

**BLACKFOOT SCHOOL DISTRICT NO. 55**  
**DISTRICT REGISTRATION POLICIES**

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**BLACKFOOT SCHOOL DISTRICT NO. 55  
TRANSPORTATION DEPARTMENT  
440 W JUDICIAL STREET  
BLACKFOOT, ID 83221**

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**phone (208) 785-8857  
fax (208) 785-8853**

**TRANSPORTATION DISCIPLINE POLICY**

If, in the opinion of a bus driver, a student violates the rules, regulations, and policies adopted by the Blackfoot School District Board of Trustees, or the Idaho State Board of Education, and the State of Idaho, the following discipline procedures are to be implemented.

The driver first gives the student reasonable verbal warning and an assigned seat. If the violation continues the driver issues the student a bus conduct report. The first offense, depending on the severity, is a written warning that is delivered to the bus contractor(s) liaison who in turn sends a letter to the student's parent(s)/guardian(s) asking them to discuss the matter with the student. Copies of this letter are sent to the student's school and to the District Office.

Continued inappropriate behavior requires all further bus conduct reports to be delivered to the student's school administrator who then meets with the student and works to resolve the problem. The student is advised of the complaint against him/her and given an opportunity to present his/her version of the incident. When determining appropriate disciplinary action the administrator considers the nature of the offense, whether or not there have been previous offenses, and the attitude of the student. Contacts made and any actions taken are recorded on the bus conduct report. The administrator keeps a copy of the report and places it in the student's file and a copy of the completed report is forwarded to the district office.

An administrator may temporarily or permanently suspend a student from bus privileges if any of the following conditions exist, the following information is a shortened summary of policies, rules and regulations in effect for the Blackfoot School District No.55, a complete copy of the transportation policy can be obtained at the Transportation Department.

1. There are multiple offenses.
2. An offense is determined to endanger the other students and/or driver on the bus (which includes assault, threat, or willful attempt to cause bodily harm).
3. An offense is determined to cause undue stress because of harassment (which includes the use of profane language).
4. Students are fighting on the bus.
5. A bus is vandalized, i.e., cutting, poking holes, pulling tape or writing on any seat of a school bus.
6. A safety rule is violated, i.e., exiting or opening an emergency door when no emergency exists, not crossing ten (10) feet in front of the bus with a signal from the driver.

The Blackfoot School District Transportation Department's policy states a three (3) day suspension for a 2<sup>nd</sup> offense, a five (5) day suspension for the 3<sup>rd</sup> offense and a 4<sup>th</sup> offense results in a parent, administrator, contractor, transportation director meeting, which could result with a behavior contract or possible loss of riding privileges for the remainder of the school year.

If the administrator suspends a student, the parent(s)/guardian(s) are contacted over the phone or by mail. The transportation department at the district office is contacted immediately so the bus driver can be made aware of the suspension. According to Idaho Code 33-1501, a pupil may be denied transportation on a school bus, upon good cause being given, in writing, to the parents or guardian, or either of them, of such pupil.

Suspension of bus privileges are only determined by a school administrator and/or the Transportation Director. No student is denied bus privileges without being given an opportunity to present his/her version of the incident in question prior to disciplinary action being taken or until his/her parent(s)/guardian(s) are properly notified. Any student suspended from riding cannot ride any other regular bus or any activity bus.

No student is put off a bus traveling to and from school or an activity, unless an emergency situation exists that endangers the safety of the other students. However, if a fight begins on a bus as the bus is approaching or before the bus leaves any school ground the driver may put the students involved in the fight off the bus and refuse them transportation. Bus duty supervisors then escort the parties involved to the school's office. School officials contact the parent(s) and or the student's administrator and notify them that the children need to be picked up from the school. The bus driver is responsible to provide a bus conduct report to the student's administrator as soon as possible. The Transportation Director, Resource Officer or Administrator can remove a student and request the parent/guardian to transport due to misconduct. The student, parent and appropriate administration will then schedule a meeting to discuss the situation and any additional consequences.

Children are required by law to attend school. Any student whose bus privileges are suspended is marked absent if he/she does not attend. It becomes the responsibility of the parent(s)/guardian(s) to provide transportation to and from the school.

The deliberate destruction or defacing of the interior, exterior, or any other part(s), including the seats of a school bus, will result in immediate loss of transportation privileges (i.e., cutting, tearing, poking holes, and writing, marking on the seats or pulling tape off). Restitution or arrangements for restitution for damages must be made before the student's transportation privileges are reinstated. Such restitution arrangements can be made through the bus contractor(s) or the transportation office.

If a student knowingly attempts to assault, threaten or cause bodily harm to a school bus driver they will be disciplined according to Blackfoot School District No.55 policy. If a school bus driver is assaulted, threatened, or caused bodily injury the school bus driver will immediately notify the Transportation Director of any such action and the Director will contact the student's administrator and resource officer. The student will be denied transportation home the day of the incident, the student will be given the opportunity to present his/her version of the said assault to administration and the director. Suspension for any assault will receive a minimum of five (5) days suspension from the school bus and could result in loss of riding privileges for the remainder of the school year, even if this is deemed as their first offense. Criminal charges may be charged.

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**STUDENT RULES OF BUS CONDUCT**

Some rules for behavior are listed below. These are not necessarily all inclusive but are representative of the types of behavior that are expected from students riding school buses.

1. Walking to and from and waiting at the bus stop
  - A. Walk on the left, facing oncoming traffic.
  - B. Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive; the school bus will not wait for students and will not return. Students must be out of their parent(s)/guardian(s) vehicle before the bus approaches the stop.
  - C. Wait in a safe place twelve (12) feet from the road side and in an orderly manner.
  - D. Cross the road twelve (12) feet in front of the bus, and only when signaled by the driver.
  - E. Do not jump up to hit or hang on the bus windows; do not run alongside or behind a bus, or attempt to hitch a ride via a bus bumper.
2. Loading and Unloading the bus
  - A. Stay seated until the bus is completely stopped before attempting to load or unload.
  - B. Enter and exit the bus in an orderly manner.
  - C. When entering the bus go directly to a seat, assigned or otherwise, district requires loading three to a seat back to front or as directed by the bus driver.
  - D. Do not bring articles of a dangerous, objectionable, or illegal nature on the bus, such as:
    - Weapons or firearms
    - Laser pointers
    - Hazardous materials
    - Flammable items
    - Tobacco, alcohol, and drugs
    - Nuisance items
    - Large or bulk items
    - Live animals or insects (except animals trained to assist persons with handicaps), or shaving cream, eggs, glass containers and prank items.
  - E. Do not put items in the aisles or in front of the exits, (i.e., bags, instruments, feet, or legs).
3. Riding the bus
  - A. Remain inside the bus at all times seated in an upright position against the bus seat back. (Bottom to Bottom, Back to Back)

- B. Be respectful and follow the bus driver's requests, including sitting in an assigned seat. All Students will participate in "Give me 5" at the Railroad crossings.
- C. Assault, willful attempt or threat to inflict injury upon a driver could result in loss of riding privileges.
- D. Keep the bus clean and free of vandalism.
- E. Do not participate in inappropriate, distracting, illegal, unsafe or destructive behaviors or activities, such as by not limited to:
  - Loud and disruptive noise.
  - Throwing objects in or out of the windows, or around the inside of the bus littering, lighting matches, spitting, using tobacco, alcohol, or drugs.
  - Eating, drinking or chewing gum.
  - Using profane language, sexual harassment, rude discourteous and annoying conduct towards others and the driver or their belongings, and tampering with and destroying or defacing property.
  - Electronic Devices are Not Permitted when they cause a Nuisance, they must be put away at the Driver's request or they can be confiscated.
- F. Ride only your assigned bus and get on and off only at your assigned bus stop. All students utilizing the school bus will ride all connecting buses until arriving at their designated school; students are Not Permitted to walk between schools.
  - Any exceptions will require a written note from a parent, signed by administration (applies to all grades).
- G. Do not stand and/or face the back of the bus and keep the aisle clear of all objects.
  - Fighting, pushing, tripping, or scuffling types of behavior are prohibited at all times. Students are expected to behave in a manner that is orderly, safe and respectful of themselves and others.

It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process. The dress code policy is to be enforced by all staff members.

## **PROHIBITIONS**

The following prohibitions will be enforced when the student is on school premises or at any school sponsored event, regardless of location:

1. Students are prohibited from wearing or carrying, clothing, accessories or jewelry, or displaying piercings or tattoos, which, by picture, symbol, or word, depict or allude to any of the following:
  - a. Drug usage, including alcohol and tobacco;
  - b. Controlled substances of any kind;
  - c. Drug paraphernalia;
  - d. Gangs;
  - e. Violence;
  - f. Sexually explicit, lewd, indecent, or offensive material; or
  - g. Illegal acts.
  - h. Degrading to any group on the basis of race, religion, gender or sexual orientation.
2. If the building administrator or designee has a reasonable belief that gang activity is or may be present in the school, students are prohibited from wearing, using, or carrying, any clothing, jewelry, or other attire or accessories, or displaying tattoos, emblems, symbols, signs, or codes, which are evidence of membership or affiliation in any gang.
3. Students are prohibited from wearing clothing which reveals a student's breasts, abdomen, or buttocks. Shirts must have a modest neckline (No cleavage and be long enough to cover the midriff (front and back). No spaghetti straps, tank tops, tube tops, off the shoulder tops, halter tops, or muscle shirts will be allowed. No backless, strapless, or half tops are to be worn.

4. Students are prohibited from wearing head coverings in school buildings during class hours, except as may specifically be authorized by the building administrator or designee. Head coverings based on religious dress and practices will be allowed.
5. Students are required to wear shoes or other footwear in school buildings, unless the building administrator or designee indicates otherwise.
6. The building administrator or designee may identify additional dress code requirements to address specific needs within a building or for a specific activity.
7. Clothes must conceal undergarments (boxers, thongs, undergarment straps, etc.) at all times. No see through, sheer, transparent, or mesh clothing, excessively tight or torn, or revealing attire is permitted. See-through, sheer, transparent, or mesh clothing is only allowed when worn as an accessory with other clothing that complies with the dress code standard.
8. Shorts and skirts must be no shorter than mid-thigh in length and/or no shorter than the fingertips when arms are hanging naturally at one's side.
9. Dark glasses, including but not limited to sunglasses, shall not be worn in school unless a documented related health problem exists.
10. There may be exclusions to the dress code policy for religious or health reasons.

## **UNIFORM**

This School District may elect to require gender neutral uniforms to provide additional opportunities for increased school safety, to encourage students to experience a greater sense of school identity and belonging, to encourage an improvement in student behavior, and to encourage a high level of program participation. If uniforms are not gender neutral, students shall be allowed to choose the uniform consistent with their gender identity or gender expression consistently asserted at school.

Whenever school uniforms are required, they must be worn at the time of arrival to school until departure from school. Schools wishing to enact a uniform requirement shall bring a proposal to the board, setting forth the type of clothing and colors to be worn and identify how requiring uniforms will provide students with additional opportunities for increased school safety, encourage students to experience a greater sense of school identity and belonging, encourage an improvement in student behavior, and to encourage a high level of program participation.

Upon receipt of a school's uniform proposal, the board will determine whether it will achieve its purposes and either approve or deny the uniform request.

## **DISCIPLINE**

Disciplinary actions for violation of this policy may include suspension and/or expulsion.

**ACTIVITY DAYS**

The building administrator or designee may determine appropriate attire options for special activity days.

**DEFINITIONS**

1. “Controlled substance” includes, but is not limited to, opiates; opium derivatives; hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents of the substances contained in the plant; any material, compound, mixture, or preparation with substances having a depressant effect on the central nervous system; and stimulants.
2. “Drug” includes any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substance as defined above, any illegal substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities, and/or any substance which is intended to alter mood.
3. “Drug paraphernalia” includes all equipment, products, and materials of any kind which are used, intended for use, or designated for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined in this policy.
4. “On school premises or at any school-sponsored activity, regardless of location” includes, but is not limited to, buildings and grounds on the school campus, school buses, school parking areas, and the location of any school-sponsored activity.



**LEGAL REFERENCE:**

Idaho Code Section 33-512 (Governance of Schools)

**ADOPTED:** November 16, 2006

**AMENDED:** May 20, 2010  
August 18, 2016



Blackfoot School District No. 55 recognizes the value and importance of electronic communication, online presence, and innovative technology tools to enhance the learning experience and work environment within the district. However, student use of personal electronic communication and entertainment devices during school hours may interfere with or disrupt the educational process.

## **DEFINITIONS**

“Electronic communication and entertainment devices” include, but are not limited to, personal cell phones, tablets, personal computers, laptops, iPads, iPods, Blackberries, pagers, MP3 players, and other similar devices or media players, without regard to the commercial name or manufacturer of the device, whether handheld, car models, laptop or other computer usage, or combinations of any of the above.

“Social media networks” include, but are not limited to, websites, web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public that does not fall within the district’s technology network (e.g., Facebook, Twitter, LinkedIn, Flickr, YouTube, Instagram, Snapchat, MySpace, blog sites, Wikipedia, etc.).

## **GENERAL PROVISIONS**

Students may not use electronic communication or entertainment devices on school property or at school-sponsored activities without prior authorization. A student may possess an electronic communication or entertainment device in school, on school property, and at school-sponsored activities, provided that during school hours the device remains off (not just placed into vibrate or silent mode) and stored out of sight.

Students may not use electronic communication or entertainment devices on school property or at school-sponsored activities to access and/or view Internet websites, including social media networks, that are otherwise blocked to students at school or to take part in any activity prohibited in the district’s acceptable use policy (see Policy No. 698, Acceptable Use of Internet, Computer and Network Resources for Students).

The use of electronic communication or entertainment devices with built-in cameras is prohibited at all times in locker rooms, bathrooms, and locations in which inappropriate or privacy violating images may be obtained.

The district is not responsible for theft, loss, damage, or vandalism to electronic communication or entertainment devices brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school's main office. Students may use designated school phones to contact parents/guardians during the school day.

## **CYBERBULLYING**

Cyberbullying, including, but not limited to, using any electronic communication device to convey a message in any format (audio or video, text, graphics, photographs, or any combination thereof) that intimidates, harasses, or is otherwise intended to harm another individual is prohibited.

## **EXCEPTIONS**

Electronic communication or entertainment devices may be used in the following circumstances:

1. With prior approval from the building principal.
2. During approved classroom instruction.
3. During an emergency situation involving the immediate health/safety of a student or other individual(s).

## **CONSEQUENCES FOR VIOLATION**

Possession of electronic communication or entertainment devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

For the first violation, the device will be confiscated until the end of the school day at which time the student may reclaim it from the building principal's office.

Subsequent violations of this policy will result in confiscation of the device for a period of time to be determined by the building principal. Devices confiscated on two (2) or more occasions must be reclaimed from the building principal's office by the student with his/her parent or guardian present.

The district will use reasonable care to safeguard confiscated devices by designating a locked storage area, but does not assume liability in the event such confiscated device is lost, stolen, or damaged.

Repeated violations of this policy may result in disciplinary action up to and including suspension. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity.



## **LEGAL REFERENCE:**

Idaho Code Section 33-512 – Governance of Schools

**ADOPTED:** June 19, 2008

**AMENDED:** December 16, 2010  
July 18, 2016

# **Blackfoot School District No. 55**

## **Title I Handbook**

### **DESCRIPTION OF TITLE I**

Title I is a federal program which provides assistance to improve the teaching and learning of at-risk children in high-poverty schools to enable those children to meet challenging academic content and performance standards. The assistance provided by Title I focuses on school-wide reform efforts, parent involvement, professional development, and standards and assessments.

### **PURPOSE OF TITLE I**

The purpose of the Title I program is to help disadvantaged students achieve the State's high, challenging academic standards expected of all children. Title I supports the comprehensive state and local reform of teaching and learning. The Title I emphasis is on high academic standards with aligned curriculum, assessment and professional development.

The law makes it much easier for schools to take advantage of school-wide models which allow Title I funds to be used along with other federal, state, and local funds to upgrade and reform the entire instructional program in the school for all students.

Title I funds are to be used to create opportunities which extend learning time, minimize pull-out programs that remove children from the classroom, support instructional programs of advanced rather than rote skills, implement accelerated curriculum strategies rather than remedial drill and practice, and use effective strategies based on research.

### **TITLE I PROGRAM INCLUDES:**

#### **IMPROVING BASIC PROGRAMS OPERATED BY LOCAL SCHOOL DISTRICTS**

- Supports school districts in providing high-quality opportunities for students in high poverty schools to meet the same challenging state content and performance standards.
- Promotes extending learning time in accelerated rather than remedial classes.
- Expands eligibility for schools to operate school-wide programs that serve all children in high poverty schools.
- Supports achievement of effective transitions: preschool to school, and school to work.
- Establishes accountability based on results, drawing data from the statewide assessments and local measure while reducing duplicate testing.
- Increases effective parental participation.
- Assures fair and equitable participation of private school students.
- Supports coordination with health and social services.

The board of trustees of this district adopts this policy to encourage and facilitate parental participation in Title I educational programs and experiences of students. This policy provides the framework for organized, systematic, ongoing, informed, and timely parent involvement relative to decisions about the Title I services within the district.

This district will fully comply with the requirements of 20 U.S.C. Sections 1118 and 6319. It is the policy of this district to plan and implement, with meaningful consultation with parents of participating students, programs, activities, and procedures for the involvement of parents in its Title I programs.

### **POLICY DEVELOPMENT**

The administration will develop jointly with, agree upon with, and distribute to parents a written parent involvement policy that will be incorporated into the district's Title I plan. The policy must be reviewed on an annual basis, and amended as necessary. The policy will be developed on a district-wide basis and will be applicable to all district schools which receive Title I funds. The Title I Coordinator will be responsible for facilitating development of the policy and ensuring that the policy addresses each of the following components:

#### **1. EXPECTATIONS FOR PARENT INVOLVEMENT:**

The policy will establish the expectations for parent involvement and describe how the district will:

- a. Involve parents in the joint development of the district's Title I plan and the process of school review and improvement.
- b. Provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parental involvement;
- c. Build the schools' and parents' capacity for strong parent involvement;
- d. Coordinate and integrate parental involvement strategies with similar strategies under other programs, such as Head Start, Even Start, and other similar preschool programs, including Parents as Teachers;
- e. Conduct, with the parents, an annual evaluation of the content and effectiveness of the parental involvement policy to determine the policy's effectiveness in increasing parent participation and identify barriers to greater parent participation in Title I activities with attention to parents of students with disabilities, those who are economically disadvantaged, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

- f. Use the evaluations to design strategies for improving and revising, if necessary, the district-level parental involvement policies.
- g. If the district’s Title I plan is not satisfactory to the parents, the district will submit any parent comments with the plan when the plan is submitted to the State.

**2. ANNUAL MEETING:**

The policy will address the involvement of parents in the development of the parental involvement policy and the ongoing and timely planning, review, and improvement of school-wide Title I programs. The Title I school will schedule an annual meeting to explain to parents the program, its requirements, and their right to be involved. As necessary to facilitate parent involvement, the school may offer a flexible number of meetings.

**3. TITLE I PROGRAM IMPROVEMENT:**

The policy will address the involvement of parents in the planning, review, and improvement of the parent involvement programs.

**4. INFORMATION SHARING:**

The policy will specify how the district will provide parents with:

- a. Timely information about Title I programs;
- b. School performance profiles as required by law and their child’s individual student assessment results along with an interpretation of the results;
- c. A description and explanation of the curriculum and forms of assessment used, and the expected student proficiency levels;
- d. The opportunity to make suggestions, share experiences with other parents and participate in decisions relating to their child’s education; and,
- e. Timely responses to parents’ suggestions.

**5. SCHOOL/PARENT COMPACT:**

The district will develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student achievement and attainment of State high standards. The compact will:

- a. Describe the school’s responsibility to provide high-quality curriculum and instruction in an environment that will enable participating students to meet State student academic achievement standards.

- b. Describe the parent’s responsibility for supporting their children’s learning.
- c. Address the importance of communication between teachers and parents on an on-going basis through:
  - (1) At least annual parent-teacher conference to discuss the compact and the child’s achievement;
  - (2) On demand progress reports through the district's student information system (SIS) to the parents; and
  - (3) Reasonable access to staff, opportunities to volunteer, participate, and observe in the child’s classroom.

**6. DISTRICT-PARENT-COMMUNITY PARTNERSHIP:**

To ensure effective parental involvement and to support a partnership among the district, parents, and community to improve student achievement, the policy will describe how the district will:

- a. Provide assistance to parents in such areas as understanding federal and State education goals, State student academic content and student performance standards, assessments, monitoring their child’s progress, working with educators to improve their child’s performance, and participating in decisions regarding their child’s education;
- b. Provide materials and training to assist parents in working with their children to improve their children’s achievement, including coordinating necessary literacy training from other sources to foster parental involvement;
- c. Educate staff, with parental assistance, in the value and utility of contributions of parents and in how to involve and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school;
- d. Coordinate and integrate parental involvement programs and activities with Head Start, Even Start, the Home Instructions Programs for Preschool Youngsters, the parents as Teachers Program and public preschool and other programs, as feasible and appropriate;
- e. Develop appropriate roles for community-based organizations and businesses in parental involvement activities and providing information about and encouraging the formation of partnerships between public schools, businesses, and parents;
- f. Conduct activities such as parent resource centers and opportunities for parents to learn about child development and child rearing, as appropriate and feasible;

- g. Ensure, to the extent possible, that information about school and parent meetings, programs, and activities is sent home in the language used in the participating child’s home;
- h. Provide other reasonable supports for parental involvement as requested by parents to allow the inclusion of parents in school-related meetings and trainings.
- i. To the extent practicable, provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- j. The policy will also describe the process to be taken if the district and school choose to:
  - (1) Involve parents in the development of staff training to improve the effectiveness of the instruction and services to participating children;
  - (2) Provide necessary literacy training with Title I program funds if all other funding has been exhausted;
  - (3) Train and support parents to enhance the involvement of other parents;
  - (4) Arrange meetings at varied times to maximize parental opportunities for participation in school-related activities, including staff in-home conferences with parents who are unable to attend conferences at school.

**PARENT ACCESSIBILITY**

The district and schools will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form that is understandable by the parents.

The district and each school will assist parents and parent organizations in learning of and about parental information and resource centers.



**LEGAL REFERENCE:**

No Child Left Behind Act of 2001, 20 USC § 6301, et seq., including, specifically, §§ 1118 and 1120A  
20 USC § 6319

**ADOPTED:** October 20, 2016

**AMENDED:**

# **PARENT-STUDENT-TEACHER-PRINCIPAL PARTNERSHIP**

## **Parent - Guardian Agreement:**

I want my child to succeed. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and regularly attends school.
- Support the school discipline policy.
- Establish a time for homework and review homework regularly.
- Provide a place for study.
- Encourage my child's efforts and be available for questions.
- Communicate regularly with my child's teacher.
- Read with my child often and let my child see me reading.

## **Student Agreement:**

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Show respect for myself, my school, and other people.
- Attend school regularly and on time.
- Come to school each day prepared with the necessary tools for learning.
- Complete and return homework assignments.
- Have a regular time to study.
- Obey the school and bus rules.

## **Teacher Agreement:**

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide appropriate and meaningful homework assignments for students.
- Provide a positive environment that encourages children to learn.
- Enforce school rules fairly and consistently.
- Believe that each student can learn.
- Help each child grow to his or her fullest potential.
- Maintain open lines of communication with student and his/her parents.
- Seek ways to involve parents in the school program.
- Demonstrate professional behavior and a positive attitude.

## **Principal Agreement:**

I support this form of parent involvement. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent and student.
- Provide a safe environment in which all students can learn.

**This Partnership will be reviewed at the beginning of the school year with students.**



**NOTICE OF COMPLIANCE  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

In accordance with the Family Rights and Privacy Act, Blackfoot School District No. 55, hereby gives notice to all parents, legal guardians, and students 18 years of age or older attending schools in the Blackfoot School District have the right to inspect their children's records, the right to seek an amendment of a record, the right to consent to disclosures of personally identifiable information, with certain exceptions, and the right to file a complaint with the U.S. Department of Education if there is a violation of this act.

Directory information consists of student name; address; telephone number; electronic mail (e-mail) address; photographs of the student used by the district for recognition of student achievement and community relations, including, but not limited to, publication in the district's or school's newsletters, in the school setting and on the district's or school's web site; date and place of birth; major field of study; participation in officially recognized activities such as sports; weight and height of members of athletic teams; dates of attendance, degrees, and awards received; and the most recent previous school, school district or institution attended. Directory information will be published and released by the district without prior consent of the parents, legal guardians, or students 18 years of age or older **unless the parent, legal guardian, or students 18 years of age or older notifies the district by October 1<sup>st</sup> of the current school year**, that the above mentioned directory should not be released without their prior written consent. Such notification should be in writing and addressed to the Blackfoot School District No. 55, 270 East Bridge Street, Blackfoot, ID 83221.

Please read Board Policy 681: Student Records and Board Policy 681.5: Student Data Privacy and Security as well as the attached Board Policy 681F1: Student Records:FERPA Annual Notice of Rights.

**Blackfoot School District No. 55  
Family Educational Rights and Privacy Act (FERPA)  
Annual Notice of Rights**

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.

These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the district receives a request for access.

Parents or eligible students should submit to building principal a written request that identifies the record(s) they wish to inspect. The school official 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 are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the district to amend a record should submit a written request to building principal, clearly identify the part of the record they want changed, and specify why it should be changed. 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 privacy of personally identifiable information (PII) 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 outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. **[NOTE: This section is optional; however, FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]**

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:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests, including, but not limited to, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as the Idaho State Department of Education. Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by state law that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as “directory information”.

# BLACKFOOT SCHOOL DISTRICT NO. 55

270 East Bridge Street, Blackfoot, ID 83221  
Phone (208) 785-8800 Fax (208) 785-8809  
Web Site: [www.d55.k12.id.us](http://www.d55.k12.id.us)

## ***IMPORTANT NOTICE TO PARENTS***

**concerning**

## ***STUDENT INJURIES***

Even with the greatest precautions 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.** This is the responsibility of the parents or legal guardians. The district carries liability insurance as required by law.

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 be prepared to pay for your child's possible medical expenses.**

Blackfoot School District No. 55 recognizes that students attending the schools in this district may be required to take medication while at school or school sponsored activities, either on a short-term or daily basis. If requested in writing by the parent/guardian, the school will provide an appropriate place for storing the medication and will supervise the dispensing of the medication.

### **SELF-ADMINISTRATION OF PRESCRIPTION INHALERS, EPINEPHRINE AUTO-INJECTORS, INSULIN, AND BLOOD GLUCOSE MONITORING SUPPLIES**

1. For the purposes of this section of the policy, “self-administration” means a student’s use of medication pursuant to prescription or written direction from a physician.
2. Any student for whom a physician or other authorized medical professional has prescribed 1) a metered-dose inhaler or dry powder inhaler for treatment of asthma or other potentially life-threatening respiratory illness, 2) an epinephrine auto-injector for severe allergic reaction (anaphylaxis), 3) insulin, or 4) blood glucose monitoring supplies will be permitted to self-administer such medication, as prescribed by a physician during the school day and at school-sponsored activities.
3. A student who is permitted to self-administer medication consistent with this policy is permitted to possess and use a prescribed inhaler, epinephrine auto-injector, insulin, or blood glucose monitoring supplies at all times as prescribed by their physician during the school day and at school-sponsored activities.
4. The student’s parent/guardian must annually notify, in writing, that the student will be self-administering the medication.
5. The student’s parent/guardian must provide annually a current treatment plan from the student’s health care provider identifying the medication; dosage; symptoms, time lapse, or exposure that will necessitate administering the medication; frequency of use; and potential side effects.
6. The school nurse will review the treatment plan. The parent may be requested to sign a release to allow district staff to communicate directly with the health care provider.
7. The parent/guardian is responsible for notifying the district of any changes to the student’s medical condition that would impact the self-administration of medication.
8. A student who is self-administering medication consistent with this policy may be required to maintain a current duplicate of the prescription medication with the school nurse or the school administrator.
9. If a student requires blood glucose testing or insulin injections during the school day or at school-sponsored activities, the following policy applies: Students with diabetes may self-administer blood glucose testing and insulin injections as prescribed by their physician. In practicing self-administration, students are required to practice universal precautions for the disposal of waste.

10. **UNIVERSAL PRECAUTIONS:** Universal precautions for the disposal of waste will be posted in the school and students and staff are required to comply with the guidelines. Any accidental pricks or punctures must be reported and appropriate medical response accessed.

**OTHER PRESCRIPTION MEDICATIONS**

1. The parent/guardian must submit a written request to the school if he or she wants the school to store and/or administer the medication.
2. The medication must be in its original container.
3. The student's name, prescription number, prescribing doctor, and directions for administering the medication must be clearly set forth on the container.

**NON-PRESCRIPTION (OVER-THE-COUNTER) MEDICATIONS**

1. The parent/guardian must request in writing that non-prescription medication be given during school hours. Specific directions for administering the medication and the parent's/guardian's signature must be received before any medication will be given to the student.
2. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container.
3. Non-prescription medications, such as aspirin or Tylenol, will not be provided to students. Students must supply their own non-prescription medications.

**ADDITIONAL GUIDELINES**

1. Generally, medications should be dispensed to students before and/or after school hours under the supervision of the parent/guardian. Medications should only be dispensed at school when necessary to meet the health needs of the student.
2. Parents/guardians are responsible for notifying the school, in writing, that the student requires medication on a regular or emergency basis, and supplying the medications and instructions for dispensing the medications.
3. The district may require that the student's health care provider annually submit a current treatment plan, identifying the medication, dosage, frequency of use, and side effects. The parent may be requested to sign a release to allow district staff to communicate with the health care provider.
4. The student's need for medication will be reviewed by the school nurse or designee, and a student health plan and/or a Section 504 Accommodation Plan will be developed, if determined necessary.
5. The school nurse or designee who dispenses medication to students will maintain a log of all medications dispensed.

6. All medications that are not self-administered will be kept in a secured area in the school office or nurse’s room.
7. It is the student’s responsibility to come to the office at the appropriate time to take his or her medication, unless the student’s plan states otherwise.
8. No medications, prescription or non-prescription, will be dispensed by a teacher, secretary, or other personnel to a student without written permission from the student’s parent/guardian.
9. Any medication that a student must have in case of emergency will be kept in an easily accessible location.
10. The parent/guardian is expected to provide an adequate supply of the medication to be dispensed, and to retrieve any unused medication at the end of the school year or at the withdrawal of the student. Medication that is not retrieved by the parent/guardian by the student’s last day of attendance during the school year will be disposed of by the district.
11. Elementary students are not allowed to possess prescription or non-prescription medications on district property or at district-sponsored events unless the medications fall within the provisions of this policy or unless specifically authorized to do so by the building administrator.
12. Secondary students may keep and administer their own medication, but are prohibited from bringing more than one (1) day’s supply of the medication to school, unless the medications fall within the provisions of this policy. A note from the parent/guardian must be on file in the office or in the student’s possession identifying the medication and the dosage.



**LEGAL REFERENCE:**

Idaho Code Sections

33-506(1) – Organization and Government of Board of Trustees

33-520 – Policy Governing Medical Inhalers, Epinephrine Auto-Injectors, Insulin and Blood Glucose Monitoring Supplies

**ADOPTED:** June 26, 1997

**AMENDED:** October 27, 2005  
May 20, 2008  
December 16, 2010  
July 18, 2016  
November 17, 2016



**MEDICATION REQUEST AND RELEASE  
POLICY 561F1**

Student \_\_\_\_\_ Date \_\_\_\_\_ Day Time Phone \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Emergency Phone \_\_\_\_\_

**PHYSICIAN STATEMENT:**

Name of Medication \_\_\_\_\_ Dosage to be Given \_\_\_\_\_

Time/Frequency to be Given at School \_\_\_\_\_

Possible Side Effects/Special Instructions \_\_\_\_\_

\_\_\_\_\_

Date School Should Terminate Medicating \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Physician's Name \_\_\_\_\_ Physician's Phone \_\_\_\_\_

**PARENT REQUEST/RELEASE:**

I am the custodial parent or guardian of the above-named student and, as such, I hereby request that a Blackfoot School District employee administer medication to my child at school as per the physician's instructions recited above. In making this request, I understand and agree to the following:

1. Unless the School otherwise agrees in writing, the School employee who will administer the medication to our child is not a nurse and has no medical or other health care training.
2. After giving medication to our child, said employee will be involved in other responsibilities and may not be able to monitor our child for adverse reactions to the medication.
3. The school will store the medication so that it will not be easily accessible by students, but the School is not responsible for replacing the medication should it become lost or stolen.
4. The School is authorized to destroy said medication when I direct the School in writing to terminate the medication program or upon the expiration date stated above by the physician, whichever occurs first.
5. The School is authorized to destroy said medication at the end of the school year if a parent/guardian has not claimed any unused amount within the allotted five (5) day period.

I hereby release the School and its employees, volunteers, and agents (collectively "School") and agree to hold the School harmless from any and all claims and causes of action, whether known or unknown, foreseen or unforeseen, which may arise out of any alleged acts or omissions on the part of the School regarding the medication program for my child.

I have read the information regarding medication during school hours on the reverse side of this form and agree to the provisions of Board Policy 561.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Original to School File  
Make a copy of the completed form for parent/guardian.

Blackfoot School District No. 55  
Medication Administration Guidelines

The following information summarizes Blackfoot School District No. 55 procedures regarding the administration of medication during school hours. For more complete information, please consult Board Policy 561.

1. **Parents and physicians should make every effort to avoid the necessity of medicating students during school hours.** Where possible, medication schedules should be developed which provide for the administration of medication before or after school hours. Parents are encouraged to keep students with short-term illnesses home until they no longer require medication. When there is no other reasonable alternative, district personnel may assist with the administration of medication to students.
2. Any parent/guardian requesting that district personnel assist with the administration of medication must meet with the principal or his/her designee and provide a signed Medication Request and Release form and a copy of the prescription for the student. Separate Medication Request and Release forms and separate prescriptions or orders are required for each medication. Any change in type, frequency, or dosage of medication will require a new Medication Request and Release form and a new prescription or order.
3. No District employee may assist with the administration of medication that has not been prescribed or ordered by the child's physician. THIS PROHIBITION ALSO APPLIES TO OVER-THE-COUNTER MEDICATIONS.
4. The parent shall deliver the medication that is to be administered in a labeled container which sets forth the name of the student to receive the medication, the name and dosage of the medication, the name of the prescribing physician, and the instructions for administration. If in pill form, the medication must be in the exact dosage. The instructions on the label of the medication must match the physician's instructions on the Medication Request and Release form.
5. Administration of medication for students MUST ADHERE TO BOARD POLICY 561.