However, students are encouraged to keep current with their work, so that they are not behind when they return to school.
4. 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. In-School suspension will be utilized for doing school work.
5. Elementary consequences will always start with School Discipline and Detention.
   Suspension and Expulsion are options available for K-4 students in all categories.
6. Consequences for students in Grades 5-12 are shown on the following charts.
7. Length of Expulsion will be determined by the Board of Trustees based on a recommendation made by the building principal, except for those areas indicating "one calendar year."
8. Inappropriate Dress (Item #17)
   1st offense---Parent/guardian notified to bring a change of clothes. If parent is not available, In-School Suspension for that day.
   2nd offense---2 days out of school.
   3rd offense---Refer to consequences for Item #11 (Disruptive Behavior)
   NOTE: Inappropriate dress is defined as follows: The following apparel will not be worn on school property: Excessively long belts, gang-related colors, Armbands, heavy metal necklaces, bandannas, sexually offensive clothing, shirts with bare midriffs, displaying alcohol/drug related clothing, chains, Or sagging/bagging pants, shirts or coats. Hats may not be worn inside the building.
9. Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent and amendments, (Individuals with Disabilities Education Act), Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act shall follow federal guidelines as well as the provisions of this policy.
10. Counseling of students will be at the expense of parents/guardians.
11. The consequences listed are maximums.
12. Examples of Non-School Agencies are Law Enforcement, Health & Welfare, Probation, etc.
13. When policy states more than 5 days suspension, the principal suspends for 5 days with recommendation to the Superintendent/Board for additional days. The The superintendent can suspend 10 days and the Board for an additional five days.
14. Parents/Guardians will be notified for all major discipline incidents and suspensions.

Revised (6-11-10)

Range of Consequences Chart

For the purpose of this policy, assault shall be defined as: An intentional contact with another person that would be harmful or offensive to an 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 be inflicted.

Offense "The following list is not exclusive of other behaviors for which a student may be disciplined up to, and including, expulsion and notification of non-school agencies."	**Detention**	**Suspension In-School/ Out-of School**	**Expulsion/ Emergency**	**Notification Non-School Agency**
1. **Alcohol**: Possessing, using, or being under the influence of alcohol, at school or school functions, in Kamiah or away.		1st 15 days & counseling	2nd 1 calendar year	X
2. **Arson**: Knowingly or recklessly cause a fire or explosion which is dangerous to human life; or damages or threatens damage to any structure or vehicle.			1st 1 calendar year	X
3. **Assault and or battery, harassment, threats or abuse of district personnel**: Interfering with the discharge of the official duties of district personnel by intimidation, force, or violence.		1st 20 days w/ counseling	2nd	X
4. **Grievous Assault and/or battery on Students**: Assaulting another with intent to inflict substantial or great bodily harm, or knowingly inflict substantial or great bodily harm by any means.		1st 20 days with counseling	2nd	X
5. **Burglary**: Entering or remaining unlawfully in a district building with intent to commit a crime.		20 days	2nd	X
6. **Cheating**: For example, copying, plagiarism, using crib notes, etc.		1st – zero on assignment 2nd– drop letter grade for each repeated offense		
7. **Controlled substances**: (See Drug and Alcohol/tobacco Policy) Possessing, using, or being under the influence of drugs, inhalants, or controlled substances, or in possession of drug paraphernalia.		1st 15 days w/counseling	2nd 1 calendar year	X
8. **Controlled substances**: Selling or distributing controlled substances.			1 calendar year	X
9. **Over the counter medicines:** Sharing or distributing (See medication policy).		5 days		
10. **Criminal Acts as Defined by Law not otherwise addressed in this policy**: Refer to state, county and Federal criminal codes.		X	X	X
11. **Disrespect and/or Defiance of School Authority (Willful Disobedience)**: Refusal to obey reasonable directions for requests of any staff member, including volunteers, aides, substitutes, secretaries, custodians, food service workers, bus drivers, etc.		5 days	X	X
12. **Disruptive Behavior**: Conduct which interferes with the educational process, disruptive behavior in school, assemblies, school activities, or on buses.		3 days	X	X
13. **Extortion, intimidation, Blackmail, Coercion**: Obtaining money or property by violence or threat of violence. Forcing or attempting to force another to do something against his or her will by threat of force.		20 days with counseling	X	

Range of Consequences Chart	Detention	Suspension In-School/ Out-of School	Expulsion/ Emergency	Notification Non-School Agency
14. **Fighting:** The act of quarreling involving any physical altercations.		5 days	X	X
15. **Forgery**: Fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data.		5 days	X	X
16. **Harassment:** Intimidating or harassing a person because of that person's race, color, sex, religious beliefs, ancestry, national origin, or any other reason. Threat to cause injury, property damage, or physical confinement or restraint of the person threatened, or any other act intended to substantially harm the physical or mental health of the person threatened.		10 days w/ counseling		X
17. **Inappropriate Display of Affection:**		1st - 1 day 2nd - 2 days 3rd - 3 days		X
18. **Inappropriate Dress/Disruptive Dress**: Dress or appearance that is either obscene, presents a health or safety problem, causes a disruption of the educational process, or otherwise violates the district dress code.		See Note # 8		
19. **Lewd conduct/Indecent Exposure**: Behavior that is either obscene, such as mooning, exposing oneself, sexual misconduct, etc.		10 days	X	X
20. **Possession of Stolen Property**: Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property.		20 days	X	X
21. **Robbery**: Taking another's property by force or threat of force.		20 days	X	X
22. **Tardiness**: Being late to class or school without a valid excuse. (Handled by individual principals at building level)	X	X		
23. **Theft**: Stealing		1st-3 days 2nd-5 days 3rd-10 days		
24. **Tobacco-Use or Possession**: See Drug and Alcohol/Tobacco Policy. Use or possession of any tobacco products including storing or maintaining such products in lockers or other property of the district or at school-sponsored events.		15 days w/ counseling		X
25. **Trespass**: Entering or remaining unlawfully in school buildings, property, grounds, or at school-sponsored events/or refusing to leave when asked.		5 days		
26. **Use of Obscenity or Profanity**: Oral, written, gestures, or on computer networks.		1st- 1 day 2nd- 2 days 3rd- 3 days	X	X
27. **Malicious mischief**: Destroying or damaging property, such as: breaking windows, graffiti, defacing desks of lockers, damaging or destroying other people's belongings, interfacing with or damaging electronic information systems, etc.		20 days plus damages	If over $300 damage	X

28. **Weapons and Explosives**: The district has a 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. (Note: This includes pocket knives.)			1 calendar year	X
29. **Truancy:** Unexcused absence (s).	X	X	X	X
30. **Transportation:** As per transportation district policy.	See District Policy			
31. **Parking**		X		X

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have received a copy of the Kamiah Elementary School Parent/Guardian Student handbook.

I understand that my child/children will be held responsible for the rules, regulations, and guidelines that are contained in this handbook.

Parent/Guardian signature:

_____

Date: _____

Student signature:

_____

Student's name (print please):

_____

Student's teacher:

_____

*Please sign and return this page to your child's classroom teacher.

Thank you,

Kamiah Elementary
School Staff