

BOARD POLICY: 522F2

DISCIPLINE POLICY HANDBOOK

BLACKFOOT SCHOOL DISTRICT NO. 55

Kids are our core ~ Educators are our foundation



Parents, families and community are our partners

Revised June 22, 2017

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BLACKFOOT SCHOOL DISTRICT DISCIPLINE POLICY

PREVENTATIVE MEASURES

Copies of the Discipline Policy Handbook are available online on the district's webpage or hard copies are available upon request. Parents/guardians will be asked to sign a statement acknowledging that they have received or have been told where to find a copy of the handbook. The signed statement will be returned to the student's school and placed in the student's file.

Building faculty meetings will be called by the principal when deemed necessary to discuss any problems with discipline. At that time, the principal or assistant principal will be prepared to briefly report on any major violations.

All teachers will review the discipline policies and procedures in detail with their students during the first week of each school year. A brief review will also be conducted during the first week of each grading period.

STUDENT DUE PROCESS

All students will be afforded rights as guaranteed under the Constitution. A student shall be given written or oral notice of the charges against him/her and an opportunity to present his/her version of the incident in question. Staff members must give each student the opportunity to defend himself/herself against charges of misconduct prior to disciplinary action which may lead to suspension or expulsion. Such procedures must be reasonable, fair, and lead to a reliable determination of the factual issues involved.

Students will have the right to appeal. If a satisfactory solution has not been reached, the superintendent may be contacted for a hearing, and the final appeal to the board of trustees.

MINOR AND PETTY DISCIPLINE PROBLEMS

Petty offenses are handled by the individual teacher according to his/her classroom rules. Petty offenses can become a minor offense if the teacher feels it cannot be handled by any other method.

Minor discipline problems are acts which, unless repeated, would not justify referral to the principal or result in suspension or expulsion. It is recommended that, at the first occurrence of a minor discipline problem, the staff member hold a private conference with the student. On the second offense, the staff member should confer by telephone or mail with the parent/guardian. The third offense may be referred to the principal as a major discipline problem.

PROCEDURE FOR HANDLING MAJOR DISCIPLINE PROBLEMS

A student who is referred to the principal for a major discipline problem **will** have his/her parent/guardian called or asked to come to the school to confer with the principal, based on the seriousness of the problem. Any Major Discipline issue may involve the school's Resource Officer (SRO).

In each case of a major discipline problem, a report will be completed and given to the principal or assistant principal. Entry will be made in the student's discipline file. Each case will be handled individually and judged according to the evidence presented, the circumstances prevailing, and the merits of the case. As part of his/her administrative responsibility, the administrator may be asked to explain or clarify any disciplinary action administered.

There will be a file for discipline kept in the principal's office; this file may be found on the student information system (SIS). It will contain records of previous year's discipline action for major violations used as a reference only and any violations for the current year.

Discipline for a major violation should be administered within three school days after the report has been filed with the principal or assistant principal. The staff member who referred the student may be notified of the action.

Violation of any of the following **major discipline areas** while the student is at school, on school property, on a school bus, or involved in a school-related activity, shall be dealt with as a major discipline violation.

PART A: MAJOR DISCIPLINE ISSUES

1. Willful disobedience or failing to comply with direct and reasonable directions of a staff member.
2. Extortion by means of force or threat to obtain money or property from another student.
3. Causing, or attempting to cause, damage to school property or private property.
4. Stealing, or attempting to steal, school property or private property.
5. Disruption of school-related activities by depriving others of the use of school buildings, school grounds or parts thereof through the use of violence, force, noise, threat, passive resistance, or other conduct which interferes with the educational activities as organized by the school officials.
6. Fighting or any incident in which a student knowingly hits, shoves, or in any way causes physical abuse to another student.
7. Directing profanity or vulgarity at staff members or other individuals, or using vulgarity or profanity.
8. Unauthorized use of a vehicle during school hours or at a school function.
9. Minor offenses which have been repeated and are detrimental to the educational environment.
10. Dress Code Violation: Any violation of the dress code that requires administrative action to correct.

The procedure for handling major discipline problems are as follows. Any step(s) may be skipped and action initiated at a subsequent step if the seriousness of the problem warrants such action.

Grades K-6

Step 1 or 1st Offense **Parent Notified.** Conference held between student and principal. Any of the following actions may be used. This list is intended to be suggestive and not conclusive. Disciplinary action which fits the misbehavior is more productive in changing behavior.

- A. Work detail
- B. Loss of recess
- C. Loss of privileges
- D. Student writes a letter to parent/guardian. It must be returned signed by parent/guardian.
- E. Reimbursement
- F. Apology

- G. Parents called
- H. In-school or out of school suspension
- I. Detention
- J. Referral to Law Enforcement

Step 2 or 2nd Offense: Parent/teacher/principal conference and/or any of the actions listed for Step 1. The parents will be contacted by phone, letter, or private conference. School counseling may be offered.

Step 3 or 3rd Offense: **Parent Notified**, a letter is written to parent/guardian explaining the problem and the results of continuing the misbehavior. Also any of the actions in Step 1 may be used.

- A. Probation - A determined amount of time for the student to prove himself/herself before suspension.
- B. In-school Suspension - A temporary removal from class or activities.

Step 4 or 4th Offense: **Parent notified**. Suspension or in-school suspension from 1-5 days and any other actions deemed necessary by the administration.

Step 5 or 5th Offense : **Parents Notified**, Suspension and referral to the District Leadership team. Also any of the actions in Step 1 may be used.

Step 6 or 6th Offense: Referral to the superintendent and the board of trustees for possible district expulsion. Student may serve an in-school suspension and/or be suspended until the hearing with the board. The administration may assess any other punishment deemed necessary before the expulsion hearing.

Grades 7-12

Step 1 or 1st Offense: Student/principal conference. **Parents will be notified** and the principal may assign any discipline actions he/she feels fits the behavior.

Step 2 or 2nd Offense: Short term (1 to 3 days) suspension (**notify parents**) or in-school suspension, detention, or special assignments.

Step 3 or 3rd Offense : Long term (3 to 5 days) suspension (**notify parents**) or in-school suspension and any action deemed necessary by the administration.

Step 4 or 4th Offense : Five day suspension and (**notify parents**).

Step 5 or 5th Offense : Meet with the parents to notify them of a referral to the superintendent and the board of trustees for possible expulsion. Student may serve an in-school suspension and/or be suspended out of school until the hearing with the board of trustees, and assessed any actions deemed necessary by the administration.

PART B: HARASSMENT, INTIMIDATION, BULLYING (HIB)

1. Intimidation, bullying, or cyberbullying of any person with the threat of violence will not be tolerated. Violence is described as any word, action or gesture that hurts a persons' feelings, body or property. Cyberbullying is the use of e-mail, instant messaging, chat rooms, pagers, cell phones or other forms of informational technology to deliberately harass, threaten, or intimidate. Cyberbullying can include such acts as making threats, sending provocative insults or racial or ethnic slurs, gay bashing, attempting to infect the victim's computer with a virus, and flooding an e-mail box with nonsense messages.

2. Any Violation of the District Acceptable use Policy.
3. Sexual Harassment
4. Possessing, selling, or transmitting pornographic materials.

The procedure for handling harassment, intimidation and bullying issues are as follows. Follow Procedures outlined in the HIB guidelines. Any step(s) may be skipped and action initiated at a subsequent step if the seriousness of the problem warrants such action.

Grades K-12

Step 1 or 1st Offense **Parent Notified.** Conference held between student and principal. Any of the following actions may be used. This list is intended to be suggestive and not conclusive. Disciplinary action which fits the misbehavior is more productive in changing behavior.

- A. Work detail
- B. Loss of recess
- C. Loss of privileges
- D. Student writes a letter to parent/guardian. It must be returned signed by parent/guardian.
- E. Reimbursement
- F. Apology
- G. Parents called
- H. In-school or out of school suspension
- I. Detention
- J. Referral to Law Enforcement

Step 2 or 2nd Offense: Parent/teacher/principal conference and/or any of the actions listed for Step 1. The parents will be contacted by phone, letter, or private conference. School counseling may be offered.

Step 3 or 3rd Offense: **Parent Notified,** a letter is written to parent/guardian explaining the problem and the results of continuing the misbehavior. Also any of the actions in Step 1 may be used.

- A. Probation - A determined amount of time for the student to prove himself/herself before suspension.
- B. In-school Suspension - A temporary removal from class or activities.

Step 4 or 4th Offense: **Parent notified.** May be out of school suspension or in-school suspension; from 1-5 days and any other actions deemed necessary by the administration.

Step 5 or 5th Offense : **Parents Notified,** Out of school suspension and referral to the District Leadership team.

Step 6 or 6th Offense: Referral to the superintendent and the board of trustees for possible district expulsion. Student may serve an in-school suspension and/or be suspended until the hearing with the board. The administration may assess any other punishment deemed necessary before the expulsion hearing.

PART C: THREATS TO HEALTH SAFETY AND WELL BEING

1. Any action that would threaten the health, safety, and well-being of students, teachers, employees, or parents, such as but not limited to bomb threats and false fire alarm pulls.
2. Intentionally causing, attempting to cause, or behaving in such a way as to cause physical injury to any school employee. Any incident in which a student knowingly hits, shoves, or in any way causes physical abuse to a staff member, anyone acting on behalf of the board of trustees or school district, and/or any employee of a contractor who is doing business with the school district will be handled in the following manner.

The procedure for handling threats to health safety and well-being are as follow. Any step(s) may be skipped and action initiated at a subsequent step if the seriousness of the problem warrants such action.

Grades K-12

1. The principal or person in charge will immediately review and thoroughly investigate the situation. **Notify Parent/Guardian.**
2. The individual may be suspended for up to five (5) days. The suspension can be either an in-school suspension or an out-of-school suspension.
3. A law enforcement official will be notified and will make an official report of the incident. The employee will determine whether formal charges will be filed.
4. The principal, after consulting with the staff member involved, may arrange a meeting with the student, the parent/guardian and the superintendent. At that meeting, the principal will present a report of the incident and make a recommendation/plan to move forward. The superintendent will then make the final decision and take appropriate action.

PART D: DANGEROUS WEAPONS

1. Dangerous Weapons in the Schools and Related Activities - Carrying to school, possessing and/or giving to any person any firearm or object which may be considered a weapon or dangerous plaything shall be a violation of School Board Policy.

NOTE: Any pupil alleged to be in violation of this provision will be referred to the law enforcement officials and, if a law has been violated, charges will be filed against the person. The school will suspend the pupil from school and refer him/her to the superintendent of schools. The superintendent will decide, with the principal's input, if the student will go before the board of trustees for an expulsion hearing.

The procedure for handling dangerous weapon issues is as follows. Any step(s) may be skipped and action initiated at a subsequent step if the seriousness of the problem warrants such action.

Grades K-12

Step 1 or 1st Offense: Refer student to principal who will notify law enforcement officials for ticketing. The student may also be suspended. **Notify Parent/Guardian.**

Step 2 or 2nd Offense: Refer student to principal for disciplinary action (1-5 day suspension) and to law enforcement officials for ticketing. **Notify Parent/Guardian.**

Step 3 or 3rd Offense: Refer student to principal for disciplinary action (3-5 day suspension), to law enforcement officials for ticketing. **Notify Parent/Guardian.**

Step 4 or 4th Offense: Refer student to principal for disciplinary action (5 day suspension), to law enforcement officials for ticketing, and to the superintendent and board of trustees for expulsion. **Notify Parent/Guardian.**

PART E: STUDENT DRUG, ALCOHOL AND/OR ILLEGAL SUBSTANCE POSSESSION, USE OR DISTRIBUTION

Grades K-12

1. **Students selling or transmitting alcohol shall be turned over to the law enforcement officials and referred to the superintendent of schools and may be referred to the board of trustees for an expulsion hearing on the first offense.**
2. **Students selling or transmitting drugs or illegal substances shall be suspended and turned over to the law enforcement officials and referred to the superintendent of schools and may be referred to the board of trustees for an expulsion hearing on the first offense.**
3. Students possessing, using, or being under the influence of any drug, illegal substance, alcohol, or any intoxicant of any kind shall:
 - A. If the student voluntarily discloses using or being under the influence of a controlled substance he/she will be provided anonymity with faculty being informed on a “need to know” basis, and
 - B. **Parents or legal guardian notified**, and
 - C. Available school counseling offered.
 - D. Once the student is reasonably suspected of using or being under the influence of a controlled substance, school administrators will seek evaluation by law enforcement officials.
 - E. Be suspended out-of-school for 3 to 5 days, or in-school for 3 to 5 days and participate in a drug assistance program.
 - F. The student will be referred to the law enforcement agency.
 - G. After a consultation between the building administrator and the superintendent, the student may be required to meet with the superintendent of schools before returning to school. It is recommended that the superintendent consider the following:

On the first offense, in addition to being assigned school discipline, students may be referred to a school counselor who will meet with the student at the school on a regular basis.

Counselor will outline specific program for each student, including attendance and academic progress reports on a weekly basis.

The student may be required to perform up to thirty (30) hours of school service hours as organized by school administration. (This may include service hours required by the courts.)

The student may be given other assignments by school administration.

Further violations shall cause the student to be referred to the superintendent of schools and then the board of trustees for possible expulsion.

This policy may not be used to intentionally harass a difficult student. Doing so could result in misdemeanor charges and a fine for the school official involved.

PART F: CIGARETTES, VAPORS, E-CIGARETTES AND ALL OTHER TOBACCO PRODUCTS

1. Students using or possessing cigarettes, vapors, e-cigarettes and all other tobacco products on school premises shall be treated in the following manner unless he/she has already been placed on a previous step: **Any step(s) may be skipped and action initiated at a subsequent step if the seriousness of the problem warrants such action.**

Grades K-12

Step 1 or 1st Offense: Refer student to principal who will notify law enforcement officials for ticketing. The student may also be suspended. **Notify Parent/Guardian.**

Step 2 or 2nd Offense: Refer student to principal for disciplinary action (1-3 day suspension) and to law enforcement officials for ticketing. **Notify Parent/Guardian.**

Step 3 or 3rd Offense: Refer student to principal for disciplinary action (3-5 day suspension), to law enforcement officials for ticketing. **Notify Parent/Guardian.**

Step 4 or 4th Offense: Refer student to principal for disciplinary action (5 day suspension), to law enforcement officials for ticketing, and to the superintendent and board of trustees for expulsion. **Notify Parent/Guardian.**

PART G: ATTENDANCE GUIDELINES

Philosophy

The philosophy of Blackfoot School District is that the explanations, clarifications and discussions that take place in the classroom are invaluable components of the school learning experience, and that a natural consequence of absence from the classroom is reduced academic performance. The primary purpose of this attendance policy is to encourage and promote exemplary attendance which, in turn, promotes positive leaning. In order to accomplish this goal the Blackfoot School District is governed by School Board Policy. These policies are in place to ensure that students meet the requirement of age, attendance zones, and attendance time frames. In order to make the most of one's educational opportunities, a student must have consistent, punctual, daily attendance. *This policy serves as a guideline for the individual school policies.*

Parental Responsibilities:

1. We encourage and welcome all parents/guardians to call or visit the school to obtain attendance information on their child.
2. It will help with attendance counting procedures if parents will notify the school by phone the day their student is absent. If the school is not phoned on the day of the student's absence, a note explaining the absence should be sent with the student the day of the student's return to school.
3. Students may not be checked out of school by anyone other than a parent or guardian unless the school is specifically notified by the parent/guardian in advance.
4. For your student's safety, please do not ask your student to wait outside for you. Parents are requested to come to the office and check their students out there.
5. In the event you plan to take your student out of school for five (5) or more consecutive days, please contact the administration or designee to make prior arrangements for homework and/or assignments.
6. Absences must be cleared up within 24 hours of the student returning to school. This can be done by either a phone call or a written excuse. Absences not verified by parents within a three day period will be classified as unexcused and dealt with accordingly.

7. Parents are asked not take their students out of school for lunch especially if it will result in the student returning late to school thus missing valuable class time and interrupting class when they return.

Definitions:

Tardiness: (K-12) it is the philosophy of the Blackfoot School District that children need to be in school on time. Beginning time varies at each school so it is important that parents know when that time begins. We feel the beginning of the day sets the tone for a successful day. When the students are on time they begin the day in a positive manner. Students who come to school late feel embarrassed and frustrated. It is difficult to replicate instructions and directions for the assigned work. Consequently, the rest of the day is spent trying to catch up. We do not wish for students to work under stress. It is much better for students to begin the day feeling comfortable and confident. It is our desire that parents/guardians recognize the responsibility for students to be punctual.

Tardy

Students who are not in their assigned area when the tardy bell rings will be considered tardy. Tardiness can only be considered excused if covered by a Medical Professional's note or by school approval.

Unexcused Tardy

Any unexcused tardy is a tardy except those covered by a Medical Professional's note or by school approval.

Excessive Tardy

Tardy policies will be developed on an individual school basis. The age of the student determines the practice of each building. **The only guideline given is that a tardy does not equal absences.**

Student Absences (See Idaho Code, 33-202)

Regular and punctual patterns of attendance shall be expected of each student enrolled in Blackfoot School District No.55. It is recognized that absence from school is necessary under certain conditions. Every effort should be made by parents/guardians, students, teachers, and administrators to keep absence and tardiness to a minimum. A student's attendance at school is the responsibility of the student and the parents/guardians. It is the responsibility of the student to get make-up work for any absence at the teacher's convenience. **Any absences will be counted toward a loss of credit from secondary students and may be used towards retention of students in grades K-6.** At the end of the grading period, parents and students can submit evidence of those absences which may justify the lost credit being reinstated.

Definitions:

Pre-excused Absence: An absence which is pre-arranged with the administration or his/her designee.

Verified Absence: A student with a written or verbal excuse from his/her parents/guardians.

Truancy: A student who is absent from school or class without the permission and knowledge of his/her parents/guardians and school authorities is truant. Any absence that has not been verified by parents and or guardian within 24 hours of the absence.

Excessive Absences: When a student has been excessively absent from school during any one (1) trimester or quarter, the student and his/her parents will meet with the school's attendance review committee.

The school will also advise the parents/guardians and the student in Grades K-12 of their right to appeal the loss of credit or recommendation for retention if they feel there are unusual or extraordinary reasons for the absences. If the parents/guardians and the student want an appeal conference, they must contact the school to arrange the conference.

Habitual Truant: A habitual truant is any pupil who, in the judgement of the Board of Trustees, repeatedly has violated the attendance regulations established by the Board; or any child whose parents or guardians, or any of them, have failed or refused to cause such child to be instructed as provided in Section 33-207.

Whenever it shall come to the attention of the Board of Trustees of any school district that the parents or guardians of any child are failing to meet the requirements of Section 33-207, a petition shall be filed with the probate court of the county in which the child resides, as provided in Sections 33-206.

K-6 ATTENDANCE GUIDELINES

Absences (K-6): An absence includes illness, doctor and dentist appointments, funeral, school functions, pre-excused absences, etc. Absences are considered legitimate when the parent and the school have full knowledge of the absence.

Grades K-6 Attendance Requirements

For the safety of our students, written notification or telephone contact would be appreciated from the parents/guardians. Parents should notify the office prior to the absence, but not later than the day the child returns to school. The guidelines for half day absence will follow that state attendance reporting criteria.

Excessive absences can jeopardize the educational process of a student. Beginning on the first day of school, absences will be reported daily to the school office by each teacher.

A letter of notification will be sent to the parents/guardians of a student upon the fifth (5), tenth (10), or eighteenth (18) day of absence from school. These letters will be placed in the child's file for further reference if needed.

After the 10th absence a parent/guardian conference with the school will be scheduled to discuss the attendance policies and to address student concerns. The purpose of this meeting is to determine:

1. The severity of the attendance problem.
2. The consequences of the excessive absenteeism on the child's academic progress.
3. Recommendations to rectify the lack of grade level achievement.

Regular attendance is defined as missing no more than 18 days per school year. If a student misses more than 18 days per school year parents will be required to meet with the teacher and administrator. If appropriate, the documentation of absences will then be forwarded to the Bingham County Prosecutor's office. A court appearance may be required by the Bingham County Prosecutor's office.

Grades K-6 Blackfoot Elementary Schools Retention and Attendance

It is important for students to attend all classes, and to have the highest attendance possible. Parents and guardians should make every effort to have their children in school every day. Each building principal and attendance personnel shall review student cases wherein the student has excessive absences. Should the school determine that the student be retained or credit denied such recommended action shall be presented to the superintendent for approval or disapproval. Each school shall keep attendance records and follow State Department of Education criteria. Each case will be judged on its own merits and circumstances. Appeals must be in writing to the building principal or designees with the rationale of each individual absence.

Grades K-6 Attendance and Participation in school activities:

Students who are absent from school the day of an activity will not be permitted to participate in any school sponsored activity, perform in any performance, or play in any games or athletic contest held during the school day or evening. Students who have pre-excused absences for doctor or dental appointments will be excused from this policy.

Grades K-6 Make-Up work:

Due to the fundamental nature of elementary education, teachers shall allow and encourage students to make up assignments missed due to absenteeism. Students making up work for any absence will be given the number of days absent and two additional days to turn in missing work.

Example: A student missing 2 days of school will receive 4 days to complete assignments. If a student is absent for an extended period of time, parents/guardians should make arrangements with the teacher for completing work during the absence.

Proceedings against parents or guardians:

Whenever it has been determined by the probate court of any country that the parents or guardians of any child between ages of seven (7), as qualified in Section 33-207, and sixteen (16), are failing, neglecting or refusing to place the child in school as provided in this chapter or to have the child comparably instructed, or knowingly have allowed a pupil to become an habitual truant, proceedings shall be brought against such a parent or guardian under the provisions of the Juvenile Corrections Act..

7-12 ATTENDANCE GUIDELINES AND ATTENDANCE REQUIREMENTS FOR BLACKFOOT HIGH SCHOOL AND MOUNTAIN VIEW MIDDLE SCHOOL

Students are expected to attend school every day. To earn credit, a student must be in class a minimum of **90%** of the days of the grading period. If a student does not meet the attendance criteria, and does not make up the expected work through approved school guidelines, *the student will receive no credit for the trimester grade in that class*. Parents are asked to call the attendance office outlining the reason for any absence within 24 hours of the absence. Students who have not met the attendance requirement but have received a passing grade will receive "no credit" (NC) until the required attendance and class work is completed. NC is not available to students who fail academically. An NC differs from an F in that NC does not figure into the student's overall GPA; however, both NC and F result in loss of credit. For athletic eligibility purposes, NC is counted as a failing grade.

Absence (7-12): Students, who are not in class when the bell rings and roll is taken, are marked absent. If a student is later than twenty (20) minutes to class, they are considered absent for that period. School activities (assemblies, athletic contests, field trips, etc.) that are scheduled during the school day are considered part of the school day. Students are required to be at that activity or assembly, or in a school supervised alternative area. If they are not, they are considered truant or Out of Designated Area. School sanctioned activities are counted as time in school. University educational visits are not counted as absences if the "Pre-Excused" form has been submitted and signed by each teacher and by the school administration prior to the absence. It is important that each student becomes responsible for his/her own attendance. Students who are excluded or suspended from school may not participate in any extracurricular activity and cannot be on school grounds for any reason. Students with extenuating circumstances are responsible to initiate a conference with the teacher to determine a course of action to solve individual problems. Parents and/or administrators will be consulted as needed.

Grades 7-12 Procedures for Absence and Truancy: For the safety of our students, written notification or telephone contact is required from parents/guardians for all student absences. Parents should notify the office prior to absence, but no later than 24 hours after the absence. Excessive absences can jeopardize the educational process of a student. Beginning on the first day of school, absences will be reported daily to the school office by each teacher according to their school procedures. A letter of notification may be sent to the parents/guardians of the student upon the fourth (4), sixth (6), seventh (7), tenth (10), or the (18) day of absence from school. These letters will be placed in the child's file for further reference if needed.

When absences have been exceeded at the school a conference with the school will be scheduled to discuss the attendance policies and to address student concerns. The purpose of these meeting is to determine:

1. The severity of the attendance problems
2. The consequences of the excessive absenteeism on the child's academic process.
3. Recommendations to rectify the lack of grade level achievement.

Grades 7-12 Checking out of School: Students leaving school at any time during class hours will check out through the attendance office. Contact with parents/guardian is required before a checkout can be completed. Parents are requested to come to the office and check their students out there. All schools in the Blackfoot School District are considered closed campuses. The only exception is for Blackfoot High School during the lunch hour.

Grades 7-12 Continuous Attendance: Once a class has started, students are not to leave the room without permission from the teacher. Teachers will issue the appropriate hall pass. Students who leave class without permission are considered truant.

Grades 7-12 Make-Up Work: Students who miss work because of an absence shall be given the opportunity to complete all assignments and tests.

Grades 7-12 Extracurricular Activities: Students released from their regular classes in order to participate in approved, extra-curricular activities are not considered absent.

Grades 7-12 Appeal Process: An appeals process is available for students who are denied credit because of excessive absences or truancy. At seven (7) absences – Unverified, Verified, or Truant – the credit denial is assigned and the student may file a petition during the Petition Process at the end of the trimester. Petition forms are available in the office and on the school's website.

Parents and students will use the appeal form to explain:

- The reason for the absences,
- How attendance or behavior has changed
- Actions taken
- Why credit should be granted

A credit appeal committee consisting of a building level administrator, a counselor, attendance secretary, and teachers will review the application and make the decision. If credit is denied, the student may ask for a face-to-face hearing to appeal the denial.

If a student and parent disagree with the decision of the school's attendance committee, they may appeal to the Superintendent of Schools.

Grades 7-12 Procedures for Excessive Absences:

Excessive Absences is defined as missing no more than 18 days a school year. If a student misses more than 18 days per school year parents will be required to meet with the teacher and administrator. If appropriate, the documentation of the absences will then be forwarded to the Bingham County Prosecutors' office. A court appearance may be required by the Bingham County Prosecutor's office.

DEFINITIONS

All students enrolled in Blackfoot School District No. 55 are charged with the responsibility of abiding by accepted standards of good conduct and discipline while on school property; while participating in any school function or activity; and while going to and from school whether riding in a school bus, private vehicle, or walking. Students who participate in activities which interfere with the rights of other students or adults or who, by their actions, bring discredit upon themselves and/or the school system will be disciplined according the policies, rules, and regulations of Blackfoot School District No. 55, the State Board of Education, and federal, state, and city laws.

A. Willful disobedience: Failing to comply with direct and reasonable directions given by a staff member.

B. Extortion: Using force or threats to get money or property from another student.

C. Intimidation, bullying, or cyberbullying: Threatening to hurt or injure another person. Any word, action or gesture that hurts a person's feelings, body or property. Unsolicited Picture taking.

D. Disruption: Violence, force, noise, threat, passive resistance (sit-down strikes), or other conduct which disrupts school activities.

E. Damage: Destroying or damaging school or private property.

F. Stealing: Taking school or private property without the owner's permission.

G. Physical Injury: Intentionally causing, attempting to cause, or behaving in a way which could cause physical injury to any school employee and or student. Any incident in which a student knowingly hits, shoves, or in any way causes physical abuse to a staff member, anyone acting on behalf of the board of trustees or school district, and/or any employee of a contractor who is doing business with the school district will be handled in the following manner:

H. Fighting: Any incident in which a student knowingly hits, shoves, or in any way causes physical abuse to another student.

I. Truancy: Being absent from school without knowledge and/or approval of parent/guardian **and** school authorities.

J. Dangerous Weapons in the Schools: Having, handling, or giving any firearm or object, which may be considered a weapon or dangerous toy. Persons affected by this provision are hereby notified that violations of it are considered by the board of trustees as grounds for expulsion. (Board Policy 558)

Note: Any student alleged to be in violation of Provision J will be referred to police officials and, if a law has been violated, charges will be filed against the student. The school shall suspend the student from school and may refer him/her to the board of trustees for an expulsion hearing.

K. Profanity/Vulgarity: Swearing at staff members or students.

L. Personal Vehicles: Unauthorized use of a vehicle during school hours or at a school function.

M. General: Any action that would threaten the health, safety, and well-being of students, teachers, employees, or parents.

N. Minor: Lesser offenses which have been repeated and are detrimental to the educational environment.

O. Illegal Substances: Possessing, using or being under the influence of any drug, illegal substance, alcohol, or any intoxicant (i.e., glue, paint, etc.) of any kind shall result in the following disciplinary action:

P. Alcohol/Drugs: Students selling or transmitting alcohol, drugs, or other illegal substances to others will be turned over to police officials and may be referred to the superintendent and the board of trustees for an expulsion hearing.

Q. Tobacco: Students using or possessing tobacco products will be ticketed and may be suspended from school and police/resource officer will be notified.

R. Pornography: Possessing, selling, or transmitting pornographic materials.

S. Sexual Harassment: Any unwelcome sexual advances, requests for sexual favors, and written or physical conduct of a sexual nature. "Sexting" is the act of sending, receiving, or forwarding sexually explicit messages, photos, or images via cell phone, computer, or other digital device. "Sexting" will be handled as a major discipline problem.

T. Dress Code Violation: Any violation of the dress code that requires administrative action to correct.

STUDENT USE OF ELECTRONIC COMMUNICATION AND ENTERTAINMENT DEVICES

Definition: Electronic communication and entertainment devices shall include, but not be limited to cell phones, iPod, Blackberry's, pagers, MP3 players and other similar devices or media players, without regard to the commercial name or manufacturer of the device.

Any **Hacking** of Student or School property through the use of portable and other electronic communication and/or entertainment devices that is disruptive to the educational process will be handled as a Major Discipline item.

Students who choose to bring the devices to school are required to follow individual school rules for devices. These rules will be found in the Schools handbook and on the schools website. Violation of this policy will result in the device being confiscated. The district will use reasonable care to safeguard confiscated devices, but will not be responsible if the devices are lost or stolen.

Students or their parents may seek return of the devices consistent with disciplinary policies.

"Sexting" is the act of sending, receiving, or forwarding sexually explicit messages, photos, or images via cell phone, computer, or other digital device. "Sexting" will be handled as a major discipline problem.

SUSPENSION

Students who cannot abide by school regulations and policies of the school district and who disrupt the educational atmosphere or interfere with the educational processes of the school may be suspended for a temporary period of time. The temporary suspension by the principal will not exceed five (5) school days in length. The superintendent may extend the temporary suspension an additional ten (10) school days. If the board finds that immediate return to school attendance by the temporarily suspended student would be detrimental to other students' health, welfare, or safety, the board may extend the temporary suspension for an additional five (5) school days.

Before a suspension ruling is made, the principal or the superintendent will make an investigation, inform the

student of the charges and the evidence to support the charges of misconduct, and allow the student an opportunity to explain the circumstances of his/her relationship with the violation.

Prior to suspending any student, the student will be granted due process. Any student who has been suspended may be readmitted to the school by the superintendent or the principal who suspended him/her upon such reasonable conditions as the superintendent or principal may prescribe.

Whenever the superintendent or the principal suspends a student, the parent/guardian should be notified as soon as possible. A report will be filed in the student's discipline file.

If suspension does not resolve the problem, the principal may recommend expulsion from school.

The student shall not be permitted on or around school property during the time of suspension from school. To do so may result in a recommendation for expulsion.

Suspended students shall be given the opportunity to do homework assignments. **Please refer to the school's student handbook for makeup guidelines.**

Days absent due to suspension from school will be counted toward losing credit for a course or courses for students in Grades 7-12, and toward non-promotion to the next grade level for students in Grades K-6.

Students should not be sent home unless the parents/guardian(s) is home, and/or have been notified that the student is leaving school. When parents/guardian(s) cannot be contacted to notify them that their child is being suspended, the student will be given an in-school suspension, under supervision, until such time as the parents/guardian(s) can be contacted or until the end of the school day when the student will be permitted to go home.

Parents/guardians are to be notified of the suspension prior to the next school day.

The principal will notify parents by phone or will arrange a conference to discuss the terms of the suspension and the conditions of reinstatement.

EXPULSION

Expulsion is a very serious action to be taken against a student and should not be recommended unless all resources and processes have been exhausted. No recommendation for expulsion shall be made until all necessary investigations and conferences have been held at the school building level. After all investigations and conferences have been completed at the building level and the decision rendered is to recommend expulsion, the following procedure will be followed.

1. The behavior of the student must fall in one or more of these areas (Idaho Code 33-205):
 - A. Habitual truancy. (Idaho Code 33-206)
 - B. The student is continuously incorrigible.
 - C. The student exhibits conduct continuously disruptive to school discipline.
 - D. The student exhibits conduct disruptive of school instructional effectiveness.
 - E. The student's presence or actions are detrimental to the health and safety of other pupils.
 - F. The student has been expelled from another school district.
 - G. Failure to provide appropriate documents when transferring from out-of-state.
2. Administrative procedures leading to expulsion:
 - A. The documents prepared for the expulsion recommendation must be put together and presented with a cover letter from the school principal to the superintendent of schools recommending expulsion. The superintendent should have this letter prior to a regular monthly board meeting.
 - B. The superintendent will consult with the chairperson of the board of trustees and set a hearing date before the board.
 - C. The superintendent will prepare a written notice for the hearing and send it to the parent/guardian stating:

1. The grounds for the proposed expulsion.
 2. The place and time for the expulsion hearing. The time of the hearing should be sufficient length of time from notification to allow the pupil and the parent/guardian to make preparation for the hearing.
 3. The rights of pupils, which are:
 - a. To be represented by legal counsel, if desired.
 - b. To produce witnesses for his/her own case.
 - c. To submit evidence in their behalf.
 - d. To cross-examine or to have cross-examined any adult witness who may testify against them.
- D. A meeting with the superintendent is necessary before the board of trustee's hearing can take place. The superintendent will prepare a written deposition of each referral and send it to the referring principals.
- E. Status of the student following expulsion:
1. If the expelled student is between the ages of 7 and 15, the prosecutor's office must be notified by the board's authorized representative immediately following expulsion by the board.
 2. An expelled student may be readmitted by the school board upon such reasonable conditions as may be prescribed by the board.
 3. Any student expelled from Blackfoot School District No. 55 who qualifies for admittance into Independence Alternative High School must receive school board approval before enrolling at Independence Alternative High School.
- F. A student who has been expelled from Blackfoot School District No. 55 and who is attending Independence High School and wants to re-enter Blackfoot High School must qualify under all re-admittance guidelines established by the Blackfoot School District board of trustees, and also must request a hearing with the board of trustees and receive their approval before re-entering Blackfoot High School.

USE OF PHYSICAL RESTRAINT

Blackfoot School District ensures that students are free of the unreasonable use of physical restraint. Physical restraint may be used by employees only when in the reasonable judgment of the employee, non-physical interventions would not be effective and the student's behavior poses a threat of imminent serious physical danger to the student or to others. When physical restraint is required, only reasonable force will be used to protect the student and/or others from possible injury or harm. "Reasonable force" means the amount of force that a reasonable person would believe is needed to control the conduct of the student.

DISCIPLINARY CODE: ELECTED STUDENT LEADERS AND STUDENTS

PARTICIPATING IN EXTRACURRICULAR ACTIVITIES:

Students who participate in extracurricular activities or who serve as elected student government officers at Blackfoot High School or Mountain View Middle School are held to a higher standard. **Please refer to the individual school's handbook for discipline procedures and guidelines.**

Club or organizational officers will be disciplined and governed by their respective club or organization's by-laws as provided in their constitution. In addition, offenders will be disciplined according to the provisions outlined in the district discipline policy.