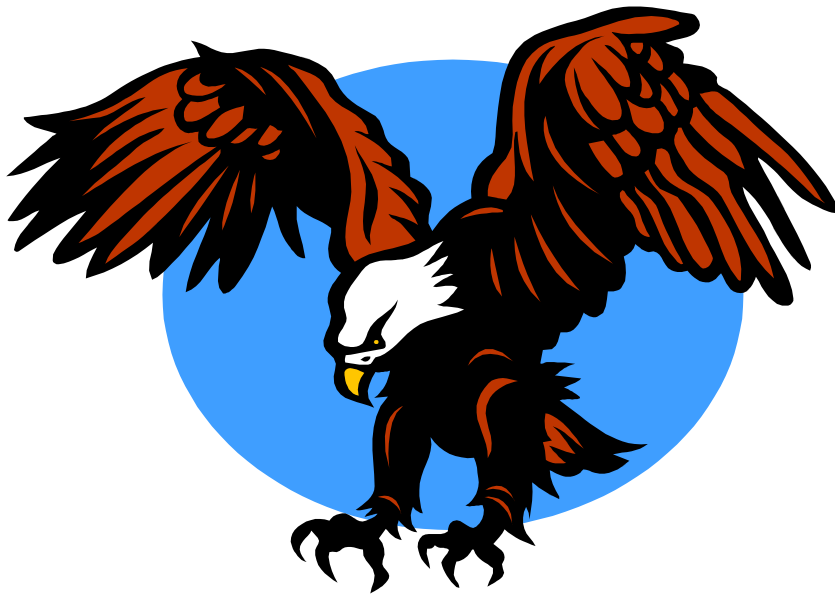


STUDENT HANDBOOK
FOR
Stephensen Elementary

2016-2017



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INDEX

	Page
Age for Entry into School.....	4
AHERA (Asbestos) Notification.....	4
Assurances.....	3
Attendance.....	4,5
Bullying	5
Cafeteria Information	5,6
Calendar of Events (For year & by month).....	6
Discipline.....	6,7,8
School Rules...7	
Playground Rules...8	
Rules for to and from School...8	
Plagiarism...10	
Dogs on the School Grounds	9
Dress Code.....	9
Drug/Alcohol/Tobacco-Free Work Place.....	9
Extended Absences.....	5
Grading & Reporting Periods.....	10
Head Lice	10
Illness & Injury.....	10,11
Immunizations.....	11
Insurance - Accident.....	11
Kindergarten Drop off & Pick up.....	11
Library.....	11
Lost or Damaged Articles.....	12
Medication.....	12
Missing Children.....	12
Mission Statement.....	2
Notes Home	12
Out of Zone Attendance.....	12
Parent-Teacher Partnership (PTP).....	13
Parking.....	13
Parties & Treats.....	13
Policies & Procedures	13
Promotion.....	13
School Hours.....	13,14
School Map.....	18
School Philosophy & Statement of Objectives.....	2,3
School Supplies.....	18
Sexual Harassment Policy.....	14
Student Release.....	14
Telephone, Use of.....	14
Toys & Valuables.....	15
Transportation.....	15
Vision Statement.....	2
Visitation.....	15
Volunteers.....	15
Weather.....	16

MOUNTAIN HOME SCHOOL DISTRICT

MISSION STATEMENT

COMMITTED TO LEARNING TODAY FOR TOMORROW'S WORLD

VISION STATEMENT

In partnership with students, parents, and community, the Mountain Home School District creates an exciting, challenging education that has value and meaning for each student, encouraging them to become responsible, contributing members of society.

STEPHENSEN ELEMENTARY
MOUNTAIN HOME AFB, IDAHO

SCHOOL PHILOSOPHY

All activities at Stephensen Elementary are based on this basic philosophy:

Education is the process of providing a learning environment for students to develop academically, socially, and physically. Our education system at Stephensen Elementary offers an instructional setting that encourages children to be problem solvers, decision-makers, and socially responsible people.

Stephensen Elementary encourages the individual growth and development of each student by recognizing the uniqueness of each child. The Staff is dedicated to maintaining a quality educational program and a positive learning environment for all students.

STATEMENT OF OBJECTIVES

The learner should be able to:

1. Develop and demonstrate reading, writing, and speaking skills for expression of information, ideas, and enjoyment.
2. Develop understanding and demonstrate mathematical and scientific thinking skills and processes.
3. Develop the ability to interact with others.
4. Develop and demonstrate social courtesies.
5. Develop and demonstrate a desire to learn independently.
6. Develop and demonstrate intellectual curiosity and critical thinking.
7. Develop a positive self-concept.
8. Develop and demonstrate appreciation and understanding of differences in others.
9. Develop an appreciation of the fine arts.
10. Develop an awareness of health, safety, and physical fitness.
11. Develop and demonstrate beginning technology skills.
12. Develop the foundations for productive future work situations.

STEPHENSEN ELEMENTARY ASSURANCES

With students and parents and teachers as partners the Stephensen Elementary recognizes that:

- Communication within our community is the responsibility of all. We believe this interaction is open, positive, ongoing and productive.
- Excellence in education is brought about by reinforcing a child's positive self-image, which is established through meeting individual needs.
- Learning is a life long journey. We develop a love of learning by connecting what is done in school with real life experiences.
- The physical environment is safe, comfortable, healthy, and attractive. It is the responsibility of all to preserve this environment.
- A positive learning and social environment is provided within an atmosphere of support and respect where the student's own life experiences are affirmed and valued.
- Discipline is a partnership between home and school. It is administered in a fair, respectful, consistent, and positive manner that nurtures the well-being of the child.

AGE FOR IDAHO SCHOOL ENTRY

Following are school entry ages for kindergarten and first grade as provided by Idaho law. **Stephensen Elementary cannot make exceptions which are contrary to this law.**

- Kindergarten.....5 years of age on or before September 1
- First Grade.....6 years of age on or before September 1

Idaho Code 33-201 is explicit concerning school entry age. For entry into kindergarten, a child must be five (5) on or before September 1 of the school year in which the child is to enroll. For a child enrolling in first grade, the age of six (6) years must be reached on or before the first day of September of the year in which the child is to enroll.

The law, H-837, amends I.C. 33-201 having to do with school age. It provides that any 5-year-old child who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the "school age" requirement in Idaho (age 5 prior to September 1) shall be allowed to enter the first grade.

The law is intended to affect only those students who have completed an out-of-state kindergarten, public or private.

AHERA (ASBESTOS) NOTIFICATION

The Mountain Home School District is required by the Asbestos Hazard Emergency Response Act (AHERA) to maintain surveillance, perform small repairs, and manage abatement activities for materials containing Presumed Asbestos Containing Materials (PACM) or Asbestos Containing Materials (ACM), in addition to informing employees and contractors that District facilities may contain PACM or ACM.

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

ADOPTED: February 17, 1998
Reviewed: October 19, 2004
Reviewed: October 20, 2009

ATTENDANCE

The parent or guardian of any resident in this state who has attained the age of seven (7) years at the time of the commencement of school in his/her district, but not the age of sixteen (16) years, shall cause the child to be instructed in subjects commonly and usually taught in the public schools of Idaho. Unless the child is otherwise comparably instructed, as may be determined by the Board of Trustees of the school district in which the child resides, the parent or guardian shall cause the child to attend a public, private or parochial school during a period in each year equal to that in which the public schools are in session: there to conform to the attendance policies and regulations established by the Board of Trustees, or governing body operating the school attended.

Stephensen Elementary has a Child Safety Program in effect. When your child must be absent, we ask that you notify the school before 8:30 am on the day of the absence. If we receive no call, we will make every attempt to notify parents and/or guardians of any absentees that have not been reported to us. Please make sure we have current work and home telephone numbers on the enrollment sheet as well as any emergency numbers.

Please refer to the Appendix for additional District policies and procedures for attendance. **The policies as outlined will be strictly followed by Stephensen Elementary.**

EXTENDED ABSENCES. In circumstances that require your child to be absent more than three (3) consecutive days, please fill out a Pre-arranged Absence Request Form available in the school office.

BULLYING

Please refer to Appendix for District Policy regarding Bullying.

CAFETERIA INFORMATION

BREAKFAST/LUNCH PROGRAM

Parents are welcome to have lunch with their children from time to time. Advanced notification to the cafeteria is essential so enough food can be prepared. Please call the school office if you plan on having lunch with your child.

FREE OR REDUCED MEALS

Application forms are available at registration and in the office. Notification of approval/disapproval will be sent by mail from the District Office. ***Students are expected to pay the regular price for lunch until their request has been approved.*** If you have any questions, please contact the District Office at 587-2580. **It is strongly recommended that meals be purchased on-line which helps eliminate lost or forgotten money.** To do so, you will need your child's "Student ID" number which can be obtained from the school office. Visit www.mymealtime.com and navigate to the pay on-line area. You may also check your child's account at any time.

BREAKFAST/LUNCH HOURS

Breakfast is served from 8:00 a.m. to 8:15 a.m.

Full-day Kindergarten Lunch/Recess	11:00 a.m. - 11:45 a.m.
1 st Grade Lunch & Recess	11:00 a.m. - 11:45 a.m.
2 nd Grade Recess then Lunch	11:00 a.m. - 11:45 a.m. (Lunch at 11:20 a.m.)
3 rd & 4 th Grade Lunch & Recess	11:45 a.m. - 12:30 p.m.

Grades 1, 3, & 4 have recess after eating lunch.

THERE IS NO REFRIGERATOR AVAILABLE FOR COLD LUNCHES
nor MICROWAVE FOR HEATING LUNCHES

MEAL TICKETS

Meal tickets may be purchased in the kitchen Monday through Friday. Prices are as follows:

<u>Student Ticket</u>	<u>1 meal</u>
Regular Lunch Price:	\$2.50
Regular Breakfast	\$ 1.00
Milk 1 carton	\$.50

Adult Ticket

Lunch	\$3.75
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LUNCH CHARGES

For any charges over \$20 the student will receive a "sack lunch" that includes a meat & cheese sandwich, white milk, fruit (usually apples and oranges) plus some veggies (usually carrots and celery). The student will also be charged for the meal.

For any charges over \$20 the student will receive a "sack lunch" that includes a meat & cheese sandwich, white milk, fruit (usually apples and oranges) plus some veggies (usually carrots and celery). The student will also be charged for the meal.

Parent(s) will be notified when the charge gets to be over \$20.

LUNCH OFF CAMPUS

Parents who wish to take their child to lunch must sign their child out and back in on their return. Sign out sheets are kept in the school office.

MANNERS IN THE CAFETERIA

Appropriate cafeteria manners are expected from all students. The school has many children to feed in a short period of time. Students are encouraged to eat lunch and save major conversations with their friends for recess.

Some general rules for behavior are as follows:

1. Keep hands, feet, and objects to yourself.
2. Remain seated until dismissed.
3. Use acceptable table manners.
4. Use soft conversational tone of voice.
5. Walk while in the cafeteria.
6. No sharing lunches.

CALENDAR OF EVENTS

Stephensen Elementary will publish a monthly calendar that informs parents and the community of all happenings at the school. Reminders of events will also be sent home periodically. Monthly calendar events can be reviewed on the web at <http://stephensen.mtnhomesd.org/>

DISCIPLINE

Each teacher is expected to implement a behavior management plan within the classroom that...

- Establishes and sustains an orderly environment in the classroom.
- Increases meaningful academic learning and facilitates social and emotional growth.
- Decreases negative behaviors and increases time spent academically engaged.

Parental involvement in their child's school is vital and efforts will be made to inform parents and make them a part of the behavior plan. Ultimately, the parent is responsible for their child's behavior at school and in the community. Each teacher is to set up a [Classroom Dojo](#) account and encourage parents to sign up for access. [Dojo](#) will track student behavior, allow parents to monitor their child's behavior, and provide a forum for parent/teacher correspondence.

We also believe that most behavior problems can be prevented by the use of positive interventions and by creating a classroom environment where learning is facilitated and the child's self-esteem will be enhanced. It is our belief that all students can behave appropriately and should be made responsible for their actions.

The Stephensen Elementary will implement a School-Wide Behavior Support Plan. (Please see below.)

Behavior:	Consequence:
<u>Level 1: Minor (inappropriate behavior)</u> <ul style="list-style-type: none"> • Disregard for school rules on school grounds • Misuse of equipment/property • Inappropriate language not directed at another person • Purposely sliding in mud, on ice, or getting wet • Inappropriate gestures • Other: behavior deemed minor to fit this level 	<u>Step 1:</u> <ul style="list-style-type: none"> • Warning, redirect student, problem solve, refocus form, reteach expectation, shadow (student walks with you), loss of privileges, 5 minutes in penalty box, loss of recess in classroom • Chronic Level 1: move to Level 2
Behavior Log Entries Required Classroom Level	
<u>Level 2: Inappropriate (directed at others)</u> <ul style="list-style-type: none"> • Disrespect • Throwing objects • Inappropriate language • Bullying • Aggressive play • Other: Behavior directed at another • Chronic Level 1 behaviors 	<u>Step 2:</u> <ul style="list-style-type: none"> • Action: conference with student, parent notification (phone or email), loss of privileges, lunch detention, loss of recess • Chronic Level 2: move to Level 3
Behavior Log Entries Required Classroom/Office Level	
<u>Level 3: Danger to self or others</u> <ul style="list-style-type: none"> • Physical contact (fighting, kicking, hitting, etc.) • Illegal acts (weapons, vandalism, drugs, etc.) • Leaving designated area without permission • Ongoing bullying, teasing • Racial/cultural discrimination • Chronic Level 2 behaviors 	<u>Step 3:</u> <ul style="list-style-type: none"> • Office referral • Conference with student • Parent notification (phone, email) • Loss of recess/privileges • ISS for partial or full day • OSS and parent conference
Behavior Log Entries Office Level	

SCHOOL RULES

Each classroom teacher will develop classroom rules and procedures, which are appropriate for the age level of the students. The teacher will review these with the students. There are, however, a few general rules for behavior which should be adhered to by students:

1. Be Respectful
2. Be Responsible
3. Be Safe

PLAYGROUND RULES

Recess is a time for children to have fun and enjoy each other in an informal setting. It is a great opportunity for them to develop their social skills and to learn appropriate behavior. We expect every child to have the freedom and opportunity to receive the most benefit from recess time. In order to assure this happens, a few simple guidelines are necessary to create a safe and non-threatening play environment for the children.

Expectations

1. Be responsible
 - a. Follow directions the first time given
 - b. Use only school-approved equipment
 - c. Use equipment properly (*including following activity rules*)
2. Be respectful
3. Be safe

Consequences

1. Warning - verbal reminder
2. Penalty Box - 5 minutes out of recess
3. Out for remainder of recess (penalty box or shadow) and refocus sheet to be completed
 - The student will be sent to the office after recess is over and a refocus sheet will be completed. The refocus form will then be emailed to the student's parents and a log entry made in PowerSchool.
 - Write the student's name on the recess log and fill out the necessary information.
4. Administrative referral and parent contact

Immediate referral to the administration will occur for the following infractions:
Fighting, overt defiance, weapons

Consequences are reset each day. If a student has received a (#1) verbal warning and been sent to the (#2) penalty box during lunch recess, the next consequence for the next incident is (#3) out for the remainder of recess and a refocus sheet even if the incident occurs during the afternoon recess.

It is recognized that no amount of rule setting can possibly cover all of the many unique situations that will arise on the playground. It will be necessary for the adults to make decisions each day that may apply only in that particular instance. It is also recognized that consistency and fairness for all is extremely important towards establishing a safe and enjoyable environment for the children.

TO AND FROM SCHOOL

Stephensen Elementary recognizes the importance of the children's safety to and from school and will assist parents as much as possible when problems occur. However, it is also recognized that the school's jurisdiction is limited off school grounds and problems may be referred to the security police for disposition.

DOGS ON SCHOOL GROUNDS

For the health and safety of our children, dogs are not allowed on the school grounds unless prior arrangements have been made. (i.e. show & tell in the classroom) Your cooperation will be greatly appreciated.

DRESS CODE

Clothing should be in good taste. Appropriate clothing enhances a student's self-esteem and encourages a good working atmosphere. Clothing should be neat and clean and suitable for weather and school activities. Personal hygiene should also be stressed.

The following standards have been adopted by the Mountain Home School District and will be followed by Stephensen Elementary:

- **Appropriate footwear must be worn at all times. I.E. Tennis Shoes for PE class. Flip flops are unacceptable.**
- Skirts, dresses, and shorts must be appropriate for the school setting, no shorter than mid-thigh.
- Pants or shorts will not have holes above the level of mid-thigh.
- Garments or jewelry with slogans or pictures promoting the use of drugs, alcohol, tobacco, or substance abuse will not be allowed. Obscene or vulgar messages of any kind on clothing or person are not allowed.
- Garments such as halter tops, bare midriiffs, tube tops, see-through tops, tank tops, spaghetti straps and plunging necklines (front and/or back) are not allowed.
- Hats or other headgear will not be worn in the school building. Headgear worn to school must be immediately removed upon entering a building and stored in a locker or backpack. Hats or headgear will be confiscated if worn inside a building.
- Only prescription sunglasses will be allowed indoors and only if needed.
- Chains of any size, either worn or attached to clothing or body, are strictly prohibited.
- Bracelets and/or neck bracelets, chokers, etc. that have spikes or scissors either blunted, flat or pointed will not be allowed.
- Gang attire, or clothing worn in a manner to denote gang allegiance, is strictly prohibited.
- Jewelry which may present a safety hazard or which may present a distraction in the school is not suitable for school wear.

Students are expected to dress in a clean, neat, modest and safe manner at all times. Dress that tends to disrupt the class or contributes to a safety hazard in class will result in a referral to the principal for appropriate action. Students will be asked to remove, or cover inappropriate clothing. Parents will be notified if a student is to be sent home. Parents' assistance in monitoring the clothing worn to school would be greatly appreciated.

Please refer to Appendix for District Policy regarding Dress Code.

DRUG/ALCOHOL TOBACCO FREE WORK PLACE POLICIES

The Mountain Home School District recognizes the importance of the health, safety and well-being of all students and employees. It is committed to providing a drug/alcohol/tobacco-free work place for its employees and students. To that end, all tobacco use is strictly prohibited on school property.

Please refer to Appendix for District Policy regarding drug, alcohol and tobacco policies.

GRADING AND REPORTING PERIODS

Each grade level has a School District adopted report card that will be given to the parents. It is important to note that traditional grading is not stressed at the primary grades as much as it is in the upper elementary grades. It is believed that for the younger children, developmental assessment can better be measured by carefully reviewing samples of the student's work and through verbal and written documentation from teacher to parent. This process is more meaningful for understanding individual progress rather than simply assigning a letter grade. Parents are encouraged to stay in close contact with their child's teacher regarding academic and social progress.

1. End of 1 st Quarter	October 12
2. Parent/Teacher Conferences	October 20
Early dismissal at 1:30 pm with no AM/PM Kindergarten classes.	
3. End of 2 nd Quarter	December 16
4. Parent/Teacher Conferences	February 16 - 1:30 dismiss
5. End of 3 rd Quarter	March 13
6. End of 4 th Quarter	May 24

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

PLAGIARISM:

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

1st offense: Reprimanding the student orally and reminding them what plagiarism is and requiring the work to be redone. Parents will be notified by the teacher.

2nd offense: The student will receive a zero and parents will be notified by administration.

HEAD LICE

Head lice is not an uncommon occurrence at schools. If you find that your child has contacted head lice, please inform the school so that we may check others in the room and stop the spread of this condition.

Students found to have head lice or nits will be sent home.

ILLNESS AND INJURY

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

We believe it is in the best interest of the student to participate in all school activities, including recess. If your child is ill, the best place to be is at home under close adult supervision. When a child is recovering from an illness, we will honor requests for students to stay indoors for only one day. **Requests to stay indoors for extended periods of time must be accompanied by a note from a physician.**

If a child is diagnosed with a contagious illness or disease, (i.e. ringworm, impetigo, Scabies, Strep, chicken pox, mononucleosis, scarlet fever), parents are not to send their child to school without a permission slip from the physician stating the child is under treatment and may return to school.

IMMUNIZATIONS:

State law requires verification of the following immunizations:

- 5 - Dtap
- 4 - Polio
- 2 - MMR
- 3 - Hep B
- 2 - Varicella (Chicken Pox)
- 2 - Hepatitis A

Per State law, an immunization for each child must be presented at the time of registration and prior to attendance. **No child shall attend school without proof of complete immunizations as required by the State of Idaho.**

INSURANCE - ACCIDENT

Even with the greatest precautions and close supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. **The School District does not provide medical insurance that automatically pays for medical expenses when students are injured at school.** This is the responsibility of the parent or legal guardians. The district carries only legal liability insurance.

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

KINDERGARTEN DROP OFF/PICK UP

Kindergarten drop off and pick up is located on the East side of the building. (The left side of the building as you face it.) Under normal circumstances, parents are to go to the designated line-up area at the beginning of the session and **remain with their child** until the teacher comes out to pick them up. Parents are to be present in the same area to retrieve them at the end of the session. Merely dropping children off in the school foyer is not acceptable. **All daycare personnel are asked to stay with their children in the designated waiting area until the children are picked up by the teachers.** In the case of inclement weather, a sign will be posted on the front window instructing parents where to take their children.

LIBRARY

Library books are furnished free of charge for student use and may be checked out during scheduled school hours. Your responsibility is to take care of the books and return them when due. A charge will be made for lost or damaged books and materials.

Accelerated Reading (AR) Lists are accessible on the Mountain Home School District Web site. Log on to www.mtnhomesd.org/, on the left side click on the Library Link. Click on the appropriate list (Title List, Author List, Book Level List) for Stephensen Elementary.

LOST OR DAMAGED ARTICLES

Stephensen Elementary will not replace or provide restitution for lost or damaged personal belongings. **Please mark your child's personal belongings (especially winter coats) using the child's full name.**

The lost and found box is located in the front foyer, across from the office. Please have your child stop by and look through the items if he/she has an article missing. **Unclaimed articles are donated to the Airmen's Attic on the 15th of each month.**

MEDICATION

It is the desire of the Mountain Home School District that the taking of medication in our schools be kept to a minimum. Every effort should be made to administer medications at home as it does present a disruption to the student's school day. However, if your physician feels this medication is necessary during school hours, the office will follow strict guidelines in assisting the student with the medication.

Additional information is found in the Appendix under District Medication Policies and Procedures.

MISSING CHILDREN

Every attempt is made to insure your child's safety while on school grounds. The following steps are taken when a child is reported missing:

1. Check with teacher.
2. Do "all call" on intercom asking child to come to office and ask staff for assistance in locating the child.
3. Check restrooms.
4. Check playgrounds.
5. Call parents (if not previously informed).
6. Ask if parent wants the military police involved.
7. Call the military police and/or civilian police.
8. Ask parent to inform the school when the child is found. (Staff will also inform the parent should the child be found on the school grounds.)

NOTES HOME

The Staff at Stephensen does its utmost to keep parents informed. A calendar of events is sent home at the beginning of each month with events, happenings, etc. Please locate this calendar in your homes somewhere for quick reference. The calendar is also accessible on line at www.mtnhomesd.org/. To try and "Go Green," Stephensen Elementary will do its best to keep the web page up-to-date with calendar changes and upcoming events. Notes are also sent home with additional information when special events are coming up. These will be on colored paper. Look for these in the back packs of your students.

OUT OF ZONE ATTENDANCE PROCEDURE

A form requesting out-of-zone attendance must be submitted to the receiving school's principal. Please contact the school office for further information.

PARKING

Dropping off and picking up children by vehicle has been a persistent problem. These are a few guidelines which should be adhered to when delivering your child to school by automobile:

- **In the morning between the hours of 8:00-8:15 AM**, you may pull up to the curb to drop off your student in grades 1-4. If you have to exit your vehicle to drop off your child, you need to park in a marked stall so you do not delay the drop-off lane.
- **DO NOT PARK (EVEN ON A TEMPORARY BASIS) IN THE BUS LOADING ZONE. YOUR LICENSE PLATE NUMBER WILL BE GIVEN TO THE PROPER AUTHORITIES SHOULD VIOLATIONS OCCUR.**
- Allow pedestrians the right-of-way at all times in the parking lot.
- Base speed limits allow no more than 5 mph when driving in the drop-off lane and 10 mph in the drive-through lane and parking lot.
- Utilize the available parking spaces.
- If you should bring your child to school by car, be sure they get to the sidewalk safely.
- **PARK ONLY IN THE DESIGNATED PARKING AREAS.**

PARTIES AND TREATS

Class parties will be at the discretion of the teacher. Arrangements are made between individual room parents and classroom teacher. Individual birthday recognition should be planned with the classroom teacher with consideration given to class members with food allergies.

POLICIES & PRECEDURES: Located on District Website: www.mtnhomesd.org.

PROMOTION

A student who fails to demonstrate academic achievement according to his/her ability may not be promoted to the next grade. Poor attendance along with other considerations could jeopardize the promotion of a child.

P.T.P. ORGANIZATION-(PARENT TEACHER PARTNERSHIP)

Your P.T.P. is actively involved in many events during the school year. There are numerous projects where the P.T.P. can use your talents and energy. Some of the projects have included Art to Remember, T-shirt sales, Math Night, Science Day, helping with the Pancake Dinner/Reading Rally and much more .

GET INVOLVED! SUPPORT YOUR P.T.P.!!!!!!

SCHOOL HOURS

A.M. Kindergarten	8:15 a.m. - 11:15 a.m.	Teacher pickup @ 8:10
P.M. Kindergarten	12:00 p.m. - 3:00 p.m.	Teacher pickup @ 11:55
Full-Day Tuition K	8:15 a.m. - 3:00 p.m.	Teacher pickup @ 8:10
1 st , 2 nd , 3 rd & 4 th Grade	8:15 a.m. - 3:00 p.m.	

A child is shown as absent if he/she is not in his/her classroom, seated at his/her desk (carpet area for Kindergarten) at 8:15 a.m.

PLEASE NOTE: Kindergarten will have a special schedule on days when school is dismissed early at 1:30 p.m.

AM Kindergarten hours will be from 8:15 a.m. - 10:15 a.m. Teacher pickup @ 8:10.
 PM Kindergarten hours will be from 11:30 a.m. - 1:30 p.m. Teacher pickup @ 11:20.

Playground supervision will begin at 8:00 am. Since most students are within walking distance of the school, we ask that children not arrive prior to 8:00 am. Please make sure your children are dressed appropriately for weather conditions. Playground supervision is not available after school dismissal. Students are expected to go directly home after school to avoid any behavioral problems on school grounds.

SEXUAL HARASSMENT POLICY

The Board of Trustees of School District No. 193 believes that students in the Mountain Home School District have the right to learn in an atmosphere which is the most conducive to the achievement of their fullest potential and in which all individuals are treated with respect and dignity. Consequently, sexual harassment of students and employees, whether verbal, physical, or implied is unacceptable and will not be tolerated. Students found to have engaged in misconduct constituting sexual harassment may be disciplined up to and including expulsion.

STUDENT RELEASE

Stephensen Elementary has a closed campus. Students will be released only to parents or guardians. Students are to check in and out at the office in order to insure correct attendance reporting.

In order to further protect your child(ren), please provide the office with a copy of any court orders, protection orders, divorce decree and child custody agreements, etc. Without copies of these legal documents, the school is legally bound to release the child to any biological or adoptive parent.

Access to the school building will be limited to the front foyer by the office. All other doors will remain locked for entry during school hours for the safety and well-being of the students and staff.

TELEPHONE

Each classroom has a telephone. Parents should check with their child's teacher to review the classroom policy for student use. In the school office we allow a child to phone home for emergencies only. Please make arrangements for after school activities or appointments with your child before leaving home in the morning. When circumstances arise and you need to call the school with a message for your child, please do so by 2:30 pm. Please understand that a school office is a very busy place at that time of day. We will do our best to deliver it prior to end of school.

When your duty, work or home phone number changes during the year, please make a special effort to notify the school office of this change.

TOYS AND VALUABLES

Students should be discouraged from bringing money to school. Parents are encouraged to purchase lunches each month so their children do not have to carry money.

The school furnishes playground equipment. Toys, games, radios, roller blades, skateboards, tape players, or expensive jewelry are not to be brought to school without prior approval from the child's teacher or other staff members. Shoes with wheels are not allowed and the wheels will be taken and held in the office if used on the playground or in the building. Scooters and bicycles must remain outside and should be parked at the bicycle racks.

The school is NOT responsible for lost cell phones or electronic devices. It is recommended that these items not be brought to school. Large amounts of money are not to be brought to school either.

Any item that can be classified as harmful or dangerous is not allowed on the school grounds and may be confiscated for the safety of others. Every attempt will be made to notify parents of such actions. These items often interfere with class activity and create playground problems. In general, the school is not responsible for broken or stolen items. However, we can assist students and parents as much as possible in these cases. At times, it will be necessary for parents to contact the police for professional support.

TRANSPORTATION

There is no bus transportation for elementary students living on or off Base except for students enrolled in some Special Education programs and Preschool.

In order to insure protection for those students enrolled in these programs, please inform School Bus Services of any court orders, protection orders, divorce decree and child custody agreements, etc. This is to assure your child is released to an authorized person. School Bus Services' phone number is 587-8045.

VISITATION

Parents are welcome and encouraged to visit our school. However, out of courtesy to classroom teachers, advanced arrangements should be made. For the purpose of safety, all parents and visitors are required to sign in at the school office where they will be issued a **numbered visitor badge**. **This badge is required to be worn in plain sight at all times and is to be turned into the office before leaving the building.**

VOLUNTEERS

Stephensen Elementary is noted for its successful volunteer program. The volunteers, which consist of parents and friends of the children, are a critical component in assisting the students and teachers. Every effort is greatly appreciated and the total worth of the volunteer program in our schools is priceless. Following is a list of a *few examples* of ways volunteers can help at Stephensen Elementary:

1. Working with small groups of students.
2. Listening to individual students read, help with math problems, assist with research projects, drill spelling words, correct student work, assist with art projects, etc.
3. Operating office machines.
4. Sharing special talent, area of expertise, hobby, or profession.
5. Assisting in the office
6. Preparing student materials and display boards.
7. Assisting with student supervision

Those wishing to volunteer are asked to contact the volunteer coordinator. The PTT also provides excellent opportunities to help out (i.e. science and art classes).

WEATHER

During extremely cold or wet weather, the following procedures are used at Stephensen Elementary:

- The children should **NOT** arrive at school prior to 8:00 a.m.
- During cold weather the temperature and wind chill factor will be checked.

+10 degrees - Children will **NOT** be let into the school until the regular 8:10 am bell (12:10 for p.m. kindergarten). The children will also go out to recess as normal.

10 to 0 degrees and below - Children will be let into school at 8:00 am and proceed to the gym (12:00 for PM kindergarten, who will proceed to their designated hallway). They may also go out for recess on a limited basis for a fresh air break.

During periods of rainy or snowy weather, the children will be let into the school at 8:00 a.m. and proceed to the gym (12:00 for p.m. kindergarten to designated hallway) depending upon the precipitation levels. Students will be sent outside for recesses at the discretion of the administration.

It is important to dress the children properly for cold and wet weather each day. Please be sure that they come to school with an adequate coat, scarves, gloves, hat, and proper footwear, etc. Overly dressed is better than not enough. For example, if it turns out to be a nice afternoon and boots are not needed, they can always leave them inside when they go out for recess.

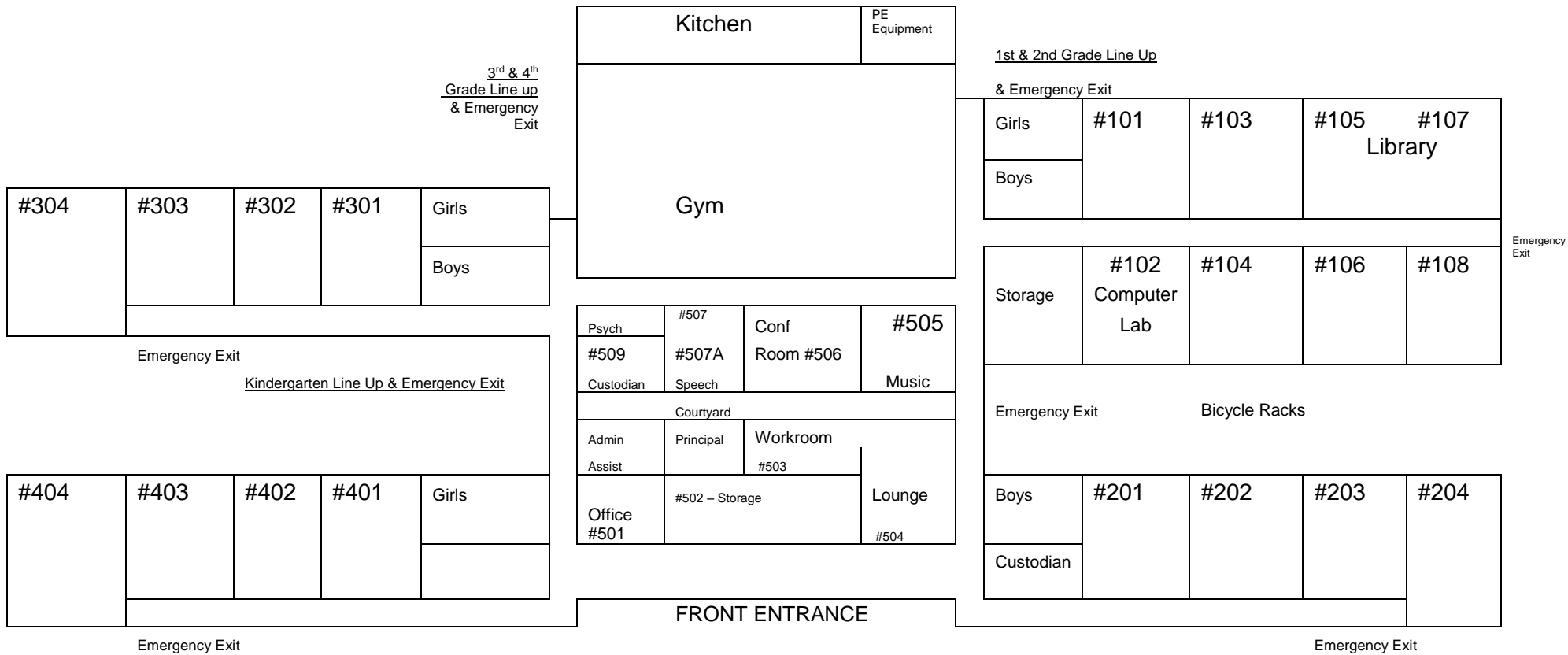
PLEASE MARK ALL CLOTHING WITH THE CHILD'S NAME AND ROOM NUMBER. PLEASE CHECK OUR "LOST AND FOUND" OFTEN FOR MISSING ITEMS. Any items that are left at the end of the year will be given to charity.

In the event Mountain Home School District No. 193, including the Air Base schools, must close due to weather conditions, the following stations will broadcast up-to-date information:

<u>Television</u>	KBCI	Channel 2	KIVI	Channel 6	KTVB	Channel 7
<u>Radio</u>	KBSU	105 FM	KBOI	670 AM	KIDO	63 AM
<u>Local Radio</u>	KLUV	99.1 FM	KLUV	1240 AM		

It is also posted on the School District Web Site: www.mtnhomesd.org.

STEPHENSEN ELEMENTARY SCHOOL



Mountain Home School District #193 Kindergarten-4th Grade School Supply Lists
2016-2017

This list has been created as a suggested list of school supplies for students Kindergarten through 4th grade attending the Mountain Home School District. This list is for all four elementary schools, including East Elementary, North Elementary, Stephenson Elementary, and West Elementary.

Kindergarten

- 2 Boxes of 24 Count Crayons (Regular Size)
- 1 Box of Regular Pencils
- Headphones

1st Grade

- 2 Boxes of 24 Count Crayons
- 4 Glue Sticks
- Pencil box
- Scissors
- 2 Pink Erasers
- 1 Set of Watercolor Paint
- 2-2 Pocket Folder with 3 Prongs
- Headphones

2nd Grade

- Pencil Box
- Scissors
- 2 Pink Erasers
- 1 Box of 24 Crayons
- 4 Pencils
- 2 Glue Sticks
- 2-2 Pocket Plastic Folders
- 2 Dry Erase Markers
- 2 Highlighters
- Headphones

3rd Grade

- Erasers
- 2 Boxes of 24 Crayons
- 24 Pencils
- 6 Glue Sticks
- 2-2 Pocket Plastic Folders w/ 3 Prongs
- 2 Composition Notebooks
- Colored Pencils and/or Markers
- Headphones

4th Grade

- Pencil Box
- Pencils
- Colored Crayons, Pencils, or Markers
- 2 Dry Erase Markers

APPENDIX

TABLE OF CONTENTS

Appendix to District Policies & Procedures	Page
District Calendar	24
Attendance	25,26
Bullying	27
Communicable Parasitic/Fungal Conditions ...	28
Dress Code	29,30
Drug, Alcohol-Free Workplace	31,32,33
Head Lice	34,35,36
Medication Procedures	37,38,39,40
School Cancellation, Closure, or Late Start ..	41,42
Title 1 Home-School Partnership	43

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
2015-2016

August

13 PD Day – Teacher Workday
14 Teacher Workday
17 1st Day of School – 1:30 dismissal

September

07 Labor Day – No School

October

1-2 PD Day – No School
14 End 1st Quarter – 1:30 dismissal – 42 Days
22 Parent/Teacher Conference – 11:30 dismissal
23 11:30 dismissal

November

11 Veterans' Day – No School
25 Thanksgiving Break – 1:30 dismissal
26-27 Thanksgiving Break – No School
30 Thanksgiving Break Ends – School Resumes

December

18 End 1st Semester – 86 days – 1:30 dismissal
21-31 Christmas Break – No school

January

04 Last Day of Christmas Break – No School
05 PD Day – No School
06 School Resumes
18 Martin Luther King Day – No School

February

12 PD Day – No School
15 President's Day – No School

March

11 End 3rd Quarter – 47 days – 1:30 pm dismissal
24 Parent/Teacher Conference – 11:30 dismissal
25 11:30 dismissal
28-31 Spring Break – No School

April

01 Spring Break – No School
04 PD Day – No School
05 Spring Break Ends – School Resumes

May

24 End 2nd Semester – 94 days – 1:30 dismissal
& Last Day of School
& Report Cards - at the end of the day
& Teacher Workday
25 Teacher Workday
26 Teacher Workday
27 Graduation Day – 7:00 p.m. – Tiger Field

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647

P O L I C Y

ATTENDANCE

Mountain Home School District No. 193 firmly believes that it is necessary for students to develop the essential skills to enable them to succeed in the world of work. To help meet this goal, it is important that students realize the necessity and importance of consistent employment attendance. From an early age, students need to realize that work attendance will directly affect their employment prospects and degree of success realized in the world of work. Therefore, the Mountain Home School District's Attendance Policy requires students to be in attendance for at least 90% of each school semester. Mountain Home High School students, grades 9-12, (Block Scheduling) exceeding six (6) days of absences in each class period of the semester may result in retention or a denial of credit. Mountain Home Junior High School students, grades 7-8 (Standard Scheduling) exceeding nine (9) days of absences in each class period of the semester may result in retention or a denial of credit.

1. SCHOOL ATTENDANCE:

All state laws pertaining to school age and compulsory attendance must be followed as well as this "Attendance Policy." Except in extraordinary cases, students are expected to be present at school and in their assigned grade or subject.

Any student who is not in school up to 90% of the days/classes that school is in session may be denied promotion/credit subject to the District's Promotion Policy.

When a student has been absent 5% of a school semester, or 5% of a single class period, the principal or designee will send the parent/guardian written notice of the fact that the student is in jeopardy of retention or loss of credit due to excessive absence.

In determining whether to deny a student's promotion to the next grade or deny credit, the reasons for the student's absences, the student's academic achievement, the fact that the student submitted make-up work and other relevant factors will be considered.

The following definitions will govern the district-wide Attendance Policy:

2. ABSENCE:

Absences from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Absence due to school-approved activities will not be counted.

3. TARDY:

A tardy is assessed to a student in grades K-12 when the student is not in the assigned classroom when the tardy bell rings.

4. TRUANT:

A truancy occurs when a student is absent from class without consent of the parent/guardian or school officials. If a student is truant, action pursuant to the District's disciplinary policy will apply.

Legal Reference: Idaho Code 33-202, 33-204, 33-205, 33-207, 33-506(i)

ADOPTED: January 21, 1975 Revised: July 26, 1977 Revised: August 18, 1992 Revised: June 20, 2000
Reviewed: April 18, 2006 Reviewed: December 19, 2006 Revised: May 19, 2009 Revised: April 22, 2010
Revised: November 16, 2010

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647**

PROCEDURES

ATTENDANCE

1. GRADES KINDERGARTEN – 4:

During any period of time that a student is out of the assigned classroom, he/she will be considered absent unless excused by school officials.

If the student is out of school for either a morning or afternoon, determined by the lunch period, a ½-day absence will be charged to the student's attendance account.

2. GRADES 5 – 6:

For middle level students, attendance will be tracked by each class period. These students must be in attendance up to 90% of the semester for each class period. Failure to attend up to 90% of each class period of the semester may result in retention.

3. GRADES 7 – 12:

Mountain Home High School students will be allowed six (6) days absence per semester due to Block Scheduling. Attendance will be tracked by each class period. Students exceeding six (6) days of absences in each class period of the semester may result in retention or a denial of credit.

Mountain Home Junior High students will be allowed nine (9) absences per semester due to the Standard Scheduling. Attendance will be tracked by each class period. Students exceeding nine (9) days of absences in each class period of the semester may result in retention or a denial of credit.

APPROVED: June 20, 2000 Revised: November 20, 2006 Reviewed: April 18, 2006
Revised: May 19, 2009 Revised: November 23, 2009 Revised: February 8, 2010
Revised: November 16, 2010

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647**

PROCEDURES

ATTACHMENT 2

18-917A – Student harassment - Intimidation – Bullying

1. No student shall intentionally commit, or conspire to commit, an act of harassment, intimidation or bullying*** against another student.

2. As used in this section, "harassment, intimidation or bullying" means any intentional gesture, or any intentional written, verbal or physical act or threat by a student that:
 - a. A reasonable person under the circumstances should know will have the effect of:
 - (i) Harming a student; or
 - (ii) Damaging a student's property; or
 - (iii) Placing a student in reasonable fear of harm to his or her person; or
 - (iv) Placing a student in reasonable fear of damage to his or her property; or
 - b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.An act of harassment, intimidation or bullying may also be committed through the use of a land line, car phone or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

3. A student who personally violates any provision of this section may be guilty of an infraction.

SEE ALSO:

[I.C., § 18-917A, as added by 2006, ch. 313, § 3, p. 969, 18-915 Assault or battery, I.C., 18-915, as added by 1979, ch. 227, 2, p. 624; am. 1981, ch. 263, 2, p. 559; am. 1992, ch. 221, 1, p. 670; am. 1995, ch. 51, 1, p. 118; am. 1999, ch. 247, 1, p. 635; am. 2000, ch. 272, 3, p. 786; am. 2000, ch. 297, 3, p. 1025; am. 2000, ch. 469, 21, p. 1450; am. 2001, ch. 181, 1, p. 609; am. 2008, ch. 88, 1, p. 242; am. 2008, ch. 151, 1, p. 439; am. 2009, ch. 11, 5, p. 14, 18-915B Propelling bodily fluids, as added by 2001, ch. 33, 1, p. 53, 18-916 Abuse of teachers, as added by 1979, ch. 227, 2, p. 624, 18-917 Hazing, as added by 1991, ch. 338, 1, p. 874; am. 2002, ch. 268, 1, p. 798.]

***Note: MHSD includes Cyber-bullying.

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Procedure – School Safety and Discipline 111 c Mountain Home School District No. 193

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO**

PROCEDURES

COMMUNICABLE PARASITIC/FUNGAL CONDITIONS

The Mountain Home School District is committed to the health, safety and well-being of the students and staff. It is believed that unsafe and unhealthy conditions or situations should be dealt with immediately and thus eliminated from the school setting as soon as the condition is so defined. It is further believed that unsafe and unhealthy conditions are a detriment to the instructional process of the schools. Communicable parasitic and fungal conditions, e.g. head lice, scabies, pinkeye, and ringworm, are those skin/eye infections, which can be transmitted from one individual to another.

For purposes of definition, the term “infected individual” includes both students and employees who have been identified as having a communicable parasitic or fungal condition.

The determination of whether or not an infected individual shall be permitted to participate in school activities, attend classes, and/or work with other individuals in the school system shall rest with the building administrator as delegated by the superintendent. This decision shall be made on a case-by-case basis with the following considerations:

1. The extent of involvement of infection
2. The expected type of interaction with others in the school setting
3. The risks to both the infected individual and to others in the school setting

For those individuals believed to have a communicable parasitic/fungal condition, the following procedures will be used:

1. The determination of whether or not to separate the infected individual from others shall be made.
2. In the case of students, the parents of the infected individual will be notified of the existing conditions.
3. Infected individuals may not be permitted back into the school setting by the building administrator until (1) proof of treatment (a note or statement from the appropriate medical personnel, Central District Health, parents, etc.) has been accepted, and/or (2) other reasonable conditions have been met.
4. At the discretion of the building administrator, other parents of students, who may have come in contact with the infected individual, may be notified.

Legal Reference: Idaho Code 33-512(4)(7)(11)

ADOPTED: November 5, 2007 (Originally Non-policy procedure, February 26, 2007)
Reviewed: February 15, 2011

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO

PROCEDURES

Section 800.4, pages 1-2

DRESS CODE

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

DRESS CODE:

The basic rule to be followed will be that clothing must be in good taste, following community and school standards in attire. Students and staff are expected to dress in a clean, neat, modest, and safe manner. Inappropriate attire is defined as dressing in manner that disrupts the educational process, threatens the learning environment, or endangers the health or safety of students, or any other persons. A formal school setting will be maintained and proper clothing worn by students will assist in maintaining this atmosphere. Students dressing in a manner that disrupts school, or contributes to a safety hazard, will be referred to the school administration. Students will be asked to remove, or cover, inappropriate clothing. If this is not possible, those students will be sent home following notification of parents. Incidents involving dress code violations will be handled on an individual basis.

1. Appropriate footwear must be worn at all times.
2. Skirts, dresses, and shorts must be appropriate for the school setting. No shorter than mid-thigh.
3. Garments, or jewelry, with slogans or pictures promoting the use of drugs, alcohol, tobacco, or any illegal substance will not be allowed. Obscene, vulgar, or offensive messages of any kind on clothing or person are not allowed.
4. Garments such as halter-tops, bare midriffs, tube tops, see-through tops, tank tops, spaghetti straps, and plunging necklines (front and/or back) are not allowed.
5. Pants or shorts will not have holes above the level of mid-thigh.
6. Hats or other headgear will not be worn in the school building. Headgear worn to school must be immediately remove upon entering a building and stored in a locker or backpack. Hats or headgear will be confiscated if worn inside a building.
7. Jewelry which may present a safety hazard or which may present a distraction in the school is not suitable for school wear.

8. Bracelets and/or neck bracelets, chokers, etc., that have spikes or studs, either blunted, flat, or pointed, will not be allowed.
9. Chains of any size, either worn or attached to clothing or body, are strictly prohibited.
10. Sunglasses will not be allowed.
11. Gang attire, or clothing worn in a manner to denote gang allegiance, is strictly prohibited.

PROHIBITED ITEMS LIST:

In the interest of protection the health, safety, and educational opportunity of all district students, the following items are prohibited from all schools in the Mountain Home School District without permission from building administration.

1. Electronic devices and other items of distraction.
2. Gambling devices: dice, playing cards, pogs, etc.
3. Drugs, alcoholic beverages, narcotics, cigarettes, inhalants, cigarette lighters, matches, tobacco products and look-a-likes.
4. Explosive devices, including firecrackers, fireballs, cherry bombs, stink bombs, etc. (See *School Safety and Discipline* policy.)
5. Weapons, look-a-like weapons, guns, knives, screwdrivers and/or other dangerous items.
6. Gang identification paraphernalia, such as beepers, rags/bandannas, plastic hands, etc.
7. Animals, pets, etc.
8. Medications or pills of any kind are prohibited without written permission of parents/guardians for students in grades K-6. (See *Dispensing of Medications* policy.)
9. Beverage containers, spray cans, perfume, etc.

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

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

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

July 23, 2001 Revised: August 20, 2002 Reviewed: March 6, 2006
Revised: November 8, 2010 Revised: October 3, 2011

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647
P O L I C Y
DRUG/ALCOHOL-FREE WORKPLACE FOR EMPLOYEES & STUDENTS

The Board of Trustees recognizes the importance of all employees to the educational system and the importance of federal requirements to establish a “drug free workplace” and it does not tolerate drug or alcohol abuse by its employees and students. Employees and students are prohibited from manufacturing, dispensing, using, possessing, or distributing illegal drugs or alcohol on any school premises or at any school activity. Employees and students are further prohibited from being under the influence of illegal drugs or alcohol on any school premises or at any school activity. To that end, the health, safety, and well-being of all employees and students is a major consideration of the Board.

The Board is committed to providing a drug/alcohol-free workplace for its employees and students. The drug free workplace requirements extend to all property owned by the district, all activities sponsored by the district, and include any vehicle owned by this district. Because the prevention and elimination of drug and/or alcohol use in the workplace by the employees and students is important, the following guidelines will be followed.

DEFINITION OF TERMS:

Employee: Any individual who performs a duty or service for the school district who may or may not receive compensation.

Student: An individual who is enrolled and/or who participates in the activities and services provided by the school district.

Workplace: Any school district property, facility, or vehicle, and/or any place a student related activity is being conducted.

Illegal Drug Use: The use, possession or distribution of illegal drugs, or the abusive use of other drugs, or the use of alcohol on any school premises or at any school activity.

Illegal Drugs/Drugs: A drug is any drug, obtainable with or without a prescription that is used in a manner dangerous to the health of the user. This includes, but is not limited to, alcohol, marijuana, amphetamines (stimulants), barbiturates (depressants), cocaine, codeine, inhalants, heroin, and hallucinogens. Any controlled substances defined by Idaho Code Section 37-2701, or any other substance that is used to alter or change the mood of an individual, or anabolic steroids. The term “illegal drugs” does not include over the counter drugs or prescriptions prescribed by a doctor or dentist specifically for the person in possession of those drugs.

Under the Influence: This definition covers not only all well-known and easily recognized conditions and degrees of intoxication but any abnormal mental or physical condition that is the result of indulging to any degree in unlawful alcohol or illegal drugs, and which tends to deprive one of that clearness of intellect and control of him/herself, which (s)he would otherwise possess.

Unlawful Alcohol: Any alcoholic beverage as defined by Idaho Code Sections 23-105 and 23-1001.

Unlawful Alcohol Use: The use, possession, or distribution of alcohol on any school premises or at any school activity.

Violations: The commission of an act of illegal drug use or unlawful alcohol use by a district employee.

POLICY OUTLINE

DISCIPLINARY ACTION includes, but is not limited to the following:

The harmful, manufacture, distribution, possession, or use of drugs or alcohol is prohibited on any school district property, facility, or vehicle. Appropriate action will be taken on behalf of any employee or student violating MHSD 193's policy and/or procedure. This action includes the following:

1. Students: The student will be required to follow the procedures as outlined in appropriate student handbooks and in the *School Safety and Discipline* policy.

2. Employees: Any employee who violates the terms of the district's drug and alcohol policy may be subject to disciplinary action, including, but not limited to, discharge, suspension, will be required to participate satisfactorily in an assessment by a certified alcoholism/drug abuse counselor and follow the recommendations made, and/or referral for drug and alcohol abuse evaluation and rehabilitation, at the discretion of the board.

a. These recommendations may include drug abuse assistance, outpatient or in-patient rehabilitation program, which is approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Illegal actions will be reported to appropriate legal authorities.

b. An employee must notify the school district of any criminal drug/alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction. Appropriate action against the employee shall be taken within thirty (30) days of such notification.

3. Contracted School Bus Drivers: Notwithstanding the above paragraphs, Mountain Home School District and the Board of Trustees require the school bus company, with whom they have contracted with, to notify the school district administration office within five (5) days of any drug/alcohol abuse by any school bus driver.

a. MHSD would request from the contracted bus company that the school bus driver be suspended from all duties pending investigation and/or when reasonable suspicion exists that the driver may be under the influence of illegal drugs or alcohol.

b. MHSD would request from the contracted bus company that if a bus driver is found to have violated this policy, (s)he will be immediately terminated from employment with the contracted bus company.

c. MHSD will report any violations of this policy or incidents to the State Department of Education. MHSD and Board of Trustees will recommend license revocation to the Idaho

Department of Transportation.

d. If reasonable suspicion exists that federal, state, or local laws have been violated, the district will notify the appropriate law enforcement agencies.

4. Failure to comply with the policy will result in action up to and including termination of employment by the Board of Trustees and/or referral for prosecution.

DRUG/ALCOHOL ASSISTANCE PROGRAM(S)

1. Drug/Alcohol-Free assistance will be available to inform employees and students about:

- a. The dangers of drug and alcohol use in the workplace
- b. The District's policy of maintaining a drug/alcohol-free workplace
- c. Any available drug/alcohol assessment, counseling, rehabilitation, and assistance programs for employees and/or students
- d. The consequences and penalties that may be imposed upon employees and students for drug/alcohol use violations occurring in the workplace

5. Pursuant to the Drug-Free Workplace Act, the school district will report/notify, in writing, to the appropriate agencies, and within ten (10) days after receiving notice of an employee's drug conviction or notice that an employee has been convicted of a criminal drug statute for a violation occurring in the workplace.

6. Employees who have a problem they feel may affect work performance are encouraged to voluntarily seek counseling and information on a confidential basis.

7. The District will make this policy available online. The employee or student will abide by the terms of the policy as a condition of employment or enrollment.

8. Upon adoption of this policy and/or initial employment with the district, all employees will be notified of this policy and a copy of this policy will be placed on the school district website for public view.

Legal Reference: I.C. 18-1502, 23-105, 23-612, 23-1001, 33-513, 33-517, 37-2701, 49-303
41 USC Section 702, *et seq.*

Black's Law Dictionary 1527 (6th ed. 1990)

ADOPTED: August 21, 1990

Revised: July 16, 2002

Revised: April 17, 2007

Revised: January 17, 2012

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647**

PROCEDURE

HEAD LICE

The Mountain Home School District will maintain a nit-free policy for students and adults who may have head lice. This means that following application of a pediculicide and removing the nits, there are no nits (eggs) left on the hair shafts. Persons are not allowed to be at school following the discovery of head lice and will be allowed to return only when they are nit free. Persons returning to school with nits in their hair will be sent home repeatedly until they are nit free. Exclusion from school until all nits are removed and the person is lice free is necessary in controlling this condition. The following notification and recommended treatment will be given to all students sent home.

Legal Reference: Idaho Code 33-512(4)(7)(11)

University of Nebraska, Cooperative Extension, Barb Ogg, Ph.D.

[RIDwebsite](#)

ADOPTED: November 5, 2007 (Originally Head Lice Policy - Revised: October 18, 2005)

Reviewed: February 15, 2011

HEAD LICE NOTIFICATION PROCEDURES

Date

Dear Parent(s)/Guardian(s):

There has been a reported head lice infestation on a student or students in your child's classroom or school. Your child has been checked for head lice.

_____ Your child was found to have no sign of nits (eggs) or head lice. However, it is your responsibility to regularly check your child's hair.

_____ Your child was found to have nits/lice and is being sent home for treatment and/or nit removal.

Refer to the highly magnified picture of the head louse and nits (eggs). The nits, when laid, are glued to the hair shaft and are difficult to remove. Nits can resemble dandruff; however, dandruff moves easily or can be brushed away.

Adult Louse
shafts



Head lice (Pediculosis) are listed on the Department of Health Communicable Disease Chart as a skin disease. It is a school district policy that no child returns to school with any nits in the hair

Procedure – Contagious/Communicable/Parasitical 1e Mountain Home School District No. 193

No lice treatments can guarantee that it will kill every nit. Exclusion from school until all nits are

removed and a lice treatment are necessary in controlling this condition.

Upon returning to school, your child must present proof of each treatment, such as a box top from the product used. The school will check and determine if the student can re-enter the classroom.

Principal

TREATMENT

1. Use lice killing treatment (pediculicide) on the infested child. Treat all family members only if necessary.
2. Treatment suggestions:
 - a. Nix
 - b. A-200 Pyrinate
 - c. Triple X
 - d. R & C Shampoo
 - e. Rid
 - f. Clear System
 - g. Step 2
3. Wash all bedding and clothing in **HOT WATER** and **SOAP**. Dry in dryer for at least 20 minutes.
4. Vacuum rugs, furniture, mattress and pillows.
5. Store all other exposed items in bags for 2 weeks.
6. Remove all nits from hair (vinegar rinse; scrape with fingernail; use fine toothed comb provided with treatment). See nit removal handout.

***FOLLOW LABEL DIRECTIONS
CAREFULLY!!***

IT IS A TIME CONSUMING BUT NECESSARY PROCESS!!

7. Disinfect combs and brushes.

HEAD LICE ARE SPREAD BY:

1. Direct contact with an infested person.
2. Contact with personal items (combs, brushes, hair care items, towels or pillow cases).
3. Sharing clothing (hats, hair decorations, coats).

HEAD LICE INFESTATION CAN HAPPEN TO ANYONE! IT SHOULD BE TREATED IMMEDIATELY, SINCE IT SPREADS QUICKLY!

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO**

P O L I C Y

DISPENSING OF MEDICATIONS

The Board of Trustees of the Mountain Home School District will permit the dispensing of medication that is necessary for the health and well-being of students in schools in its jurisdiction. This policy is intended to provide for medication of a student to permit the student's attendance at school and is not intended to provide a treatment service.

1. PRESCRIPTION MEDICATIONS

- A. The parent/guardian of a student must submit yearly the *Physician's Medication Orders for Dispensing of Medication in the School* for each student needing medication dispensed at school. The Physician's request must be on this form or attached to this form for each medication to be administered. The form will be submitted to the office of the school being asked to administer the medication.
- B. The medication must be in its original container.
- C. The container label must clearly state the student's name, medication prescription number, medication name, doctor's name, dosage, and directions for dispensing.
- D. A record of dispensed medication will be kept in the *Medication Book* and signed by the personnel who dispensed the medication.
- E. Self-administration of medication administered by way of a metered-dosed inhaler by a pupil for asthma or other potentially life-threatening respiratory illness or by way of an epinephrine auto-injector for severe allergic reaction (anaphylaxis) is authorized and may be carried by the student who is permitted to self-administer these medications. (IC 33-520)

2. NON-PRESCRIPTION (OVER THE COUNTER) MEDICATIONS

- A. The parent/guardian must submit the *Authorization for Non-Prescription Medication Dispensing* form. Specific directions for dispensing the medication and the parent/guardian's signature must be received before any medication will be dispensed to the student.
- B. The medication must be in the original container and the student's name and directions for dispensing the medication must be written on the container.
- C. Students in grades eight and above may keep and administer their own nonprescription medications. The *Authorization* form must be on file in the office stating the name of the medication, the reason for taking it, and the dosage.
- D. For students in grades K-7, a record of dispensed medication will be kept in the *Medication Book* and signed by the personnel who dispensed the medication.

3. ADDITIONAL GUIDELINES

- A. It is recommended that medications kept in the school will be in a secured area in the school office.
- B. It is the student's responsibility to come to the office at the appropriate time to take his or her medication unless a disability requires other procedures. For

- students in the lower elementary grade levels, an effort will be made to remind them when deemed necessary.
- C. School district employees will dispense no medications to a student, prescription or non-prescription, without written permission from the student's parent or guardian.
 - D. All medications must be supplied by the student's parent/guardian. Nonprescription medications will not be supplied.
 - E. Non-prescription medications will not be dispensed to lower a fever. Pain relieving medications should be given for headaches, pain related to dental work, etc., and not illnesses that would require a student to be kept home.
 - F. An effort will be made to remind parents/guardians to pick up excess medication at the end of the school year. The office personnel will dispose of all medications left in the office one week after students are dismissed from school.
 - G. Mountain Home School District No. 193 and its employees will accept no responsibility for any ill effects that may result from medication dispensed to students while following this policy.

ADOPTED: December 19, 2000

Revised: July 20, 2004

Revised: April 17, 2007

Revised: July 15, 2008

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO**

PROCEDURE

**PHYSICIAN'S MEDICATION ORDERS
FOR
DISPENSING OF MEDICATION IN THE SCHOOL**

It is the policy of Mountain Home School District to maintain signed orders for each prescription medication that school personnel are asked to dispense to students during school hours. The following are criteria for renewal of this form: 1) New school year, 2) Change in medication, dosage and /or time to be administered, 3) Any changes in the medication schedule, i.e., the medication has been discontinued temporarily and then restarted. The physician's or authorized prescriber's orders must be written and signed on this form or attached to the form. **The School District will not recognize orders written by parents/guardians.** Copies are not valid for additional prescriptions. The parent/guardian may not fill in the physician's name in the signature block.

School: _____ Date form received by the school: ____/____/____

Student: _____ Date of birth, or age: _____ Grade: _____

TO BE COMPLETED BY THE PHYSICIAN OR AUTHORIZED PRESCRIBER

Reason for medication: _____

Name of Medication: _____

Form of medication/treatment:

Tablet/Capsule Liquid Inhaler Injection Nebulizer Other _____

This student may carry only inhalers, injection tools, and topical ointments: No Yes Physician Initials _____

(Please keep in mind; inhalers are readily accessible when stored in the office. Many students who carry respiratory inhalers do not report this and may present an emergent situation. Also, elementary students frequently lose their inhalers and/or are not aware when the vial is empty. If the student is permitted to carry this medication, this form must still be completed and turned into the office at the school so that we may be aware of the medication availability.)

Instructions (schedule and dose to be given at school): _____

Start: Date form received Other date: _____

Stop: End of school year Other date/duration: _____

For episodic/emergency events only

Restrictions and/or important side effects: None anticipated Yes. Please describe: _____

Special storage requirements: None Refrigerate Other: _____

Date: _____ Physician's Signature: _____

TO BE COMPLETED BY PARENT/GUARDIAN

I give permission for (name of child) _____ to receive the above medication at school according to standard school policy. Additionally, I give permission for the school to contact the prescribing physician and receive information as needed to implement the dispensing. District policy requires all medications to be brought to school in its **original container**. I release the school and its personnel from any, and all liability should adverse reaction occur as a result of medication.

Date: _____ Signature: _____ Relationship to student: _____

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO

PROCEDURE

AUTHORIZATION FOR DISPENSING NON-PRESCRIPTION MEDICATION

TO BE COMPLETED AND SIGNED BY PARENT/GUARDIAN

Student's Name _____ Grade _____ Date _____

Birth Date _____ School _____

Parent's Name: Father _____ Mother _____

Telephone: Home _____ Emergency Contact _____

Father's Work _____ Mother's Work _____

Medication to be dispensed: _____

Dosages and directions for dispensing: _____

Start: __Date form received **Stop:** __End of school year
__Other Date: _____ __Other date/Duration: _____
__For episodic events only _____

This release form authorizes the school personnel to follow the parent/guardian's orders. The Mountain Home School District cannot assume any liability for consequences, which may arise as a result of following these orders. Policy requires non-prescription medication to be brought to school, by the parent/guardian, in the **original container**. **The directions for dispensing the medication are to be written on the container.**

I give permission for (name of student) _____ to receive the above medication at school according to District Policy. I release the school and its personnel from any and all liability should adverse reaction occur as a result of this medication.

Parent/Guardian Signature

Date

May 24, 2004
Revised: April 17, 2007
Reviewed: July 15, 2008

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647**

PROCEDURES
Section 800.8, Pages 1-2

**SCHOOL CANCELLATION, CLOSURE, OR LATE START
(WEATHER/EMERGENCY RELATED),
AND INCLEMENT WEATHER PROCEDURES**

Given the lost educational opportunities and disruption of family schedules that cancellation, closure of school, or emergency late start entails, every effort will be made to open and keep school in session.

SCHOOL CANCELLATION

The decision to cancel school due to hazardous weather or emergencies is made by the Superintendent of Schools, and is based on information gathered from various agencies and personnel. Information regarding school closures will be disseminated through local (Mountain Home, Boise) media, the school district website (<http://www.mtnhomesd.org>), and the school district hotline (587-2580).

The foremost factor considered regarding school cancellation due to weather conditions is student safety, mainly arriving at school, and back home, safely. Given assurance that the buses can transport children safely, school will be in session. Parents who transport, or allow their children to drive to school, or whose children walk to school, have the responsibility to decide whether to send their children to school based on weather conditions in their specific locale. If parents believe it is too cold or too dangerous for their children to walk, drive, or be driven to school they have the option to keep their children at home. However, children not in attendance at school are marked with an excused absence and where appropriate, make-up schoolwork will be assigned.

Only under the most severe conditions can the decision to cancel school be made in time to announce the night before. The cancellation announcement will generally be made by 6:00 a.m. of the school day, following a check of road conditions by the school district transportation director and other key personnel and agencies.

Information regarding school cancellation will be given to the following media sources:

Radio Stations	Television Stations
KBOI AM 670	KTVB Channel 7
KIDO AM 630	KIVI Channel 6
KMHI AM 1240	KBCI Channel 2
	FOX Channel 12

Patrons are encouraged to monitor these resources prior to calling the schools or the district administration office, due to potential limited staff available to handle telephone calls.

Notification of Cancellation

A District Phone Tree has been developed which directs the notification of the Board of Trustees, administrators, directors and other key personnel by district administration. Each school and employee group shall develop a similar phone tree for the timely, accurate notification of all district staff.

Building administrators, having primary on scene responsibilities, are required to be present at the building to ensure that students are not stranded at school and to provide a means of communication with

patrons and district administration. To ensure that students are not stranded, administrators must be at their school from the time students normally arrive until all are safely back in custody of parents or guardians.

All regularly employed School District Personnel should be prepared to report to work in accordance with their job assignment and school district calendar unless otherwise directed. A determination of whether to report to work will be made by district administration. Depending on conditions, a shortened workday may be declared. In the event a shortened workday is declared, any leave already approved/taken, will be for a full day. Each staff member is personally responsible for their own safety and is expected to report to work as close to their normal reporting time as they can safely do so.

The cancellation of extra-curricular activities due to hazardous weather conditions, including interscholastic events and practices, will be addressed on a case-by-case basis. Parents and participants are personally responsible for their own safety and must make the determination of whether or not to attend the event or practice. Repercussions are not to be made against those who choose not to participate.

SCHOOL CLOSURE

School closure, closing school during the school day, is a very rare occurrence, due to problems of ensuring the safe arrival home of students, and the uncertainty of an adult presence in the home during the school day. However, in the event of this circumstance, normal bus transportation arrangements will be followed. Younger students will be escorted to the buses, or kept at school until parents, or emergency contacts, are notified. Older students will be dismissed immediately, including those driving personal vehicles. In all cases, selected school employees will remain at the school and student's accountability will be maintained

LATE START (Weather or Emergency Related)

Given hazardous or emergency conditions, the start of the school day may be delayed while roads are cleared or other situations are addressed. If the schools can be opened by 10:30 a.m., the announcement will be made using media sources and the school district website and hotline. School buses will run their normal routes at the later time.

INCLEMENT WEATHER

Administrators will take into consideration safety and health issues, age of children, and weather factors including wind chill, when making determinations regarding curtailing outside activity. Parents are responsible for dressing their children appropriately, and for ensuring children arrive at school not earlier than the time published, at which time school personnel will assume supervisory responsibility for the children, and also for the afternoon session of kindergarten.

Mountain Home school district and building administrators will use the following guidelines when determining whether or not to curtail or cancel outside activity during inclement weather. When the temperature and wind chill are:

+10° degrees or higher: Outside activities continue as normal.

10° to 0° degrees: Outside activity may be limited or shortened.

0° degrees & below: Outside activity will be curtailed or canceled.

ADOPTED: February 9, 2004

Revised: February 26, 2007

Revised: January 25, 2008

Revised: October 19, 2009

School Cancellation, Closure, or Late Start

Mountain Home School District No. 193

SCHOOL

TITLE I HOME-SCHOOL PARTNERSHIP

Effective schools are a result of families and school personnel working together to ensure that children are successful in school. This partnership is an agreement between several groups that firmly unites them.

Title 1 Vision Statement

The Title 1 staff of Mountain Home School District believes that all children can achieve academic success and grow to be productive citizens. Parents, students, and the Title 1 staff a vital role in this process.

Title 1 Staff will:

- **Inform the classroom teacher of the needs and abilities of the student.**
- **Use time and materials to increase student achievement.**
- **Regularly communicate with parents/students/teacher about student progress.**

Parent(s) will:

- **Ensure that my child attends school regularly and is on time.**
- **Monitor the amount and content of my child's television watching.**
- **Read with my child every day or as often as possible.**
- **Attend school functions (Open House, programs, etc.)**
- **Volunteer at school or provide assistance when possible.**

Student will:

- **Believe that I can and will learn**
- **Be responsible for my own behavior**