

**JENIFER JUNIOR HIGH SCHOOL  
BURROS**

1213 16<sup>th</sup> Street  
Lewiston, Idaho 83501  
School Telephone (208) 748-3300

**JoAnne Greear, Principal**  
**Quinn Aldous, Assistant Principal**  
**Justin Miller, Athletic Director**

**Mission Statement**  
**Learn... Grow... Achieve... Become!**

Jenifer Junior High School is a school rich in tradition and heritage. An ongoing goal at Jenifer is to provide a quality education for our students while fostering an environment that creates continued improvement of student behavior. Our primary goal is to prepare students to develop and apply higher level thinking skills, acknowledge individual differences, work with others, try new experiences and challenges, produce quality work, and attempt to make a positive difference. It is our hope that students who leave Jenifer will possess the academic and the social skills that will begin to prepare them to function as responsible citizens and contributing members of society. Our staff is committed to providing the safe, nurturing, and orderly environment necessary to achieve continued success.

Become familiar with this handbook. It will increase your opportunities to be successful both as a student and as a citizen. Feel free to talk with teachers, counselors, or principals should you have any questions or need further clarification. Have a great year!

Independent School District No. 1, Lewiston, Idaho, does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services, or activities. The District does not discriminate on the basis of disability in its hiring or employment practices. Individuals who need accessible communications or other accommodations to participate in programs and services of the District are invited to make their needs and preferences known to the building principal, the Director of Special Services, or the Assistant Superintendent at (208) 748-3000, 3317 12th Street, Lewiston, Idaho 83501.

**This agenda belongs to: \_\_\_\_\_**

### The 9th Grade School

Entering the 9th grade marks the first year a student can receive high school credit for courses that are successfully completed. Expectations and responsibilities for a 9th grade student reflect a different level of maturity than students enrolled in the 7th - 8th grade middle school program. We encourage you to demonstrate greater self-discipline and focus on a high standard of achievement as you embark upon your high school career.

#### Semester 1 Schedule

Hour 1: \_\_\_\_\_  
Hour 2: \_\_\_\_\_  
Hour 3: \_\_\_\_\_  
Hour 4: \_\_\_\_\_  
Hour 5: \_\_\_\_\_  
Hour 6: \_\_\_\_\_  
(Zero): \_\_\_\_\_

#### Semester 2 Schedule

Hour 1: \_\_\_\_\_  
Hour 2: \_\_\_\_\_  
Hour 3: \_\_\_\_\_  
Hour 4: \_\_\_\_\_  
Hour 5: \_\_\_\_\_  
Hour 6: \_\_\_\_\_  
(Zero): \_\_\_\_\_

#### Semester 1

(Letter Grade) (GPA pts)	Work Habits
H 1: _____	_____
H 2: _____	_____
H 3: _____	_____
H 4: _____	_____
H 5: _____	_____
H 6: _____	_____
H 0: _____	_____

#### Semester 2

(Letter Grade) (GPA pts)
H 1: _____
H 2: _____
H 3: _____
H 4: _____
H 5: _____
H 6: _____
H 0: _____

Semester 1 GPA: \_\_\_\_\_

Semester 2 GPA: \_\_\_\_\_

1. Convert all grades into a numerical value: A = 4, B = 3, C = 2, D = 1, F = 0
2. Add all points up
3. Divide the sum by the number of classes

# REACH for Excellence

## Respectful

- Respect yourself
- Respect others
- Respect the world around you

## Empathetic

- Value other's uniqueness
- Be positive toward others
- Be kind

## Accountable

- Follow through with your word
- Take ownership of what you say and do

## Cooperative

- Be helpful
- Work with others to solve problems inside and outside the classroom

## Honest

- Be truthful
- Be trustworthy
- Believe in yourself, your actions and words.

## Student Achievement

### Schoolwide Expectations For Students

**Every student at Jenifer will. . .**

- Arrive to school/class on time.
- Bring appropriate materials to class.
- Follow school/classroom rules.
- Promptly follow directions.
- Be respectful of other's right to learn.
- Stay in designated hallways and campus areas.
- Act in a safe and courteous manner.
- Be respectful and polite to all members of the school community.

**Grade Reports:** Students will receive grade reports every two (2) weeks. Please note that grade reports will be mailed at the midterm and end of each quarter.

**Quarter/Semester Grades:** Assignments, quizzes, tests, and projects submitted by students in the fulfillment of course objectives are graded according to the following scale: 90% - 100% = A; 80% - 89% = B; 70% - 79% = C; 60% - 69% = D; 0% - 59% = F. The quarter grade on the report card represents the student's average percentage earned on the assigned work.

Semester grades are recorded on permanent records, and reflect a teacher's evaluation of student progress associated with credit. Semester grades represent the numerical average of the two quarter grades or the corresponding percentages earned for each quarter. Depending on the class, the semester grade can also be influenced by semester test results. If a true semester test is given, the semester grade is figured by a 40/40/20 calculation with each quarter counting as 40% of the semester grade and the semester test counting as 20% of the semester grade.

**Work Habit Scores:** Scores on the report card are reported as 3, 2, or 1. These scores indicates work habit performance related to expectations at time of reporting. Goals may be listed which indicates areas in which the student needs additional practice and support, or the student is not currently demonstrating those work habit goals.

#### **Work Habit Rubric:**

- 3 - Students meets expectations and generally demonstrates work habit goals.
- 2 - Student is progressing toward expectations; needs additional practice and support to meet expectations.
- 1 - Student is not meeting expectations and is not presently demonstrating work habit goals.

**Semester Tests:** Semester tests are scheduled in two (2) hour blocks of time for all 9<sup>th</sup> grade students on the last two (2) days of each semester. Students are not able to take semester tests early for any reason. A true semester test counts as 20% of the semester grade.

**Report Cards:** Students receive report cards at the end of each quarter. The report card provides the following information: subjects, letter grades assigned by teachers, the student's grade point average (GPA), the subject's work habit scores and attendance.

**Grade Point Average (GPA):** The GPA is determined by dividing the sum of the grade points by the number of classes. Grade points are as follows: A = 4, B = 3, C = 2, D = 1, F = 0. The GPA utilizes the following scale: A = 3.5-4.0; B = 2.5-3.4; C = 1.5-2.4; D = .5-1.4; F = 0-.4

**General Academic Awards:** Not only is the GPA helpful as an indicator of student progress, it also provides a basis for recognizing student accomplishments. Students who earn a semester GPA of 3.0 or better are listed on the Honor Roll which is published in the local newspaper. Students who maintain a 3.33 GPA or better over the course of the school year earn the "Certificate of Honor." Freshmen athletes who maintain a GPA of 3.75 or better during the course of the sport season receive a certificate from the Idaho High School Activities Association.

**After School Tutoring:** Teachers are available to students requiring assistance in any subject area. This resource provides students an excellent opportunity to receive academic assistance from a certified staff member. Students should make arrangements with the particular teacher(s) from whom they wish to receive assistance.

**High School Credit:** A ninth grader who earns a **semester grade** of "D" or better in a class, will earn one (1) high school credit in that subject. It is expected that a ninth grader will earn twelve (12) credits during the year. Fifty-four (54) total credits are required for graduation from Lewiston High School.

Students who fail to earn credit due to failing grades or unsatisfactory attendance must repeat classes at Lewiston High School. High school students, including ninth graders, receive P - F grades as teacher aides. **Grade 9 students must earn a minimum of nine (9) credits during the current school year to be eligible to advance to Lewiston High School the following year.** Students failing to meet this minimum will be required to attend summer school, make application and attend the District's Alternative Center during the summer and/or fall session to complete a prescribed schedule of classes.

**Graduation Requirements**  
**High School Required Classes**

English	8 credits
Reading	1 credit
Speech	1 credit
Math (Geometry required)	6 credits
Science	6 credits
US History	3 credits
World History	1 credit
Economics	1 credit
Social Science	1 credit
US Government	2 credits
Physical Education	3 credits
Health	1 credit

Humanities	2 credits
Professional Technical	2 credits
Technology	1 credit
<b>Required</b>	<b>39 credits</b>
Electives	15 credits
ACT/SAT	
Senior Project	
<b>Total</b>	<b>54 credits</b>

**As of the class of 2013, students must take the ACT, SAT, or Compass Test in the spring of their junior year.**

**Friday Circle** is an extended learning opportunity placement for 9<sup>th</sup> grade students which takes place on Friday afternoon from 3 – 5 pm. Students receive Friday Circle for low grades and/or missing assignments. Students will follow set procedures at each grade level in order to successfully complete their placement. Students and parents will be notified if their child has received Friday Circle for the week

**Attendance-Based Credit Denial:** Students in grades 9-12 are expected to attend school on a regular basis. Credit may be withheld for excessive absences, unexcused absences, and/or trancies. All absences are subject to review. Patterns of excessive absences, unexcused absences, or trancies may result in denial of credit in the related class or classes.

#### **Administrative Procedures**

- A. Parents/guardians will be notified in writing when a student has accumulated six (6), ten (10), and twelve (12) absences in one or more classes.
- B. Students with ongoing attendance problems will be referred to the administration to determine action to be taken.
- C. If a student exceeds twelve (12) absences in any class during a semester, credit may be withheld.
- D. Parents will be notified in writing if credit is withheld.
- E. If a determination is made to withhold credit, the student may make an appeal to an attendance review board.
- F. If an appeal is made, it is the responsibility of the student/parents to provide substantial documentation that
  - a) Clears up unverified absences, unexcused absences or trancies.
  - b) Illustrates extenuating circumstances that led to excessive absences
  - c) Health or legal issues preventing the student from attending school.

**Homework Policy:** The ultimate goal of homework is to enhance learning within the classroom, outside the classroom, and beyond the school day. It consists of varied assignments intended to be carried out during non-teaching hours. Homework should be directly related to the curriculum, clearly explained, and assessed. Homework should increase as the student progresses through his/her schooling.

Teachers and parents/guardians share the responsibility for motivating and providing opportunities for homework. The student has the ultimate responsibilities for the successful completion of homework.

In the event that a parent/guardian is concerned about homework, the concern should be resolved by meeting with the teacher. If the matter is not resolved, the following conference steps should be followed: (1) parent-teacher-building principal, and then (2) parent-teacher-building principal-superintendent.

### School Attendance/Absences

Jenifer Junior High students are expected to attend school on a regular basis. Excessive absences, unexcused absences, and/or trancies may result in failure of classes, credit denial, and or remediation. All absences are subject to review. Notification letters will be sent home when your child reaches six (6), and (12) days absent.

**Excused Absences:** Excused absences shall include approved school activities, personal illness, family emergencies and prearranged absences that are approved through the office. Students are expected to make up all graded assignments when possible or practical within a reasonable time after an excused absence. Failure to do so will be reflected in the grade the student will receive for that grading period. Teachers are expected to assist with makeup assignments or activities given in lieu of assignments.

The parent or guardian is asked **to call the school secretary on the day their child is absent by 8 a.m.** If no call is made, a written note should be sent with the absent student on the day of return to school. The note should describe the reason for the absence.

**Unexcused Absences:** Absence for other reasons shall be considered as unexcused. The student and parent assume the responsibility for making up the work missed.

**Truancy:** Truancy is defined as a failure to report to school when a parent/guardian expects you to be there, or not reporting to, or remaining at your assigned area after arrival on campus. Because truancy is the willful absence of the student without the knowledge of the school or parent, it is considered an unexcused absence. Teachers are not required to give students credit for assigned work and/or tests missed during trancies.

**Prearranged Absences:** Whenever students are aware beforehand that they will be absent, they must obtain a prearranged absence form from the office. The request may be made by telephone, but a written note must follow to enable the student to be excused for the absence. Arrangements for make up work are the responsibility of the student. All work missed must be completed upon the students return. It is understood that the student must submit all assignments, complete all work or take any tests/quizzes that might be scheduled upon his/her return.

**Checking Out of School:** When a student checks out of school for reasons other than illness, a note from the parent/guardian requesting the absence must be presented to the office. Students who are to be gone from school and have prior knowledge of the absence must present a note from their parent/ guardian the day prior to their absence.

**When a student becomes ill at school, he/she must check out with the office.** The office will call home and release the student with parent/guardian permission. Students who check out due to illness will be excused from school for the remainder of the day.

In cases where the student does not check out of school in the prescribed manner, his/her absence will be considered truancy.

**Suspension from School:** A student can be denied attendance in any single subject, class, or any full schedule of subjects or classes for a stated period of time. The decision to allow a student to make up the work missed during a suspension will be made at the discretion of the administrator. If a student is allowed to make up the work missed, credit will be given. The student and the parent assume the responsibility for making up any schoolwork missed due to the suspension.

**Dropping From School:** Parents should notify the school if they plan to withdraw their child from this school. Once the withdrawal is validated, the student will be issued a "Drop Slip" to be completed by teachers. The "Drop Slip" provides the following information: the grade earned by the student at the time of the withdrawal, teacher comments about the student, and an indication of whether or not the student owes any fines. This "Drop Slip" is returned to the office and signed by the principal. A copy of the student's "Drop Slip" and immunization records are sent with the student to expedite enrollment in another school.

**Driver's License – Revocation:** Idaho Code 49-303/49-303A states that students who drop out of school prior to the age of 18 will have their driver's license suspended. Personal or family hardships must be documented by the parent/guardian, in order for the student to receive a waiver of this statute. Waivers may only be granted by the school principal or his/her designee. Please review the following guidelines:

1. A public school principal or designee shall provide written notification to a minor and the minor's parents, guardian or custodian of the school district's intent to request that the department suspend the minor's driving privileges because the minor has dropped out of school and has failed to comply with Idaho Code 49-303/49-303A.
2. The minor or the parent, guardian or custodian of the minor shall have fifteen (15) calendar days from the date of receipt of this notice to request a hearing before the public school principal or the principal's designee for the purpose of reviewing the pending suspension.
3. The requested hearing shall be conducted within thirty (30) calendar days after the public school principal or the principal's designee receives the request.
4. The public school principal or the principal's designee shall waive the requirements of Idaho Code 49-303/49-303A for any minor under its jurisdiction for whom personal or family hardship requires that the minor have a driver's license for his or her own or his or her family's employment or medical care. Consideration will be given to recommendations of teachers, guidance counselors, school officials, or other academic advisors prior to granting a waiver. A hardship waiver shall be requested if desired by the minor or the minor's parent, guardian or custodian at the initial hearing.
5. Any person denied a hardship waiver by the public school principal, or the principal's designee may appeal the decision to the board of trustees.

6. The public school shall notify the department of all students not in compliance with Idaho Code 49-303/49-303A or who have been granted a hardship waiver.

**Last Day of School:** Students are expected to attend the last day of school. Attendance is taken as usual, and routine procedures are followed in terms of attendance regulations, truancy, etc. Final examinations are typically scheduled during the last two (2) days of school. Students are not allowed to take final tests prior to their scheduled time. **Reminder:** Students are required to clear their lockers and take home personal items prior to the last day of school. Any items left in lockers at the conclusion of locker clean out will be removed.

### **Communication**

Communication between the school and home is an important and integral part of junior high. Most communication is in the form of correspondence. A calendar of events which contains information concerning school-related activities is mailed home each month. Grades can be checked daily through Parent Portal in PowerSchool.

Every two (2) weeks grade reports are processed for each student. These grade reports are either hand carried home by the student or mailed directly. Refer to the monthly calendar to determine the dates and mode of distribution. Quarterly report cards are always mailed.

Please do not hesitate to contact the school at any time when there is a question or concern regarding the calendar of events.

**Bulletin:** A daily bulletin with information and announcements is read to students at the beginning of each day. The bulletin can also be found online in PowerSchool.

**Change of Address:** We must have the **correct address and phone number** where parents can be reached in case of an emergency. Inform the office in case of a phone number or address change.

**Medication:** All medication, **except those approved for keeping by students for self-administration**, will be kept in secured storage to reduce the potential for accidental loss or misuse, and will be dispensed by school personnel upon completion of the School Medication Form.

Self-administration of medication (prescription and non-prescription) is permitted with written authorization of the parent/guardian, and when the student's maturity level is such that he/she could reasonably be expected to appropriately administer the medication on his/her own. Students will not be allowed to self-administer narcotics, prescription painkillers, or other medication for emotional disorders.

The school district shall incur no liability as a result of an injury arising from the self-administration of medication by the student. For further information regarding administration of medication to students, please refer to Lewiston School District Rules & Regulations 5425 (Medication).

**Accidents:** If a student is injured during the course of the school day, he/she should report to the office to receive assistance and/or contact parents. An accident report will be filed in the office.

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

**The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school.** 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.

Parents, please note: be prepared to pay your child's possible medical expenses by purchasing student medical insurance or by utilizing your family health insurance or other family resources.

**Visitors:** Visitors are required to check in at the office and must wear an I.D. tag. Students from other schools and adults, without good reason to be present, are not permitted to visit the building while school is in session.

**Lockers:** Each student will be assigned a locker with a built in lock. The locker assigned to you is your locker for the entire year. Changes may only be made with permission from administration. Personal locks should not be used.

All personal items and books should be kept in lockers when not in use. Do not bring valuables to school. The school is not responsible for lost or stolen items. The principal may authorize the inspection of student lockers if deemed necessary.

**Lost and Found:** The "Lost and Found" is located in the office. Students are encouraged to return items they find (books, clothing, purses, etc.) to the "Lost and Found." Students should check the lost and found, as well as other locations for missing items.

**Emergency Drills:** An emergency evacuation map is posted in each classroom. Students must become familiar with escape routes from each classroom. When notified, move quickly and quietly when leaving the building. Students are to stay with their teacher and await further instructions.

**Student Friendships:** Having boyfriends and/or girlfriends are not unusual in junior high. You need to speak with your parents about their expectation in this regard, but you also need to be aware that kissing, fondling, etc. are embarrassing to others and inappropriate when done in a public place, such as school. Please limit your display of affection to holding hands.

**Textbooks/Fines:** Textbooks will be issued to students by teachers at the beginning of the year. Each text is identified with a number. Students are to return the same textbook to the teacher at the end of the year. Students are expected to take good care of the book. It is recommended that a book cover be used. Fines are issued to students at the end of the year for missing books, covers that are damaged, torn pages, writing in the book, etc.

**Yearbooks:** Students may order yearbooks when notified by the office. Yearbooks are the property of the students who purchase them. Yearbooks should be considered a "keepsake." You should not write things in other yearbooks which you would not want written in yours. When asking students to write in your yearbook, let them know what is acceptable. If you cannot trust them to respect your wishes, you should not let them sign the yearbook.

**Bus Transportation:** Only students living more than one and one-half (1 1/2) miles from school can ride the bus. Students ride the bus to get to and from school. The bus driver has the responsibility for the safety and welfare of the students on the bus. The driver has the authority to issue "Bus Conduct Reports" to students who interfere with the safe operation of the bus. Bus riding privileges may be revoked in some cases. Students are not allowed to switch bus routes without district/school approval. **Once students arrive at school on the bus, they are required to stay on the school grounds.**

**Building Access:** The office is open each school day from 8:00 am to 4:00 pm. Students may enter the cafeteria at 7:30 am. Teachers may be available at 7:30 am for students who have made prior arrangements.

**Lunch Period:** Ninth graders eat during the third lunch period. Students are not permitted to leave campus during the lunch periods or enter the main building. Parents may take their son/daughter out to lunch if they follow the check-out procedure and personally accompany them.

A parent may sign out his/her child for lunch and must sign them back in upon their return. If a parent sends a note for their child to be picked up by another adult on the student contact list, the office staff will contact the parent to confirm the note. Once confirmed, the adult will sign the student out and back in upon return to the school. A child will not be released to a noncustodial adult without being on the child's contact list. If an adult is not on the contact list, they may be added, by request of the parent.

**Counseling:** The Counseling Department at Jenifer Junior High is staffed by two (2) counselors. The counselor can help students with personal, academic, and social issues. They work closely with teachers and administrators to provide support to students and parents. Students may refer themselves to the counseling services, or may be referred by a staff member, parent, or peer.

A wide variety of programs are also offered through the counseling center. These include programs such as Red Wave and Freshman Day.

**School Resource Officer Program:** The School Resource Officer (SRO) program was implemented to provide a direct interrelationship between law enforcement and the school. Staffed by a full time officer from the local police department, students are introduced to a perspective of the law enforcement individual as a friend and advocate, rather than adversary.

The basic concept behind the SRO program centers upon reduction of juvenile related crime by educating students on law-related issues. It is believed that through educational efforts, students will develop the self-esteem necessary to make socially appropriate choices rather than succumb to negative peer pressure.

### **Student Activities & Programs**

Students are encouraged to participate in sports and other extracurricular programs. A variety of activities are available to meet individual needs. Students are expected to pay a fee to help support the activity program. The activity card entitles cardholders to free admission to all Jenifer home athletics events, and a dramatically reduced charge for other events (e.g. \$1.00 for school dances).

**Student Behavior at School Sponsored Events:** Students attending school sponsored events are expected to adhere to the same guidelines of conduct and behavior as they would during the school day. Students attending athletic events or other extra-curricular activities need to comply with the following:

- Students attending activity event are expected to remain on site, watching the event, until the event is completed. Once you leave, you will not be allowed to re-enter.
- No one is to behave in such a manner as to disrupt the normal progress of the event or to endanger themselves or others.
- Misconduct may lead to expulsion from the event without the possibility of readmission.
- Additional consequences may occur at the discretion of the administration.
- Once dismissed, the student must leave school grounds and go home.
- Loitering on school grounds during events is not permitted.
- During athletic events, students are to stay off the playing area during the game.

**Interscholastic Athletic Programs:** Specific information pertaining to participation in district athletic programs is provided in the Handbook for Student Athletes, Grades 7-12. This handbook is distributed by coaches at the beginning of each sport season.

**Academic Assistance Program:** Student athletes with any grades lower than a (C) will be required to participate in a school sponsored academic assistance program. The Academic Assistance Program could include but is not limited to the following for a designated period of time:

- Required Learning Lunch
- Required Afterschool Assistance (Not less than 30 minutes)
- Required Academic Daily Contract

### **9th Grade Sport Offerings**

#### Fall (September and October)

9th Girls Volleyball

#### Winter (November, December, January)

9th Boys Basketball

9th Girls Basketball

#### Spring (March, April, May)

Jenifer freshmen may participate in all sports at LHS.

**Cheer** is a sport for eighth and ninth grade girls which lasts until the start of the spring sports season. Tryouts for the cheerleading squad are held in the spring. Both outgoing seventh and eighth grade girls are eligible.

### **Student Conduct**

Jenifer Junior High School is a learning environment in which all members of the community feel comfortable, involved, and challenged. We are responsible to each other for behavior that exhibits an awareness and respect for human dignity and individual differences. We share the responsibility of maintaining a safe climate that promotes and encourages learning. Teachers have the right and the obligation to teach in an environment conducive to learning. Students have the right to know the

rationale for the rules and decisions affecting them. If a rule is broken, a consequence will be applied that is commensurate and compatible with the infraction.

### **Behavior Management Hierarchy**

The staff of Jenifer believes that each student has the opportunity for success. All students will be accountable to follow classroom, team, and school-wide standards of behavior. We recognize that the majority of students will meet, and many times, exceed those expectations. Students choosing to meet the expected standards of behavior will be periodically recognized by teachers, counselors, and administrators. Students choosing not to meet the expected standards of behavior will be involved in the **Behavior Management Hierarchy**. This process is designed to intervene early in the misconduct which interferes with student learning and expected success in the classroom. Written documentation as well as verbal or written communication with the student's parent/guardian will assist in keeping intervention at the lowest possible level.

**Staff Intervention:** The classroom teacher becomes immediately involved when a student chooses to behave in a manner which does not meet the school-wide expectations and affects the student's learning and/or the learning of others. The purpose of this intervention is to have the student accept responsibility for the inappropriate behavior and the opportunity to practice acceptable behavior. The intervention may be as simple as a verbal or written warning.

Other interventions may include, but are not limited to: an oral or written review of student expectations, an assigned seat or temporary removal from the classroom, or an assignment of After School Time. The teacher or student will contact the student's parent/guardian whenever After School Time is assigned.

**Administrative Intervention:** In most instances, student misconduct will initially be handled at the staff and/or team level. This practice promotes the empowerment of staff/team to operate their classrooms as they deem professionally appropriate. Students must behave in a manner which meets the school-wide expectations and does not affect the student's learning and/or the learning of others. Flagrant or continual disruption of the educational process will result in an administrative referral.

Working together with the student's parent/guardian, teachers, and counselors, a plan of action may be developed listing specific expected behaviors and what efforts will be made to achieve them. This plan may include periodic or extended assignments to the Intervention Room. The administration and Intervention Room specialist will participate in the development of any plan that includes direct placement to the Intervention Room.

### **Disciplinary Actions And Procedures**

**After School Time** is assigned to a student who chooses to behave in ways which are inconsistent with established expectations at Jenifer Jr. High School. Teachers and/or parents may also recommend After School Time to students who are in need of additional instruction or to complete assigned classroom work. A certified staff member will be available to assist with any academic assignments. Note: This is not the same thing as Friday Circle in which parents are notified the night before the placement.

**The Intervention Room** at Jenifer Junior High is utilized to provide support and feedback to students that meet their school needs. The focus of Jenifer Intervention Room activities will be to improve student achievement through development of a greater understanding of preparation, organization, and

consistent habits of academic engagement. An academic focus will exist in an environment where pro-social behaviors are expected to replace anti-social behaviors, especially those anti-social behaviors that inhibit achievement.

Jenifer teachers, administration, and counseling staff will work together to facilitate the process that creates an environment where Jenifer students have the greatest opportunity to experience academic success and function as an important part of the Jenifer community while maintaining maximum participation in their assigned schedule of classes. The Jenifer Intervention Room will be an integral part of this effort with many students.

**Suspension** is a denial of attendance in any single subject, class, or activity, or any full schedule of subjects, classes, or activities for a stated period of time. This may also include a denial of admission to or entry upon school district property. Students may be suspended for continual or flagrant behaviors which are inconsistent with the school goal of a safe and orderly learning environment. Due process procedures will be followed in all suspensions.

#### **Procedures**

- An administrator will conference with student to review and discuss the inappropriate behavior which led to the recommendation to suspend.
- The parent/guardian will receive verbal and written notification of the suspension by the administrator.

**Other disciplinary action(s)** used as the result of student misconduct may include campus/lunchroom cleanup, restitution, restriction of participation in school sponsored activities, or a class schedule change. Procedures for other disciplinary action(s) will include an administrative conference with the student to review and discuss inappropriate behavior. The parent/guardian may receive verbal and/or written notification by the administrator based on the severity of the infraction.

#### **Student Misconduct**

The following are examples of inappropriate behavior which shall result in disciplinary action. The examples described should be viewed as representative of the behaviors which most frequently cause a disruption of the education process. The examples do not include all types of misconduct. Students who display behaviors which do not meet the expectations established by the school will be subject to the authority of the teacher and/or administrator. Personnel will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct taking into account the student's age and maturity, the nature and seriousness of the infraction, the student's previous disciplinary record, as well as other relevant factors.

**Failure To Arrive At School/Class On Time:** The Jenifer Jr. High School staff firmly believes that punctual attendance is necessary for student learning and achievement. Students are expected to arrive at school/class on time. Any student who arrives at school after the 8:20 AM starting time must have a written excuse or phone call from a parent/guardian stating the reason for their tardiness and are required to obtain a Permit to Enter Class slip from the office. A student entering Jenifer after 9:30AM without a written excuse and/or telephone verification from their parent/guardian will be placed in the Intervention Room until tardiness/absence is verified.

**Closed Campus:** Once a student who attends Jenifer Junior High has arrived on school grounds, they are required to remain on campus for the entire day. A student must have permission from a parent/guardian to check out of school for any reason. Student requests to attend lunch with a parent/guardian will be approved only if proper check out procedures are followed. In cases where the student does not follow the check out procedure, his/her absence will be considered truancy.

**Student Disruption of School, Classroom, Lunchroom, Or Other School Activity:** The classroom teacher, lunchroom supervisor(s), or activities supervisor(s) become immediately involved when a student chooses to behave in a manner which does not meet the school-wide expectations and affects the student's learning and/or the learning of others.

**Excessive After School Time Assignments:** After School Time is assigned to a student who chooses to behave in ways which are inconsistent with established student expectations at Jenifer Jr. High School. The teacher will notify the student's parent/guardian of every After School Time assignment.

**Failure to Attend After School Time:** Students are expected to attend all After School Time/Saturday School assignments as well as meet both behavioral and academic performance standards associated with their placement. Failure to meet these expectations will result in additional consequences.

**Academic Dishonesty:** There is a clear expectation at Jenifer Junior High that all students will complete assignments with honesty and integrity. Academic dishonesty (Cheating, use of non-authorized electronic devices, stealing, copying or sharing work, working together without teacher permission, not giving appropriate credit to authors, plagiarizing, inappropriate use of Internet, forgery etc.) won't be tolerated and will result in consequences which escalate with each cumulative offense.

**Identification of Self:** All students must, upon request, correctly identify themselves to school authorities in the school building, on school grounds, or at school sponsored activities.

**Dress and Appearance:** Safety and good judgment determine the basic standard for dress and grooming at Jenifer Junior High. Students shall dress in a manner that does not disrupt the educational process. Clothes must be clean and shoes must be worn at all times. Exposed undergarments and midriiffs are not acceptable. Buttocks, upper thigh and chest, and midriff must be covered when walking, sitting, bending, or reaching (applies to males and females alike). Clothing that refers to gangs, drugs, alcohol/tobacco, sex, violence or violent acts or that contains innuendos referring to obscene behavior shall not be permitted.

**Disruptive Items at School:** Disruptive items may include, but are not limited to the following: laser pointers, gaming devices, headphones, musical devices, open containers, or items deemed as toys or gadgets.

**Student Use of Student Owned Computing Devices:** Lewiston School District provides the opportunity for students to bring a personal computing device to school to use as an educational tool. Students wishing to take advantage of this program must comply with all rules and regulations set forth in the Board Policy and Regulations.

**The Use of These Devices Will Be at Teacher Discretion.**

1. Students are expected to keep personal electronic devices turned off and in their locker during the school day.
2. Students must obtain teacher permission before using a personal computing device during classroom instruction.
3. Students using devices will be allowed access to the Internet via the District's "open" wireless network, where available. Student use of a personal computing device must support the instructional activities currently occurring in the classroom.
4. All use of personal computing devices is subject to governance under District Policy 4065 including disciplinary actions for misuse.
5. Using a computing device is a privilege and can be revoked by any school personnel. If the device is misused at any time, including but not limited too, social media application, music, videos, or inappropriate materials the student can lose privileges.
6. Students and parents who choose to participate in this program are consenting to the monitoring and verification of use, and to the examination of the student's personal computing device.
  - Students in violation of this policy may be subject to disciplinary action, such as, but not limited to:
    - **Item will be confiscated and returned to parent/guardian only.**
    - It is the responsibility of the student to inform his/her parent that the cell phone or personal computing device is being held in the office.

The Lewiston School District accepts no responsibility for personal property brought to the school by students. Students who choose to bring a personal computing device to school assume total responsibility for the device. Devices that are stolen or damaged are the responsibility of the student and their parents or guardians. Students should take all responsible measures to protect against the theft or damage of their personal device. It is not the responsibility of the Lewiston School District to provide access to charging of personal computing devices.

**Use of Profane/Obscene Language:** The use of profane/obscene language before, during or after school, or at school sponsored events, is not keeping with the standards of behavior expected of all students. Profanity is not tolerated and will be subject to disciplinary actions.

**Fighting, Hitting, and/or Pushing:** Jenifer Jr. High School has a zero tolerance policy for aggressive and unsafe behavior rather intentional or unintentional. In keeping with this policy, the safety of students, staff, and visitors is of paramount importance while on school grounds and at school sponsored events. Fighting, hitting, and/or pushing may cause physical harm or damage to school property. Students are

expected to show respect and dignity for peers by keeping their hands and feet to themselves, as well as refrain from activities involving horseplay and/or unsafe behavior.

**Disruptive Behavior On The School Bus And/Or Bus Stop:** The school bus driver is responsible for the safety and welfare of the students on the bus. Students are expected to follow the bus driver's instructions promptly and willingly.

**Possession and/or Use Of Any Weapon, Explosive, Or Other Dangerous Articles Which May Be Used To Injure Or Place Fear In An Individual:** The appropriate law enforcement agency will be notified. The student may receive a suspension or will be recommended to the Board of Directors for expulsion from the Lewiston School District. The parent/guardian will be notified of the violation and the disciplinary action taken. Federal law mandates any student bringing a firearm onto school grounds or into the school building will be immediately expelled from the Lewiston School District.

**Willful Or Malicious Damage To Any School District Building, Or Property Of The School District, Or Damage To The Property Of An Employee Or Another Student:** For all violations, the School Resource Officer will be notified. In addition, the student may receive an assignment to the Intervention Room, a suspension, or campus cleanup, and/or will provide restitution to the Lewiston School District, employee, or student. The parent/guardian will receive verbal and/or written notification of the violation and the disciplinary action taken. Serious or subsequent violations may lead to a recommendation by the principal to the Board of Directors for expulsion from the Lewiston School District.

**Arson, Which Is Defined As The Willful And Malicious Burning Of A Building, Or Its Contents, and/or The Personal Property Of Others:** The appropriate law enforcement and fire agencies will be notified. The student may receive a suspension or the principal may make a recommendation to the Board of Directors for expulsion from the Lewiston School District. The parent/guardian will be notified of the violation and the disciplinary action taken. In addition, the student and the parent/guardian will be liable for any costs related to the repair of the damages.

**False Alarms:** The appropriate law enforcement and fire agencies will be notified. The student may receive a suspension or the principal may make a recommendation to the Board of Directors for expulsion from the Lewiston School District. The parent/guardian will be notified of the violation and the disciplinary action taken. In addition, the student and the parent/guardian will be liable for any costs related to the false alarm.

**Bullying/Harassment:** Jenifer Jr. High School does not tolerate bullying or harassment. In keeping with maintaining a safe learning environment, the safety of students, staff, and visitors is of paramount importance while on school grounds and at school sponsored events. Students are expected to show respect and dignity by refraining from any behaviors deemed to be acts of bullying or harassment.

- a. **Bullying** means a student or groups of students repeatedly use their personal power with the clear intention to hurt another student or group of students. Bullying may include, but not limited to, physical (hitting, pushing, punching, cornering), verbal (calling names or insults, threatening, telling cruel jokes), and indirectly (isolating, rejecting, excluding, ranking or rating,

giving hateful looks). Bullying often occurs without apparent provocation. Bullying is **not** playful teasing between relatively equal individuals.

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.

- b. **Cyber bullying** is an aggressive, intentional act carried out by an individual or group using electronic forms of contact. These include but are not limited to:
- **Text message bullying** involves sending unwelcome texts that are threatening or cause discomfort.
  - **Picture/video-clip bullying via mobile phone cameras** is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people.
  - **Phone call bullying via mobile phone** uses silent calls or abusive messages.
  - **Email bullying** uses email to send bullying or threatening messages.
  - **Chat room bullying** involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
  - **Bullying through instant messaging (IM)** is an Internet-based form of bullying where students are sent messages as they conduct real-time conversations online.
  - **Bullying via websites** includes the use of defamatory blogs (web blogs), personal websites and online personal polling sites.
- c. **Prohibited Behavior:** Students attending district schools are prohibited from engaging in the following behaviors:
- Physical abuse against a student, including, but not limited to, hitting, pushing, tripping, kicking, blocking, or restraining another's movement; causing damage to another's clothing or possessions and another's belongings.
  - Verbal abuse against a student, including, but not limited to, name calling, threatening, taunting, and malicious teasing.
  - Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.
  - Bullying also includes any act of retaliation taken against:
    - Any person bringing a complaint of bullying
    - Any person assisting another person in bringing a complaint of bullying, or
    - Any person participating in an investigation of an act of bullying.
- d. **Harassment** involves any conduct by a student - whether verbal, written, graphic, or physical - relating to another student's race, national origin, religion, sexual orientation, color, disability, or sex that is sufficiently severe, pervasive, or persistent as to:
- Interfere with or limit the ability of a student to participate in or benefit from the district's programs or activities;
  - Create an intimidating, threatening, or abusive educational environment;

- Substantially or unreasonably interfere with a student’s academic performance; or
- Otherwise adversely affect a student’s educational opportunities.
- Harassment also includes an act of retaliation:
- Any person bringing a complaint of harassment;
- Any person assisting another person in bringing a complaint of harassment;
- Any person participating in an investigation of an act of harassment.
- Actions that may constitute harassment may include, but are not limited to:
- Physical acts (i.e. aggression or assault, battery, damage to property, intimidation, vandalism, implied or overt threats of violence);
- Verbal acts (i.e. demeaning jokes, bullying, taunting, hazing, intimidation, hate speech, slurs, derogatory nicknaming, innuendoes, or other negative remarks);
- Visual acts (i.e. graffiti, slogans or visual displays such as cartoons or posters depicting derogatory sentiments); or
- Criminal acts (acts in violation of Idaho Criminal codes or Idaho Human Rights Commission Code).

### **Drug Free Schools**

#### **A. Self-Referral and Voluntary Disclosures**

Students who have problems with substance abuse may seek assistance from a student assistance resource person (SARP). SARPs may include both faculty and students specially trained to discuss substance abuse and locally available options for assessment and treatment.

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substance **WHILE ON SCHOOL PROPERTY OR AT A SCHOOL FUNCTION** before he/she is reasonably suspected to be in violation will be provided anonymity to the extent that disclosure is held confidential on a faculty “need to know” basis. Notification will be provided to the parents(s)/legal guardian(s). Counseling at the school level and appropriate referral for additional community services will be offered. . In the case of an unsafe situation, District personnel may call law enforcement or medical personnel.

#### **B. Identification-Intervention**

##### **1. Student exhibits behavior(s) of concern – substance abuse suspected.**

a. Definition of “Reasonable Cause/Suspicion” as defined in Idaho Code 33-210 “means an act of judgment based upon training in recognizing signs and symptoms of alcohol and controlled substance abuse, which leads to a reasonable and prudent belief that a violation has occurred.” The fact that a student has previously disclosed use of a controlled substance or alcohol shall not be deemed a factor in determining a reasonable suspicion at a later date.

b. An administrator or designee will notify the student’s parent, guardian, or custodian when the student is reasonably suspected of using or being under the influence of alcohol or a controlled substance. Additionally, the administrator or designee will report the incident to law enforcement.

c. The school’s SARP will gather data from other school staff members who work with the referred student.

d. The school’s student assistance resource team (SART) may meet to consider possibilities for further action.

- (1) SARP may gather data from other school members who work with the referred student and will conduct a pre-assessment interview with the referred student.
- (2) Student Assistance Resource Team (SART) will meet to determine if the current information constitutes “reasonable cause/suspicion” of substance abuse.
- (3) Principal or SARP contacts parent(s) to gather additional data and share concerns about suspected substance abuse.
- (4) If substance abuse is confirmed or if it is determined that there is reasonable cause/suspicion that there is substance abuse, other possible interventions may include:
  - (a) Referral for formal substance abuse evaluation (at parent expense).
  - (b) Attendance at awareness sessions addressing substance abuse/dependency.
  - (c) Referral to supervised treatment program, residential or outpatient (at parent expense).
  - (d) Referral of student and/or family to appropriate school or community support groups.
  - (e) Referral for medical and/or psychological assessment (at parent expense).

If the student has violated the Student Discipline Code, established procedures will be followed.

## **2. Substance abuse witnessed**

A violation occurs when a student uses, is under the influence of, possesses, or distributes alcohol or a controlled substance on school grounds or at school-sponsored events wherever held.

a. Staff member will attempt to obtain student's identity and, if appropriate, inform student of observed violation.

- (1) If incident occurs during the instructional day, the student should be asked to accompany staff member to the office or a reasonable attempt should be made to detain student until school official can assume responsibility.
- (2) If incident occurs outside the instructional day, a reasonable attempt should be made to detain student until an administrator or law enforcement official can assume responsibility for further action. Given the potential volatility of a confrontation, a “reasonable attempt to detain” may consist of nothing more than a verbal directive.

In either event, it is important that staff member obtains identity of any other witnesses and/or confiscates substance or evidence substantiating its abuse.

b. Staff member will immediately report incidents of substance abuse to the principal along with details relating to incident.

c. If principal can corroborate that a substance abuse incident has occurred, the following steps should be taken. In addition, actions should be considered in accordance with the Student Discipline Code.

### **All Offenses**

- (1) A conference with the student and the parent(s)/guardian(s) will be conducted.
- (2) Law enforcement liaison will be contacted, who will initiate or conduct Law Enforcement Evaluation.
- (3) SARP/SART (substance abuse resource team) will conduct a pre-assessment interview.
- (4) Parent(s)/guardian(s) must accompany student for conference with administrator and/or SART prior to return from suspension.
- (5) Failure to comply with mandates will result in further disciplinary action designed to bring about compliance with mandates.

### **First Offense**

- (1) Student will be suspended for a minimum of three (3) days.
- (2) SART will be convened to determine course of action. Mandates may include:
  - (a) Participation in school counseling.
  - (b) Formal substance abuse evaluation (at parent's expense).
  - (c) Referral to supervised treatment program (residential or outpatient).
  - (d) Referral of student/family to appropriate community support groups.
  - (e) Attendance at awareness sessions addressing substance abuse/dependency.
  - (f) Other interventions deemed appropriate by SART.

### **Second Offense**

- (1) Student will be suspended for five (5) days.
- (2) SART will be convened to determine course of action. Mandates will include:
  - (a) Attendance at awareness sessions addressing substance abuse/dependency or professional counseling services (at parent's expense).
  - (b) A formal substance abuse evaluation and referral for treatment programming will be initiated based on recommendation of student assistance team/resource person.
  - (c) Other as determined by the SART and stated on the SARP Form.

### **Third Offense**

- (1) Student will be suspended for a minimum of five (5) days.
- (2) Student will be recommended to the Board for expulsion, the duration of which will be determined by the Board. The student with disabilities may be referred to the Child Study Team for consideration of a more restrictive environment.
- (3) Student must present evidence that he/she has participated in substance abuse evaluation and a professional treatment program (at parent's expense) prior to consideration for reinstatement.

### **Tobacco Offenses**

- (1) Law enforcement liaison will be contacted. Student is subject to discipline.
- (2) Student will be suspended for one to three days.
- (3) SARP will be notified of all tobacco offenses and will determine if it is appropriate to convene the SART for further action.

## **Lewiston Independent School District No. 1** **INTERNET USE AGREEMENT**

Please read this document and the attached Lewiston School District Rule and Regulation.

Internet access is now available to students and teachers in the Lewiston School District.

We are very pleased to bring this access to the Lewiston School District and believe the Internet offers vast, diverse, and unique resources to both students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions

of individual subscribers. Through the Internet, students and teachers have access to:

1. Electronic mail communication with people all over the world.
2. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
3. Public domain software and shareware of all types.
4. Discussion groups on a plethora of topics ranging from Chinese culture to the environment, to music, to politics, etc.
5. Access to many university libraries catalogs, the Library of Congress, and ERIC.

With access to computers and people all over the world, also comes the availability of material that may not be considered of educational value in the context of the school setting. The Lewiston School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. We, the Lewiston School District, firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complete association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Lewiston School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

#### **INTERNET - TERMS AND CONDITIONS:**

1. Acceptable Use - The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U. S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Lewiston School District. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisements or political lobbying is also prohibited.
2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will receive instruction from a Lewiston School District faculty member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at anytime as required. The administration, faculty, and staff of the Lewiston School District may request the system administrator to deny, revoke, or suspend specific user accounts.
3. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Be polite. Do not be abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - c. Do not reveal your personal address or phone numbers of students or colleagues.
  - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in such a way that you would disrupt the use of the network.
  - f. All communications and information accessible via the network should be assumed to be private property.
4. Warranty - The Lewiston School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Lewiston School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by it's own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Lewiston School District specifically denies any responsibility for the accuracy of quality of information obtained through its services.
  5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log onto the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
  6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET, Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

All students using the Lewiston School District Network are to understand and abide by the above stated Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Any violation may result in access privileges may be revoked. School disciplinary action may be taken, and/or appropriate legal action taken.

Parents or guardians should read the Internet Use Agreement. They are to understand that this access is designed for educational purposes. The Lewiston School District has taken precautions to eliminate controversial material. However, parents or guardians are to recognize it is impossible for the Lewiston School District to restrict access to all controversial materials, and to not hold them responsible for materials acquired on the network. Further, parents or guardians accept full responsibility for supervision if and when their child use is not in school setting.

## Lewiston School District Rule and Regulation 4063.

### TECHNOLOGY USE, ETHICS AND INTERNET SAFETY

The District recognizes that technologies and networks are important tools for student learning and conducting District business. The District provides these tools to staff as a means to plan and deliver more effective, personalized instruction and to facilitate immediate and efficient communication with parents, staff, and students. While technologies serve many important functions in school activities, the District also recognizes that the implementation of technologies must be conducted responsibly within an environment that conscientiously strives to ensure that technologies are used only for legal purposes and the advancement of the District mission. Moreover, the safety and privacy of District students and staff and their information shall be protected and maintained.

To these ends, Users will abide by all District Rules and Regulations, and local, state and federal laws. The District must cooperate fully with local, state or federal officials in any investigation concerning or relating to violations of the law.

#### 1. DEFINITIONS

##### A. ACCOUNT

*Account* means the User ID and Password assigned to an individual for their personal access to District computers and Network resources.

All account holders on the Lewiston School District Network may be granted access to services the Network offers. The following people may hold accounts on the Lewiston School District Network:

##### (1) STUDENTS

Students who are currently enrolled in the Lewiston School District may be granted a Network account upon agreement to the terms stated in this policy.

##### (2) STAFF

Teachers, administrators, and educational support personnel of Lewiston School District may hold accounts on the Lewiston School District Network.

##### (3) OTHERS

Other school related individuals may request a special account on the Lewiston School District Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

##### B. BYOT

*BYOT* stands for Bring Your Own Technology.

**C. CHILD PORNOGRAPHY**

*Child Pornography* is given the meaning as defined in Idaho Code §33-2741(7)(a).

**D. CONTENT**

*Content* means the words, images, audio, and video that are transmitted, received, or stored on the Network and/or an ECCD.

**E. DISTRICT NETWORK ADMINISTRATOR**

*District Network Administrator* means the person(s) responsible for the management of the District's computers and networks.

**F. ELECTRONIC COMMUNICATION**

*Electronic Communication* includes any communication facilitated by voice or textbased telecommunication or computing device. It also includes signs, images, texts or data in whole or part stored on or transferred through an electronic communication or computing device, including but not limited to Internet-based social networks, instant messaging, websites, video, text messages, emails and blogs.

**G. ELECTRONIC COMMUNICATION AND COMPUTING DEVICES (ECCD)**

*Electronic Communication and Computing Devices (ECCD)* shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of ECCDs include but are not limited to, radios, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, smart phones, laptop computer, tablets, as well as any new technology developed with similar capabilities, pagers and beepers.

**H. FILTER**

*Filter* means a specific technology that blocks or filters access to Internet content that is:

- (1) *Obscene*, as the term is defined in Idaho Code §33-2741(7)(d);
- (2) *Child Pornography*, as defined in Idaho Code §33-2741(7)(a); (3) *Harmful to Minors* as defined in Idaho Code §33-2741(7)(b); or
- (4) Unrelated to the District's educational mission.

**I. HACKING**

*Hacking* refers to breaking into computer systems or networks.

**J. HARMFUL TO MINORS**

*Harmful to Minors* means any words, visual depiction, or other Internet resource/s that:

- (1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (2) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- (3) Depicts or describes violence, construction of weapons, or other activities that present a danger to self or others; or
- (4) Taken as a whole, lacks meaningful literary, artistic, political, educational or scientific value as to minors.

**K. IMPROPER OR INAPPROPRIATE COMMUNICATIONS**

*Improper and Inappropriate Communications* are any communication, regardless of who initiates, between a user and another party (student, parent, employee, other) that may be viewed as offensive, derogatory, sexual, threatening, harassing, discriminatory, simple fraternization, or suggestive in nature.

**L. NETWORK**

*Network* means the Lewiston School District Network, including, but not limited to, the hardware, software, and the infrastructure, wired or wireless, and protocols that connect all of the above for the purpose of communication and data sharing and storage. The Network serves as the connection to the Internet.

**M. PARENT**

*Parent* means a parent, guardian, or person having legal custody of a child. If the student is eighteen (18) years of age or older the procedures for the parent in this regulation may be exercised by the student.

**N. PROXY**

*Proxy* means any resource that can be accessed to bypass the District's Internet filters.

**O. SOCIAL NETWORKS**

*Social Networks* are platforms that facilitate the building of social relations among people who, for example, share interests, activities, backgrounds, or real-life connections.

**P. TECHNOLOGY**

*Technology* means tools utilized as a means for teaching, learning, and communication.

**Q. USER**

*User* means any individual who uses, logs in, attempts to use, or attempts to log into the Network (by direct connection or across one or more wired or wireless networks) or who attempts to connect to or traverse the Network or who uses District hardware or software.

## 2. SUPERVISION

It shall be the responsibility of all staff members when working with students on computing devices to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with **Rules and Regulations** and CIPA (Children's Internet Protection Act).

The District will educate minors about digital citizenship concepts including: appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response to meet the requirements of Idaho Code §33-131.d and CIPA.

## 3. PRIVILEGES, RIGHTS, AND RESPONSIBILITIES

### A. PERSONAL PRIVACY AND INFORMATION SECURITY

- (1) All members of the Lewiston School District Network have the right to privacy in their email and files saved within their account. However, if a User is believed to be in violation of the guidelines stated in this policy or there is a legal request made, an administrator or teacher may gain access to account content. Teachers and administrators may periodically make requests to study or view content, but confidentiality is ensured in such circumstances. When content is viewed, the User will be notified of the access.
- (2) Any network or Internet communication must adhere to FERPA requirements and **Rules and Regulations**.
- (3) Teacher and other staff names may be posted on all school or District rosters and may include at-work contact information as well as links to that instructor's published web content.
- (4) A student shall immediately report to school authorities any invitation for personal contact or any message that the student feels is inappropriate or makes him/her feel uncomfortable.
- (5) To the greatest extent possible, Users of the Lewiston School District Network will be protected from harassment or unwanted or unsolicited contact. Any User who receives threatening or unwelcome communications should bring them to the attention of an administrator or teacher. Users must, however, be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. The designers of the Lewiston School District Network cannot eliminate access to all such services, nor could they even begin to identify them. Thus, individual Users must take responsibility for their own actions in navigating the Network.

## **B. FILTERING, INAPPROPRIATE CONTENT AND INAPPROPRIATE USAGE**

The Lewiston School District shall maintain a filter system and other technology measures that attempt to block a User's access to Internet material that is obscene, pornographic, inappropriate (including non-age appropriate), or potentially harmful to minors, is not related to District business, or otherwise violates any District regulations.

- (1) Users shall not make any attempt to bypass the District's content filters for any reason even if the intended use is not against District regulations.
- (2) Users shall not intentionally access any website or other resource that depicts content that is meant to be filtered in 4063.3.B.1. If a User mistakenly accesses inappropriate content, he/she should immediately tell a teacher, an administrator, or contact the Network Office. This will protect the User against a claim of intentional violation of this regulation and allow the District to add filtering for the inappropriate content.

### **Directory Information Disclosure**

Independent School District No. 1, Lewiston, may disclose "directory information" from the education record without prior parental consent after giving notice of its intention to do so. "Directory information" is information in a student's education records that is not generally considered harmful, and its release is not considered an invasion of the student's privacy. A critical distinction exists between directory information and all other information present in school files. Independent School District No. 1 may determine how much directory information from education records will be disclosed. Directory information includes, but is not limited to, the following data about the student:

- a. student's name,
- b. address,
- c. date and place of birth,
- d. telephone number,
- e. participation in officially recognized activities and sports,
- f. weight and height as a member of an athletic team,
- g. class designation,
- h. dates (but not a day-to-day record) of enrollment,
- i. diploma and awards received,
- j. school or school district where the student was previously in attendance,
- k. official activities,
- l. photographs or video productions of students used by the District for recognition of student achievement and community relations, including, but not limited to, publications in the District's or school's newsletters, in the school setting and on the District's or school's website.

This District shall provide, on the request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings unless a parent or secondary student requests, in writing, that the student's name, address, and telephone listing not be released without prior written parental consent.

This District may disclose directory information about former students without notice. Independent School District No. 1 considers these items to be directory information. In most instances, disclosure is helpful to both the institution and the student. In addition, two (2) federal laws require Independent School District No. 1 to provide military recruiters, upon request, with three (3) directory information categories: names, addresses and telephone listings.

Parents can, however, retain the right to consent to the disclosure of directory information. Parents who wish to retain this right must so advise the District by sending a written notice to:

Dr. Robert Donaldson, Superintendent  
Lewiston School District  
3317 12th Street  
Lewiston, ID 83501

Please be sure to include the name of the student, school the student attends, and provide signature of the parent/guardian or adult student.

#### **NOTICE OF COMPLIANCE**

The Family Educational Rights and Privacy Act (**FERPA**) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes to be inaccurate or misleading.

Parents or eligible students may ask Independent School District No. 1, Lewiston, to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or

therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**

**U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605**

**Disabilities Policy  
Students With Disabilities**

Under The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Lewiston School District is prohibited from discriminating against students on the basis of a disability. Lewiston provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The school district ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services.

Section 504 also stipulates that students with disabilities have the right to participate in school sponsored extra curricular programs and activities to the maximum extent appropriate to their needs.

Under Section 504 and IDEA, students with disabilities have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, Lewiston will educate students with disabilities within their regular school program.

Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school principal or the Director of Special Services, (208) 748-3000, or 3317 12th Street, Lewiston, ID 83501.

Independent School District No. 1, Lewiston, Idaho, does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services, or activities. The District does not discriminate on the basis of disability in its hiring or employment practices. Individuals who need accessible communications or other accommodations to participate in programs and services of the District are invited to make their needs and preferences known to the building principal, the Director of Special Services, or the Assistant Superintendent at (208) 748-3000, 3317 12th Street, Lewiston, Idaho 83501.