

# Payette Academy

## STUDENT HANDBOOK 2025-2026

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District Website: [www.payetteschools.org](http://www.payetteschools.org)



PAYETTE ACADEMY

**HOME OF THE  
PIRATES!**

Superintendent  
Dr. Glen Croft

Principal  
Amy Hopkins

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# Welcome to PAYETTE ACADEMY

The staff at PAYETTE ACADEMY looks forward to this school year with great excitement and enthusiasm. Our attitude is positive and progressive. We approach your child's education with a team effort. Parents are an essential part of this effort. As parents and school personnel work together, we can better meet the needs of all children. To that end, we hope this handbook will answer any questions you have. We are pleased to have your child at our school and encourage you to visit us anytime.

- It is the right of every student to obtain the best education possible without disruption from other students.
- The rights of students end when they become disruptive or detrimental to the learning of the class.
- Respect all members of the Payette Academy team.
- Be on time for class and prepared.
- Always Safe, Respectful, Responsible, Resilient
- Keep a positive attitude.
- Your high school record is permanent and kept forever.

## Daily Bell Schedule

<b><u>Middle School Schedule</u></b>		
<u>Period</u>	<u>Start</u>	<u>Stop</u>
Start	8:45 AM	12:25
<b>Lunch</b>	<b>12:25</b>	<b>12:55</b>
Stop	12:58	3:45

<b><u>High School Schedule</u></b>		
<u>Period</u>	<u>Start</u>	<u>Stop</u>
Zero Hour	7:45	8:30
1st	8:45	10:05
2nd	10:08	11:28
Advisory	11:31	12:10
<b>Lunch</b>	<b>12:10</b>	<b>12:40</b>
3rd	12:40	2:00
4th	2:03	3:45

# Payette Academy Staff

Title	Name	Email
Principal	Amy Hopkins	amhopkins@payetteschools.org
District Social Worker	Lew House	lehouse@payetteschools.org
Registrar	Tami Manzo	tamanzo@payetteschools.org
Science	Maggie Hutchison	mahutchison@payetteschools.org
Math	Katherine O'Donnell	kahunter@payetteschools.org
Language Arts	Brydon Black	brblack@payetteschools.org
Social Studies	Jordan Luna	joluna@payetteschools.org
Middle School	Tamara Petera	tapetera@payetteschools.org
Middle School	Jessica Warth	jewarth@payetteschools.org
Middle School Assistant	Chrystal Winn	chwinn@payetteschools.org
Special Education Assistant	Karisa Daniell	kadaniell@payetteschools.org
Intervention Assistant	Kenzie Torres	ketorres@payetteschools.org
Safe School Assistant	Katlyn Madson	kamadson@payetteschools.org
Safe School Assistant	Anthony Bingham	anbingham@payetteschools.org
Safe School Assistant	Kimberly Pirrie	kipirrie@payetteschools.org
School Safety Liaison	Jason Reese	jareese@payetteschools.org
School Resource Officer	Nayt Luther	naluther@payetteschools.org

# GENERAL PROCEDURES

## Artificial Intelligence

Using AI tools like ChatGPT allows for self-learning, creativity, and inspiration. However, direct plagiarism or copying and pasting of AI-generated work as student-generated work will be treated as plagiarism. Students are expected to use the tool according to academic integrity guidelines and cite any text generated by the tool.

## Asbestos Notice

- In compliance with the AHERA regulations, our school facilities were inspected by an EPA-accredited building inspector.
- The management plan includes the inspections and physical assessment reports, the training program for our custodial personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM.
- Every three years, an accredited inspector conducts a re-inspection on all friable and non-friable known or assumed asbestos-containing building materials (ACBM) to determine whether their condition has changed and to make recommendations on managing or removing them. We completed our three-year inspection in 2023.
- There are currently no further plans to remove any asbestos.
- For further details on the location of the remaining ACBM or the asbestos activities, you are welcome to review a copy of the Asbestos Management Plan I at our administrative offices during regular office hours.
- The Asbestos Management Specialist for Payette District is Mr. Alvin Hall 208-642-4746.

## District-Provided Access to Electronic Information, Services, and Networks Policy

Technology can be integrated to facilitate increased collaboration, communication, creation, and critical thinking. The district provides students with technology services. These services include, but are not limited to, the use of technology devices, school accounts, and the Internet.

Individual Internet users are responsible for using Internet resources appropriately. All Internet users are expected to use the network for purposes consistent with the policies, purposes, and objectives of the Payette School District and Payette Academy. Understanding and abiding by the terms and conditions is imperative for using the Payette Academy computer network. Any violation of the regulations is unethical and may constitute a criminal offense. Access privileges may be revoked if any violation is committed, and school disciplinary and legal action may be taken.

## Disruption and Loitering

Idaho Code provides that a person who disrupts the educational process or whose presence is detrimental to the pupils' morals, safety, health, academic learning, or discipline or who loiters in the school or on school grounds is guilty of a misdemeanor.

Once a student's daily schedule is completed, they must leave the school campus unless prior arrangements have been made (tutoring, practice, homework, detention, etc.).

## **Emergency Preparation**

Staff and students will participate in practice drills to be prepared for various situations. It is essential that all students follow the directions of staff members during these drills and that all drills are taken seriously. Students who fail to cooperate may be putting others in danger. Warning signals may vary from fire alarms, intercom, or bells. Students will be given instructions by staff on responding to this situation, which may include a lockdown procedure before exiting the building. Given the scenario's circumstances, staff and students will be evacuated quickly and safely to a prearranged, safe location.

## **Hall Passes**

Any student in the halls during class must have a hall pass. Students are not allowed to take their cell phones out in the hallways during class time; they must be placed in a designated area in the classroom.

## **Instruction**

Payette School District Board of Trustees encourages parents/guardians to be involved in school activities and their student's academic progress. The Payette School District has an approved curriculum and assessment program. Parents concerned about their students participating in the approved curriculum/program may seek more information in policy *2425 Instruction Parental Rights*.

## **Local School Wellness**

Payette School District policy *8200* addresses local school wellness, primarily the school food service program. The Healthy, Hunger-Free Kids Act of 2010 requires that the parents, students, Payette School District staff, administrators, Trustees, food services staff, school health professionals, teachers of physical education, and the public be allowed to provide input on the development of this policy. Such information may be provided on the Payette School District website, through disseminating student handbooks, or in any other manner the Superintendent may deem appropriate.

## **Medication Policy**

Please refer to Appendix III of this handbook for policies regarding illness at school, medications, and immunizations.

## **Military Recruitment**

- Information can be obtained from Public Law 107100, No Child Left Behind Act of 2001.
- Access to student recruiting information: Notwithstanding section 444(a) (5) (B) of the General Education Provisions Act and except as provided below, each local educational agency receiving assistance under the No Child Left Behind Act
- Section 9528 shall provide, on request made by military recruiters or an institution of higher education, access to secondary school student names, addresses, and telephone listings.
- CONSENT-A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described above not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

## **Parents Right-To-Know Notices**

Payette Schools employs teachers and paraprofessionals who meet the highly qualified requirements under the Elementary and Secondary Education Act (ESEA) and state certification requirements. All required documents of certification, degrees earned, and qualifications are held at the Payette School Payette School District 371 Office, located at 1312 1st Ave N, Payette. Payette Schools is a schoolwide Title I school. Thus, all students are considered Title I. Title I schools require that all parents have the right to request information regarding the qualifications of their child's classroom teacher.

The Payette School District must provide parents/guardians with information on the student's level of achievement and academic growth, if applicable and available, on each of the State academic assessments required by law. Parents/guardians will also receive information if a student has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been placed.

Information regarding Parent's Right-to-Know Notices is available in Payette School District policy 4160. Additional notices covered in this policy include our Testing Transparency requirements, English Learner Program notices, Family Engagement policy, Homeless Children/Youth notice, and procedure for Persistently Dangerous Schools.

## **Payette School District Nutrition Committee**

To monitor the implementation of the Payette School District's wellness policies, evaluate policy progress, serve as a resource to school sites, and revise the policies as necessary, a Payette School District-wide nutrition committee will be established to develop, implement, monitor, and review Payette School District-wide nutrition and physical activity policies.

The Board explicitly acknowledges that community participation is essential to developing and implementing successful school wellness policies. The report will be provided to the school board. It may also be distributed to school health councils, parent/teacher organizations, school principals, and school health services personnel in the Payette School District. Details about the committee are available in Payette School District policy 8210. Individuals wishing to provide feedback or participate in the committee should contact the Payette School District office at 208-642-9366.

## **No Pets at School**

This is a friendly reminder for students and families to keep their pets home during the day. Pets are not allowed in the building or on the Payette Academy school grounds (pets of any kind).

## **Pledge of Allegiance**

All students will be allowed to participate in the "Pledge of Allegiance" daily. Students may refrain from participation but must maintain a respectful silence during this time. Disrespectful behavior will result in a behavior referral to the office.

## **Posters/Signage**

Signs and posters may only be put up with approval from the school administrator. Without administrative approval, signs and posters unrelated to the school will not be allowed. The total number of posters hung

in the building by any one group will be discussed and determined collaboratively with the program advisor on a case-by-case basis.

## **School Safety**

The campus will not be open to students at any time unless a faculty member or authorized adult supervisor is present.

Skateboards, bicycles, or any other non-motorized device are not allowed to be ridden during the school day and must be stored in designated areas.

Items delivered to Payette Academy for students (i.e., flowers, balloons, etc.) will be kept in the office, and the student will be notified. These may be picked up after school. These items are not allowed in the classroom. It is the student's responsibility to pick up any items during office hours.

## **Section 504 Notice**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibits discrimination against students and staff members with disabilities. The Payette School District has developed policies and procedures that ensure compliance with Section 504 and ADA. The regulations include the requirement that students with disabilities be provided a Free and Appropriate Public Education (FAPE). These regulations encompass identification, evaluation, the provision of appropriate services, and procedural safeguards. Parents are entitled to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). Greg Hale is the 504 and ADA compliance officer for the Payette School District. Anyone wishing to review the District's 504 policies, including grievance procedures, may contact Mr. Hale at McCain Middle School at (208) 642.4122.

## **Telephone**

Students may use the school office phone to contact parents/guardian during school hours. See Cell Phone Policy.

## **Title 1-A**

Regarding the Right to Receive Teacher Information: Federal law requires that each school district receiving Title 1 funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested. As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- To request the state qualifications of your child's teacher or instructional aide, please get in touch with the district office at 208-642-9366
- If you want more information about Payette Academy, please call 208-642-3241.

## Title IX

- Payette School District does not discriminate based on sex in admission or employment in its education programs or activities.
- Alleged noncompliance with Title IX or inquiries regarding the application of Title IX may be referred to the Title IX Coordinator or Office for Civil Rights
- Title IX coordinator for Payette School District is Mrs. Marci Holcomb, (208) 642-9366.
- 504 Coordinator for Payette Academy is Lew House (208) 642-4321.

## Tobacco and Vapes

Complete policy and regulation can be obtained from the Payette School District Policy Manual, section #3305

Use, possession, and/or sale/distribution of tobacco, vapes, and vape juice by students is not permitted in school buildings, on school property at any time, or at any school-sponsored activity.

Payette School District is governed by Payette City Ordinance 1523.

**FIRST OFFENSE:** Parents will be contacted, and law enforcement will be notified. Students will be enrolled in an online cessation program that will need to be completed. Students will receive one day of in-school suspension and will continue in-school suspension until the cessation program is complete. Failure to comply with this step will result in one day of out-of-school suspension.

**SUBSEQUENT OFFENSES:** Parents will be contacted, law enforcement will be notified, and students will be assigned up to three days of in-school suspension.

## Unpaid School Meal Charges

The Payette School District adopts the following policy to ensure Payette School District employees, families, and students have a shared understanding of expectations regarding food service meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, avoid identifying other students with insufficient funds to pay for school meals, and maintain the financial integrity of the school nutrition program.

The Payette School District will make reasonable efforts to notify families when meal account balances are low. The Payette School District will make reasonable efforts to collect unpaid meal charges. At least one written warning should be provided to a student and their parent/guardian before denying meals for exceeding the Payette School District's charge limit. More information regarding this process's procedures is available in Payette School policy *8245 Unpaid Meal Charges*.

### **BREAKFAST**

Paid (full price) - \$2.60

Reduced Cost - \$0.30

### **LUNCH**

Paid (full price) \$3.60

Reduced Cost - \$0.40

## **Water Consumption/Water Bottle Policy**

The Board of Trustees recognizes the importance of water consumption and encourages increased water consumption throughout the day. Staff members should be susceptible to students' water needs during hot weather. Even during periods of moderate temperature, staff members should remind students of the value of consuming water. More information about the Payette Schools' outlook on water consumption can be found by viewing Payette School District policy *8235 Water Consumption/Water Bottle Policy*.

## **Visitors To and Conduct on School Property**

For this policy, "school property" means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location being utilized during a school athletic event or other school-sponsored event, properties posted with a notice that a school, and school grounds use them.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors, including parents of students (unless otherwise exempted), must initially report to the building principal's office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

# **Attendance Requirements**

While educators work to help students reach state standards, regular school attendance and successful academic performance are closely tied. Whether looking at grades or test scores, the pattern is evident: Students who attend school consistently learn more and perform better. They usually fit in better socially, are healthier, and are more able to cope with learning challenges. All these factors profoundly impact a child's chances of becoming a successful, contributing member of society as an adult.

## **Attendance Records**

The teacher's record will be the official record when determining student attendance. If you have questions regarding your son or daughter's attendance, please call the school office at (208) 642.3241.

## **Attendance Policy**

Payette School District has a 90% Attendance Policy. At Payette Academy, 90% attendance in each period = 4 days per class. Students will receive a written attendance warning on the third day of absence that their parent/guardian must sign.

**After the fifth absence (from a given class), the student must appeal for their credit.**

An attendance committee will decide on the student's credit appeal.

Absence from class, verified, unverified, excused, or unexcused, except for physician-approved medical documentation, grief, school excused activities, or absences deemed extraordinary by the school principal will be considered when making denial of credit and habitual truancy determinations. (School Board Policy 3050 - School Attendance and Habitual Truancy) (Idaho Code 33-205)

The credit will be posted to the transcript as earned if the appeal is granted. The decision may be appealed to the District Office if the appeal is denied. If the appeal is granted conditionally, the student

and parent or guardian will be notified of the condition. A letter will be sent via mail regarding each decision of the appeals process. Suppose the student/parent is not satisfied with the ARC's decision. In that case, they must appeal to the District Office within ten (10) workdays after the ARC submits its decision, and the Superintendent will render a decision on the appeal within ten (10) workdays after receiving the appeal. (School Board Policy 3050).

## **Automated Attendance System – Infinite Campus**

The Infinite Campus Automated Attendance System will automatically contact the parent/guardian upon a student's absence. The parent/guardian is responsible for updating the information.

## **Closed Campus- Check-In / Check-Out Procedures**

Payette Academy is a closed campus for lunch for all students. Students with zero absences, zero tardies, and all passing classes the day prior will be eligible for an off campus lunch pass. Only students with passes will be permitted to leave campus for lunch. Passes will be available for purchase for \$1 from the office if the student did not qualify for a lunch pass. Hour long lunch passes may be purchased on Thursdays only for \$5 from the office.

Students are to be in areas designated by the administration during the school day. To be excused during class, students must come to the office to pick up a parent-approved Permission to Leave Campus form before class or have a parent sign the student out of class. All students must sign in if late or out if leaving with the attendance office each time. Failure to do so may result in truancy.

## **Notification of Absences**

The parent or guardian will be notified by email or mail when the student has three (3) absences in one or more classes. A second notification will be sent when the student has five (5) absences in one or more classes.

## **Parent/Guardian Responsibilities**

It is the parent or guardian's responsibility to aid Payette School District officials in enforcing attendance policies. If the student is to be absent, parents or guardians should call the school at (208) 642.3241.

## **Types of Absences**

The following are exception codes that may appear in a student's attendance history.

Code	Reason	Description
ACT	Activity	An absence in which a student is actively participating in a school activity.
B	Bereavement	An absence of up to 5 days for a member of the immediate family, i.e., father, mother, brother, sister, grandparents.
C	Court	Legal systems such as court hearings are verified by official documentation.
D	Administrative/ Counselor	A student is out of the classroom for a meeting with office personnel.
E	Excused Absence	The student is absent as verified by the parent/guardian's phone call (counts against attendance standard).
I	In-School Suspension	The student is out of the regular classroom but is at school and serving an in-school suspension.
J	Juvenile	The student is absent while placed in the juvenile system.

K	Truancy	An absence is when a student has no excuse for their absence.
L	Late Arrival	Arrives 10-70 minutes late into a class period but is present for some (counts as an absence)
M	Medical Absence	An absence due to medical or dental reasons. Requires the student to provide the office with a signed medical excuse showing the date and time of absence.
P	Prearranged Absence	An absence is arranged in advance by the student who has the parent's permission.
R	Early Departure	Students leave 10 minutes or less early from the class period. They are addressed under the tardy policy.
S	Suspension	An absence is caused by a student serving an out-of-school suspension. (Counts against attendance standards)
T	Tardy	A student arrives ten minutes or less late for a class period without an excuse.
U	Unexcused Absence	An absence that has not been verified by a parent or legal guardian.
X	Excused Tardy	A student arrives ten minutes or less late to a class period with an excuse.
Y	Testing	Students are not in a scheduled class due to testing.

- Once a student has missed more than 10 minutes in a class period course, they will be considered absent for that period.
- Students may be removed from Payette Academy for poor attendance, grades, discipline problems, or any combination thereof.
- If a student is found to be excessively absent by the Payette School District Board of Trustees, the case may be passed on to the Prosecuting Attorney.
- Schoolwork missed because of an absence is the student's responsibility and must be done reasonably as determined by individual teachers.

## Pre-Arranged Absence

If a student needs to be absent from school for personal reasons (these include absences approved in advance) for three (3) or more school days, they must obtain a "Pre-Arranged Absence" form in the attendance office. Pre-arranged absences count toward the five (5) allowable absences per semester. The students should ask each teacher for assignments in advance so they can complete their tasks before or during the absence. Students are allowed two (2) days to complete make-up work for full credit from the date of their last absence.

## School Activity Absence

An activity absence is an absence from a school-sponsored program. This type of absence requires prior approval by the administration or designee. School activity absences will not count against the Payette Academy attendance requirement. School activity absences include field trips or special performances, athletic contests (participants only), or college visitation (seniors/ juniors only, two days maximum per year). Students involved in activities are responsible for contacting their respective teachers regarding assignments or tests and completing them within the time frame outlined above.

## Truancy/Habitual Truancy

A habitual truant means any student who, in the judgment of the Administration and Board, repeatedly has violated this attendance policy or any child whose parent or guardian has failed or refused to cause the

pupil to be instructed as provided by Idaho Code Section 33-202. According to Idaho Code Section 33-205, the Board may expel a student because he or she is a habitual truant, as defined by policy. This includes an absence from school or class during the school day or violation of the closed campus policy without permission of the school officials or knowledge and consent of the student's parent/guardian. Any absence for one (1) or more class periods without a communicated excuse from the parent or guardian within 48 hours may be considered truancy. Any truant student will lose credit for assignments, homework, or exams during that time.

Students under age 18 must have a parent or guardian's permission to leave campus. Students who leave campus without being checked out by our front office will be considered truant. Truancy will result in the student receiving one day of in-school suspension.

## **Verified Excused Absence**

A verified excused absence occurs with the approval and prior knowledge of the student's parent or guardian. The parent or guardian must explain the reason in written or oral communication within two (2) days of the absence. Failure to excuse an absence within two (2) days may result in it being recorded as truancy.

## **Tardy Policy**

A student is tardy if they are not in the classroom at the start of class time. Tardies will be counted in separate periods. Excessive tardies impact not only the learner but also the class that the student is late to. Appropriate consequences will be implemented to reduce the rate of tardies and subsequent impact on teaching and learning.

All students arriving late must sign in with the Main Office. **Students over 10 minutes late will spend the remainder of the class period in our In-School Suspension (ISS) room. This policy is in place to avoid interruptions to classroom instruction.** Parents are advised to call 208.642.3241 or email [tamanzo@payetteschools.org](mailto:tamanzo@payetteschools.org) if the student will be absent or more than 10 minutes late for school.

Once a student reaches three (3) total tardies (in any class), they will receive lunch detention for one (1) day.

# **STUDENT CONDUCT EXPECTATIONS**

## **Three principles govern the expectations of Payette Academy:**

1. Conduct that is disruptive to the educational process is prohibited.
2. Conduct which infringes upon the rights and property of others is prohibited.
3. All students are expected to know the school rules related to conduct and discipline.

Suppose a student violates the school's student conduct expectations. In that case, support staff shall take such action as is deemed appropriate to maintain continuity of learning for fellow students, teachers, school officials, and school property. The following rubric outlines the progressive steps that will be implemented to ensure the continuity of the education process is not abridged while also maintaining consistency when applying restorative discipline. Also, any action by a student violating the Idaho Code may be resolved through law enforcement separate from Payette Academy.

## Three School-Wide Guiding Rules

### 1. Respect:

- i. Respect is “due regard for others personal space and rights, showing empathy, and gratitude towards peers and staff members. ” At Payette Academy, our expectations regarding respect involve teachers showing respect to our students in all our daily school interactions. Students show our teachers respect, and students show respect to their peers.
- ii. Students also show respect by being on time for their classes and showing up prepared.
- iii. Students show respect using appropriate language with the staff and their peers.

### 2. No Cell Phones:

- i. Cell phones are not allowed during class; this rule includes listening to music through a cell phone. Phones should be used before school, during breaks, and at lunchtime.
- ii. Cell phones will be put in the classroom phone locker at the beginning of the period and students will get their phone back at the end of the period. This is for **ALL** students.
- iii. Parental calls during class time must be made through the front office.

### 3. Participate in Class:

- i. All students must attempt to be engaged in all assignments and/or class activities. Students must show a desire to be productive in the classroom, or they will be removed from class until they show a willingness to participate. If a student is struggling, we provide tutoring and other resources in the classroom.

## Assemblies

There are occasions when Payette Academy School students might be invited to attend assemblies at other campuses. Students will be given the option to either attend or remain at Payette Academy School with a staff member.

Students who misbehave may be removed from assemblies and may receive additional consequences. Depending on the nature/severity of the behavior, assemblies may be permanently suspended.

## Child Nutrition

Payette Academy’s breakfast and lunch are available to all students. Menu prices and payment plans are available on the school district website.

Campus is closed for middle school students, and high school students may earn the right to have off-campus lunch. Food and drinks are allowed only in designated areas. Students are to remain in the lunchroom or the designated areas for the entire lunch period.

## Dress Code

This School District's policy is that all students should dress appropriately 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. Therefore, all students must dress in a way that promotes a safe and healthy school environment and is not disruptive of the educational climate and process. 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:

- Drug usage, including alcohol or tobacco
- Controlled substance of any kind
- Drug paraphernalia
- Gangs
- Violence
- Sexually explicit, lewd, indecent, or offensive material
- Illegal Acts
- No sunglasses worn in the school building

Suppose the Building Administrator or designee reasonably believes that gang activity may be present in the school. In that case, 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. Students are prohibited from wearing clothing that reveals a student's underwear, bosom, abdomen, or buttocks. Students must wear shoes or other footwear in school buildings unless the building administrator or designee has otherwise approved an exception.

The Building Administrator or designee may identify additional dress code requirements to address specific needs within their respective building or in a particular activity. (School Board Policy 3255)

## **Drug and Alcohol**

Complete policy and regulation can be obtained from the Payette School District Policy Manual, section #3320. Upon reasonable suspicion, the student will be asked if they have used and/or are under the influence of alcohol and/or drugs.

- If the student admits to the use, the student's parent or legal guardian will be immediately called.
- The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved.
- Law enforcement will be called when deemed appropriate.
- The student will be immediately suspended from school and, depending upon the circumstances, may be suspended for up to 20 days and/or recommended for expulsion by the Superintendent's office.
- As a condition of readmission, the student and parent will agree to undergo assessment and counseling for alcohol and/or drug use. The district will provide counseling and other services to the student and/or the student's parents.
- If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the use or influence of alcohol and/or drugs, an investigation will be conducted, which may include a search of the student's locker, car, desk, or any other school property used by the student may be subject to search. In addition, law enforcement will be called immediately, and the parent/guardian will be called. The student will be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, the Superintendent's office may make a recommendation for expulsion. The student is entitled to complete due process before being expelled from school. As a condition of readmission, the Board may require that the student undergo assessment and counseling for alcohol and/or drug use.

## **Student Harassment (Policy 3295)**

This District's policy is to maintain a learning environment free from harassment. Each student has the right to attend our school(s) in an atmosphere that promotes equal opportunities, free from discrimination, and conduct that can be considered harassing, coercive, or disruptive.

Students attending District Schools are

1. Prohibited from engaging in any conduct that could be, within reason, construed as constituting harassment based on sex (including sexual orientation), race, color, national origin, age, religious beliefs, ethnic background, or disability.
2. Prohibited from sexually harassing other students, District employees, and patrons, and
3. The student must report harassment to the school principal or their designee, of which the student becomes aware.

This policy applies to all conduct on the District's premises and at school-sponsored events, during transportation to and from school-sponsored events, and conduct off the District's premises that harm a student's educational environment.

### Definition of Harassment

Harassment is defined to include verbal, written, graphic, photographic, audio, or video depictions of any kind or physical conduct relating to an individual's sex, sexual orientation preference, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent to interfere with or limit the ability of an individual to participate in or benefit from the school district's programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment.
2. Unreasonably interferes with an individual's educational performance.
3. Otherwise, it adversely affects an individual's educational opportunities.

### Harassment includes but is not limited to

1. Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by the victim's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability.
2. Demeaning jokes, taunting, slurs, and derogatory "nicknames," innuendos, or other negative remarks relating to the victim's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability.
3. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability.
4. Criminal offenses directed at personnel because of their sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability.

Harassment also includes an act of retaliation taken against (1) any person bringing a complaint of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) any person participating in an investigation of an act of harassment.

### Definition of Sexual Harassment:

Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or another verbal or physical conduct of a sexual nature when:

Submission to such conduct is either explicitly or implicitly a term or condition of an individual's participation in the educational process.

Submission to or rejection of such conduct by an individual is used as a factor for educational decisions affecting the individual or

Such conduct has the purpose or effect of unreasonably interfering with an individual's education or creating an intimidating, hostile, or offensive educational environment.

Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome verbal statements of a sexually abusive nature, including requests or demands for sexual activity, sexual jokes, obscene comments, etc.
- Unwelcome, sexually motivated, or inappropriate touching, pinching, or other physical contact.
- Unwelcome cyber communications, including, but not limited to, sending sexually explicit photographs or messages via any electronic communications devices (sexting).
- Unwelcome sexual behavior or communications, regardless of the method of such communication, accompanied by implied or overt threats concerning an individual's education.
- Unwelcome behavior or communications directed at an individual because of their gender; and
- Stalking or unwelcome, sexually motivated attention. "Stalking" is defined as engaging in a course of conduct directed at a specific person, which includes but is not limited to following or harassment, when such conduct would cause a reasonable person to fear for his or her physical safety or health or that of others, including fear of sexual conduct, unlawful restraint, bodily injury, or death, or would cause a reasonable person to suffer emotional distress.

Reporting Procedures:

- Any student and/or parents who believe their child is being harassed should immediately report the situation to school personnel.
- Any district employee who receives a report of harassment from a student, becomes aware that a student is being harassed, or in good faith believes that a student is being subjected to harassment must report the matter to the Building Principal immediately. If the complaint involves the principal, the matter must be immediately reported to the Superintendent.
- Any District employee who witnesses harassment of a student should take immediate, appropriate action to intervene to stop the harassment.
- Any student who becomes aware that a fellow student is being harassed should immediately report the incident to a Counselor, Teacher, or Principal.

Investigation and Report:

When the Principal or Superintendent receives a report of harassment, bullying, or Assistant Superintendent, immediate steps will be taken to follow the policy entitled "Civil Rights Grievance Procedure (Policy 4074).

- Obtain a written statement from the complainant regarding the allegations.
- Obtain a written statement from the accused.
- Obtain written statements from witnesses, if any; and
- Prepare a written report detailing the investigation.
- An investigator may be appointed to conduct the investigation, or the Principal or Superintendent may conduct the investigation. The investigation should be completed within ten (10) workdays.

Disciplinary Action

If the allegation of harassment or bullying involves a teacher or other school employee, the principal will submit the investigation report to the superintendent. If sufficient evidence supports the allegation, disciplinary action is up to and including.

Dismissal may be taken against the offender.

If the allegation of harassment is against a student and there is sufficient evidence to support the allegation, and the Superintendent's office may recommend expulsion against the offender.

If insufficient evidence supports the allegation, no record will be made of the allegation in the complaining student's permanent record. No record of the allegation will be placed in the accused employee's personnel record or an accused student's permanent record if insufficient evidence supports the allegation.

Suppose the investigation discloses that the complaining student has falsely accused another individual of harassment knowingly or maliciously. In that case, the complaining student(s) may be subject to disciplinary action, up to and including the recommendation of expulsion by the Superintendent's office.

If the harassment involves violent or other conduct that could reasonably be considered criminal in nature, the Principal/ Superintendent will refer the matter to the local law enforcement agency.

### Confidentiality

Any investigation will be conducted, to the maximum extent possible, to protect the privacy of both the complainant and the accused. However, if it is suspected that child abuse has occurred, such abuse will be reported to the proper authorities as required by state law.

### Protection Against Retaliation

No retaliation will be taken by this District or any of its employees or students against a student who reports harassment in good faith. Any person found to have retaliated against another individual for reporting an incident of harassment or bullying may be subject to the same disciplinary action provided for harassment offenders. Those who assist or participate in an investigation of harassment or bullying are also protected from retaliation under this policy.

### Record Of Allegations

This District will keep and maintain a written record, including, but not limited to, witness statements, investigative reports, and correspondence, from the date any harassment allegation is reported to District personnel. The information in the written record will also include the action taken by the District in response to each allegation. The written documents will be kept in the District's administrative offices and will not, at any time, be purged by District personnel.

## **Prohibition Against Harassment, Intimidation & Bullying**

No student or minor present on school property or at school activities shall intentionally commit, or conspire to commit, an act of harassment, intimidation, or bullying against another student. Such behaviors foster a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims, create conditions that negatively affect learning, and undermine the ability of students to achieve their full potential.

This District's policy is to maintain a safe school environment for all students while attending school, riding the school bus, and attending District-sponsored activities on school premises or at other locations. Harassment, intimidation, and/or bullying, regardless of the specific nature of the student's behavior, is disruptive to the safe school environment and will not be tolerated.

## Definition of "Bullying"

"Harassment, intimidation, or bullying" means any intentional gesture or any intentional written, verbal, or physical acts or threats against another student that

1. A reasonable person under the circumstances should know that will have the effect of:
  - a. Harming a student
  - b. Damaging a student's property
  - c. Placing a student in reasonable fear of harm to their person
  - d. Placing a student in reasonable fear of damage to their property
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student

An act of harassment, intimidation, or bullying may also be committed using a landline, car phone, or wireless telephone or data or computer software accessed through a computer, computer system, or computer network.

## Prohibited Behavior

The district expects students to conduct themselves by their levels of development, maturity, and demonstrated capabilities, with proper regard for the rights and welfare of others.

Students attending any of the District schools are prohibited from engaging in the following behaviors:

1. Physical abuse against a student, including, but not limited to, hitting, pushing, tripping, kicking, blocking, or restraining another's movement; sexual misconduct; causing damage to another's clothing or possessions; and taking another's belongings.
2. Verbal abuse against a student, including, but not limited to, name-calling, threatening, sexual misconduct, taunting, malicious teasing, or making rude gestures.
3. Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, and intentionally excluding another from groups, stalking, or similar activities.
4. 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.
5. Harassment, intimidation, and/or bullying, including any intentional gesture or any intentional written, verbal, or physical acts or threats, against another student that:
  - a. A reasonable person under the circumstances should know will have the effect of:
    - i. Harming a student; or
    - ii. Damaging a student's property; or
    - iii. Placing a student in reasonable fear of harm to their person or
    - iv. Placing a student in reasonable fear of damage to their property or
  - b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

**Harassment, intimidation, and/or bullying is defined as misconduct by a student(s), which is characterized by the aggressor(s) repeatedly engaging in negative actions against other student(s) to exercise control over the victim.**

6. Harassment, intimidation, or bullying conduct based on a student's actual or perceived race, color, national origin, sex, gender identity or expression, sexual orientation, physical or mental disability, religion, physical appearance, and characteristic, or socioeconomic status, or a student's association with a person or group with one or more of these actual or perceived characteristics.
7. Conspiring with another individual to commit any act of harassment, intimidation, or bullying against another student or perpetuating such conduct by spreading hurtful or demeaning material created by another person (e.g., forwarding offensive emails or text messages).
8. Retaliatory actions against another for reporting an act of harassment, intimidation, or bullying.

The discipline rules related to harassment, intimidation, and bullying apply when a student is (1) on school grounds before, during, or after school hours; or at any other time when a school group is using the school; (2) off school grounds at any school activity, function, or event; or (3) traveling to or from school or a school activity, function, or event.

The prohibition extends not only to actions taking place on school grounds but also actions originating at a remote location and carried out via any technology, including but not limited to using a landline, car phone, or wireless telephone or using data or computer software accessed through a computer, computer system, or computer network.

## **Disciplinary Action for Fighting**

Anyone involved in fighting will be charged. Additional disciplinary action is at the administrator's discretion. **All students involved in a fight will receive five days of out-of-school suspension.**

### Reporting

District personnel are required to report, in a timely and responsive manner, any incident of harassment, intimidation, or bullying they witness or are aware of to the school principal or designee. All other persons, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may violate this policy.

Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report.

The district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying or cooperating in an investigation. The consequences for a person who engages in reprisal or retaliation may include but are not limited to, suspension and recommendation of expulsion by the Superintendent's office. Annually, the district shall report bullying incidents to the state Department of Education in a format outlined in the state board's rule.

### Investigation

The School Administrator or designee will promptly investigate any misconduct allegations reasonably characterized as harassment, intimidation, or bullying. At the discretion of the School Principal and/or Superintendent, the alleged perpetrator(s) may be suspended pending the outcome of the investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (1) take appropriate disciplinary action; (2) notify the parent/guardian of the perpetrator; (3) notify the parent/guardian of the victim; and to the extent allowed under state and federal law, (4) notify the parent/guardian of the action taken to prevent any further bullying or retaliation.

### Misconduct Disciplinary Action

Students who engage in harassment, intimidation, or bullying will be disciplined through the use of consequences that may include but are not limited to referral to counseling, diversion, use of juvenile specialty courts, and restorative practices, as determined appropriate, up to and including in-school suspension, out-of-school suspension, and recommendation of expulsion by the Superintendent's office. Consequences for school employees who engage in such conduct may include suspension and/or termination.

Each school will take prompt and effective steps reasonably calculated to end the harassment, intimidation, or bullying, eliminate any hostile environment and its effects, and prevent the harassment from recurring. Appropriate steps to end harassment may include separating the victim and the perpetrator or providing counseling for the victim and perpetrator.

### Training

Ongoing professional development: The district will provide ongoing professional development to build skills of all school staff members to prevent, identify, and respond to harassment, intimidation, and bullying.

The district recognizes that to have the maximum impact, it is essential to train school employees who have significant contact with students on school policies and procedures regarding harassment, intimidation, and bullying. Training will provide staff members with a clear understanding of their roles and responsibilities and the necessary skills to prevent, identify, and respond to bullying.

The district encourages the implementation of school and community-wide bullying education and prevention programs.

### **Report To Law Enforcement**

The School Administrator will refer allegations of harassment, intimidation, or bullying to law enforcement if he/she reasonably believes that the student has engaged in conduct in violation of Idaho Code Section 18-917A.

### **Notice**

The district will provide each student and parent/guardian with a written annual notice of This policy is consistent with the student's age, grade, and level of academic achievement through publication in the student handbook.

### **Personal Electronic Devices**

Student use of portable media players, cell phones, and other electronic devices for communication and/or entertainment during school hours is disruptive to the educational process.

Students are prohibited from using personal electronic, communication, and/or entertainment devices at Payette Academy during school hours. Cell phones/portable music players may be used outside, in designated areas, and at times in the school buildings, as determined by the principal.

### Personal Electronic Device Disciplinary Action

1<sup>st</sup> Offense: Student will turn their phone into their teacher for the remainder of the class period

2<sup>nd</sup> Repeated Offenses: The phone will be turned into the office, and the student can retrieve it at the end of the day. The phone will be checked in to the office at the beginning of each school day and can be retrieved at the end of each school day and during lunch.

## **Plagiarism/Cheating**

Each classroom teacher shall notify students of their procedures if students are found to have cheated/plagiarized on an assignment or test. This includes doing work for another student. All work submitted by a student must represent their ideas, concepts, and current understanding. All material found during research must be correctly documented/cited to avoid plagiarism. Any student caught cheating or plagiarizing on course assignments or exams will lose credit for that assignment or exam. The teacher will notify the parents. Students may be subject to disciplinary action, including a parent conference.

## **Search & Seizure**

Students' constitutional rights do not stop at the schoolhouse gates. However, the school must provide an atmosphere conducive to pursuing educational goals. This may include the right to search the student's personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school, and reasonable suspicion exists for such a search.

To maintain order and security, school authorities are authorized to conduct reasonable searches of school property and equipment, students, and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by students, without notice or consent of the student. This applies to student vehicles parked on school property.

School authorities may request the assistance of law enforcement officials to conduct school-wide inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, and other illegal or dangerous substances or material, including searches conducted using specially trained dogs.

School authorities may search the student and/or the student's personal effects in the student's possession when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive, considering the age and sex of the student and the nature of the infraction.

Suppose there is reasonable suspicion that a student may have a controlled substance, paraphernalia, tobacco, or weapon in their locker, backpack, purse, vehicle, or on their person. In that case, the student is subject to search by school officials and seizure of the item(s). Suppose a search produces evidence that the student has violated or is violating the law or the District's policies or rules. In that case, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. The outcome of a search may result in suspension from school and school activities. The Superintendent's office may consider a recommendation for expulsion. Criminal conduct will be reported to the Payette Police Department.

Students with Work Based Learning and religious Release have been excused through the

office or have no further classes and may leave with their vehicles at the designated time. Anyone driving unsafely or parked in an unauthorized area or without a valid parking permit in any Payette School District parking area may be subject to disciplinary action. The speed limit on school grounds is five mph. Payette School District is not responsible for vehicles parked on school property, including but not restricted to vandalism, damage to the vehicle, damage by the vehicle, or theft from the vehicle.

## **Release Time – Religious, Personal, and/or Other**

A Release Program is when a student is excused from school during the regular school day to attend a specific and accountable program. The time they are released from school is referred to as release time. Types of Release Programs are religious classes, medical needs, and work programs. Parents choosing to excuse students from the regular instructional day to attend any release programs are, in essence, excusing their child from school during that time. This is a private and personal decision that parents are free to make.

Payette Academy will not limit the mode in which parents and students choose to travel during their release time. Students are responsible and accountable for all violations of school attendance policies before and after their release period. Students will return to the Payette Academy campus at the end of the release time if school is still in session.

Transportation choice during any release time is left to the discretion of parents and/or guardians. Parents who decide to allow their child to drive a personal vehicle, transport passengers in their vehicles, and/or ride as a passenger in someone else's vehicle during any release time are doing so at their own choice and risk. Payette Academy is not legally responsible for these students during their release time.

## **Payette School District Transportation (208) 642-9006**

Busing to and from school is provided by Payette School District.

### Passenger Rules:

#### **I. Boarding and Departing the Bus**

- a. Arrive at the bus stop five (5) minutes before the bus arrives.
- b. Board and leave the bus only at your assigned school or home stop.
- c. You must remain at your school to be eligible to ride the bus home.
- d. Wait in a safe place, off the road, clear of traffic, and away from the bus stop.
- e. Cross only in FRONT of the bus.
- f. You must be at least 15 feet in front of the bus to cross and ONLY in the driver's direction.
- g. Observe traffic and safety requirements when walking to and from the bus stop.
- h. Wait in an orderly way and avoid "horseplay" and other inappropriate behaviors.

#### **II. Student Behavior on the Bus**

- a. No bullying/ harassment of other students or the bus driver.
- b. Go directly to an available or assigned seat, be seated (facing forward), and remain seated until the bus comes to a complete stop before unloading.
- c. Keep aisles and exits clear. (Backpacks, books, instruments, etc., will be placed on your lap.)
- d. Keep body parts and other objects inside the bus windows.
- e. Use a normal speaking voice: NO screaming or yelling.
- f. Do not pass or throw objects on, in, or from the bus. **Place trash in the can when exiting the bus.**
- g. No eating, drinking, or chewing gum on the bus.
- h. Do NOT open or close overhead vents.

- i. No destruction of property or vandalism. No standing in the seats at any time.
- III. **Respecting the Rights and Safety of Others**
  - a. Do not make physical contact or publicly display affection (fighting, hitting, kissing, hugging, biting, etc.). Keep your hands and feet to yourself.
  - b. No swearing or profane language. (Cussing or obscene gestures are prohibited on or off the bus towards others—NO spitting on or outside the bus windows or doors.
  - c. No flammable items on the bus. (Butane, curling irons, hair spray, nail polish or remover, perfume, cigarette lighters, weapons, etc.)
  - d. No hazardous materials, look-like weapons, or items that could be used as weapons, nuisance items, or animals on the bus. This includes skateboards, rollerblades, and sports balls.
  - e. No drugs, alcohol, or tobacco products on the bus or at the bus stop.
- IV. **Obey Driver Promptly & Respectfully**

# ACADEMIC GUIDANCE DEPARTMENT

## Academic Honors

The Parade of Academic Champions will occur at the end of each semester. Eligibility is based on having an unweighted GPA of 4.0 or higher for the semester.

Honor Roll is per semester and is based on a 3.5 GPA, with the Highest Honors being based on a 4.0 GPA. All GPAs are unweighted.

## Classes: Core\*

<b>SUBJECT</b>	<b>CREDITS</b>	
Government	2	
Economics	1	
English	8	
Health	1	
Humanities	2	
Math	6	
Science	6	
Speech	1	
U.S. History	2	
<u>Elective Credits</u>	<u>17</u>	
<b>Credits for Graduation</b>		<b>46</b>

\*Students will meet the state ISAT requirements.

\*\*All students will complete a senior project, take a college entrance exam, and pass a civics exam.

## Commencement / Graduation Activities

Seniors voluntarily participate in commencement and other senior activities. To be eligible to participate in commencement exercises, you must meet all graduation requirements and meet standards of acceptable behavior throughout the school year. In addition, you must clear any outstanding fines.

## Counseling and Guidance

- Counselors work with students to make plans.
- Counselors will evaluate educational career and technical information.
- Counselors help students to evaluate study time and techniques.
- Counselors will try to help students realize a solution to any problem.
- Students are free to discuss any problem with the counselor.
- Student-counselor conferences will be held strictly in confidence except as follows:
- Counselors must report any physical abuse.
  - Counselors are required to report any sexual abuse.
  - Counselors are required to report any suicide threats or attempts. Counselors are required to report any illegal drugs, including alcohol, cigarettes, vape materials, and/or marijuana.
  - Counselors are required to report felony crimes.
  - Counselors must report if they feel your life or the lives of others are in danger.
  - All school personnel are under a legal obligation to report child or sexual abuse to the authorities.

## Grading

The following grading system will be used:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = Below 60%

Report cards listing semester grades will be mailed to those parents/guardians without email. Parents may access all grades and progress reports via the Parent Family Access link on the Payette School District website. Printed copies may be requested for pick up in the Payette Academy office.

Every quarter, all students are required to take a final exam in each of their courses. Failure to take a final exam will result in an incomplete grade. Finals are typically administered on the last day of each quarter. Early finals are given solely at the teacher's discretion.

## Civics Test

Passing the Civics test is a graduation requirement. Students must earn a 70% or higher to pass the Civics test.

## **Family Education Rights and Privacy Act (FERPA)**

- Parents may access, seek to amend, or consent to disclosures of their child's education records unless a court order or other legal document states otherwise.
- When a student turns 18 or attends a postsecondary institution, the student, not the parent, may access, seek to amend, and consent to disclosures of their education records.
- Schools must allow a parent to inspect and review their child's educational records within 45 days of receiving a request.
- Schools must retract the names and personally identifiable information about other students that may be included in the children's educational records.

## **Scholarships**

College scholarships and financial support for career program opportunities may be explored through the counseling office.

## **Student Records**

The Payette School District will maintain a record for each student containing educational, demographic, and personal information. The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights concerning the student's education records.

These rights include:

- The right to inspect and copy the student's education records within a reasonable time of the day the Payette School District receives an access request.
- The right to request an amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information in the student's education records, except that FERPA or State law authorizes disclosure without consent.
- The right to copy any school student record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information concerning the parent's/guardian's child.
- The right to request that that information not be released to military recruiters and/or institutions of higher education.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Payette School District to comply with the requirements of FERPA.

Most information can be obtained regarding these procedures in Payette School District policy *3570F1 Student Records*.

## **Surveys – General**

Surveys requesting personal information from students and any other instrument used to collect personal information must advance or relate to the Payette School District's educational objectives as identified in Board policy. This applies to all surveys, regardless of whether the student answering the questions can be identified and who created the survey.

Personally identifiable information from student education records may be disclosed to an educational agency or institution to:

- Develop, validate, or administer predictive tests
- Administer student aid programs; or
- Improve instruction.

In such cases, the school or Payette School District shall enter a written agreement with the receiving organization. The study must not allow identification of individual parents or students by anyone other than representatives of the organization with legitimate interests in the information, and the data must be destroyed when it is no longer needed for study purposes.

The Superintendent or designee shall notify students' parents/guardians of the following third-party survey information:

- How to opt their child out of participation in activities as provided in this policy
- The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
- How to request access to any survey or other material described in this policy.

More information regarding this process's procedures is available in Payette School policy *2140 Surveys-General*.

## **Teacher Abuse**

- Teacher abuse may result in charges filed under Idaho Code 18-916.
- Every parent, guardian, or another person who upbraids, insults, or abuses any teacher of the public schools in the presence and hearing of the pupil thereof is guilty of a misdemeanor.
- Insubordination towards staff will not be tolerated and will result in consequences in line with the school discipline plan.

## **Transfer from Payette Academy to Payette High School**

Students wishing to transfer from Payette Academy to McCain Middle School or Payette High School must complete a Transfer Form signed by their teachers and approved by the building administrator. Requirements for approved transfer include acceptable behavior, satisfactory academic progression, and 90% attendance consistent with PSD School Board Policy 3050.

## **Withdrawal from School**

If a student must withdraw from school, a withdrawal form must be obtained from the office. The form requires a parent or guardian's signature.

# **STUDENT ACTIVITIES**

Every student at Payette Academy is encouraged to participate in as many activities as possible.

## **Dances & Special Activities**

Payette Academy students can participate in McCain Middle School (grades 7-8) or Payette High School (grades 9-12) dances and activities in good academic and behavioral standing. Dances sponsored by any PHS organization are school affairs. Anyone who is a current student shall be permitted to attend with a Payette Academy school ID. Guests may be allowed to participate in formal dances with prior approval of the Payette Academy administration. Students wishing to bring a guest to a formal dance must obtain a guest pass in the Academy office. All guests to high school dances must be of high school age or a recent graduate. Other regulations about school dances:

- After leaving the dance or activity, students will not be allowed to re-enter unless previous permission has been granted
- All students and guests wishing to attend a school dance or activity must present an activity card or identification card. Non-school attendees must follow the guidelines set forth by PHS or MMS.
- No person may enter or stay in attendance at any school dance or activity if they are suspected to be under the influence of drugs or alcohol. Students will be subject to further disciplinary action and/or referral to law enforcement
- All school rules apply during school-sponsored dances and activities
- Inappropriate dancing or touching is not allowed. Violators will be dismissed from the dance or activity
- All MMS and PHS guidelines must be followed while attending these events.

## **Athletics**

Payette Academy students are encouraged to participate in the athletic programs at MMS and PHS.

- During the fall sports, athletic opportunities include football, volleyball, cross-country, soccer (PHS), cheerleading, and the dance team.
- The winter sports season opportunities include boys' basketball, girls' basketball, and wrestling.
- Spring sports opportunities include baseball, softball (PHS), track and field, golf (PHS), and tennis. The head coaches of each athletic program are listed on the McCain Middle School and Payette High School websites.

## **Athletic and Activity Eligibility**

- Athletes and participants must have passed six classes the previous high school semester, maintain eligibility, and be on track for graduation. Payette Academy is on a quarter system, but students must maintain the six credits per semester requirement.
- Students attending Payette Academy will receive transportation to and from practices and to Payette High School on game/event/performance days.
- An athlete is ineligible on their 20th birthday.
- An athlete must have an IHSAA physical on file at the school. A new physical is required before competing in the first and third years.
- Athletes must follow the IHSAA guidelines, rules, and regulations.
- Any student with a grade of "F" in any subject may not be allowed to participate in any athletic/activity competition.
- Participants must attend for most of the school day to be eligible to compete. Discretion will be used with tournaments and long-distance trips.

## **Extra-Curricular Activities**

Evening meetings should begin no later than 8:00 PM and end no later than 10:00 PM.

All members of extra-curricular activities must have an activity card.

All members of extra-curricular organizations must meet the state requirements for participation.

All members of extra-curricular activities must pass six classes the previous semester to be eligible and maintain weekly academic eligibility.

Students must follow the set deadlines for their Senior Project to be eligible to participate.

Coaches/advisors may place higher grade requirements for participation in the activity.

Students who plan to be absent from school must complete pre-arranged absence forms for extracurricular activities.

An advisor/coach may release students ONLY to a legal guardian or parent. The legal guardian or parent must sign and date a checkout sheet stating they are taking their student.

## **Training & Participation Requirements**

Coaches and/or advisors are expected to set reasonable standards for continued eligibility, including training and other participation requirements, academic performance, and sportsmanship. Such standards will be in writing and distributed to the students at the beginning of the sports season or enrollment period. Student participants in all extracurricular activities are expected to comply with the training and participation requirements. The student must adhere to training rules and practice sessions during suspension. The student will be required to attend home events. A student suspended from athletics may not dress down with the team or travel with them to away contests during the suspension period.

## **Recognition**

Students receiving awards or in the news regarding current events have their photos and names published and released without prior written consent of a parent or guardian. Please notify the office if a student's name or picture is to be withheld.

## **Prohibition Against the Possession or Use of Illegal Substances**

Students participating in interscholastic activities are prohibited from possessing, using, or distributing tobacco, alcohol, illegal drugs, and/or paraphernalia. Students who test positive for drugs will be suspended from participating in interscholastic activities as defined in the District's "Drug and Alcohol Testing of Students Participating in Extracurricular Activities."

## **Student Driving**

The right to operate an automobile around the school grounds may be suspended for the student when the safety of others demands it. The following driving regulations and parking procedures have been established to minimize accidents on the school grounds.

- The speed limit on the school grounds is five (5) miles per hour maximum.
- Reckless driving will result in the loss of parking privileges.
- Students should park in designated parking spaces ONLY. Parking in an unauthorized parking spot will result in a school-issued parking notice
- If a student needs to get an item from a vehicle during school hours, the office will issue a parking pass and note when the student is absent from the building. The student should check in and out at the front office.

- Students are not allowed in the parking lots or vehicles parked on the streets around the school during school hours.
- There is no loitering in or near parked vehicles at any time. If a student must retrieve something from their car, they must have a pass from the office.
- School parking lots are school property, and all school rules and regulations are in effect in these areas.
- Students should not park in spaces marked for staff.

## **Student Health/Physical Screenings/Examinations**

The Board may arrange each year for health services to be provided to all students. Parents/guardians will receive a written notice of any screening result indicating a condition that might interfere or interfere with a student's progress. In general, the Payette School District will not conduct physical examinations of a student without parental consent or by court order unless the student's or others' health or safety is in question.

Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the Payette School District is conducted, which is:

1. Required as a condition of attendance
2. Administered by the school and scheduled by the school in advance; and
3. Not necessary to protect the immediate health and safety of the student or other students.

Eligible students can opt out of the above-described non-emergency, invasive physical examination or screening. *Students participating in activities governed by the Idaho High School Activities Association must follow the rules of that organization and other applicable Payette School District policies, rules, and regulations.* More information regarding this process is available in Payette School District policy 3500.

## **Student Injuries**

- The school does not provide medical insurance to pay medical expenses for injured students automatically.
- It is the parent/guardian's responsibility for expenses incurred due to student injuries.
- Student medical insurance is available to families for individual purchase.
- Brochures outlining coverage and premiums are available in the office.

**Payette Academy Parent Student Compact**

**Student: I must do my best. I know my parents and teachers want to help me, but I am the one who must do the work. So, I will:**

- I believe that I can and will learn.
- Be responsible for my behavior.
- Give work and school papers to my parents/caregiver.
- Pay attention and ask for help when needed.
- Complete class work on time and to the best of my ability.

**Parent/Caregiver: I want my child to succeed. I will encourage them by doing the following:**

- Encourage positive attitudes about school.
- Support the school discipline policy and school policies.
- Make sure my child attends school regularly.
- Encourage my child to get enough sleep and to eat nutritious meals.
- Establish a place and time to study with my child and a daily reading time.

**Classroom Teacher: I understand the importance of the school experience to every student and my position as a teacher and a role model. I agree to:**

- Be aware of your child's needs.
- Communicate with you about your child's progress frequently.
- Teach basic concepts and skills to your child to meet state student achievement standards.
- Motivate and encourage your child to practice academics at home.
- Hold parent/teacher conferences annually.
- Deliver high-quality curriculum and instruction.
- Provide materials for home to enhance literacy and other academic subjects.

**School Principal/Building Administrator: I support and encourage student/parent/teacher compacts and partnerships. I will:**

- Provide an environment that permits positive communication between the student, parent, and teacher.
- Encourage teachers and parents to provide regular opportunities for practicing academics at school and home.
- Provide equal and fair opportunities to access staff and volunteer opportunities.

*Student Name:* \_\_\_\_\_ *Grade:* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Parent/Guardian Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Administrative Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_



Payette  
SCHOOL DISTRICT

## Medication Consent Form

Student's Name \_\_\_\_\_ DOB \_\_\_\_\_ Current School Year \_\_\_\_\_ - \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

### MEDICATION(S) NEEDED AT SCHOOL:

<u>Medication</u>	<u>Dosage/Strength</u>	<u>Route</u>	<u>Time Needed</u>	<u>Amt. Rec.</u>
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(oral, nasal, etc.)

\_\_\_\_\_  
 continuous  temporary

\_\_\_\_\_  
 continuous  temporary

\_\_\_\_\_  
 continuous  temporary

\_\_\_\_\_  
 continuous  temporary

1. When it is necessary for medication to be taken at school, it must be brought in the ORIGINAL CONTAINER WITH APPROPRIATE LABEL INTACT. (Please NO large bottles)

2. Parent/guardian must sign this form agreeing for their student's medication to be administered.

- If needed for specific conditions (e.g. migraines, allergies) a supply of necessary medications will be provided by family and kept in the nurse's office for use as needed at school. School personnel will administer it according to directions above.
- A designated amount of the medicine will be supplied to the school by family and school personnel will administer it accordingly.

- 1 week supply
- 1 month supply
- Other: \_\_\_\_\_

- ***All medications are to be picked up by parent/guardian at the end of the school year.***

By signing this release form, I authorize the school nurse or designee to administer the above listed medication to my child/student according to the original label or health care provider's order and to communicate and/or exchange information with the provider as allowed by FERPA and HIPPA. The Payette School District cannot assume any liability for consequences, which arise as a result of following the manufacturer's label or healthcare provider's orders. Please sign and return to the school office.

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Parent/Guardian Signature  
Date

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Principal \_\_\_\_\_ Date \_\_\_\_\_  
Date

Nurse



**Payette**  
SCHOOL DISTRICT

### Formulario de consentimiento de medicamentos

Nombre del estudiante \_\_\_\_\_ DOB \_\_\_\_\_ Año escolar actual \_\_\_\_\_ - \_\_\_\_\_

Escuela \_\_\_\_\_ Grado \_\_\_\_\_ Maestro \_\_\_\_\_

#### MEDICAMENTO(S) NECESARIO(S) EN LA ESCUELA:

Medicamento Cant. rec.	Dosis/Potencia	Vía Tiempo Necesario

continuo  temporal

continuo  temporal

continuo  temporal

continuo  temporal

1. Cuando sea necesario tomar medicamento en la escuela, debe traerlo en el ENVASE ORIGINAL CON LA ETIQUETA APROPIADA INTACTA. (Por favor, NO botellas grandes)

2. El padre/tutor debe firmar este formulario aceptando la mejor opción para administrar el medicamento de su estudiante.

Si es necesario para condiciones específicas (por ejemplo, migrañas, alergias), la familia proporcionará un suministro de los medicamentos necesarios y se mantendrá en la oficina de la enfermera para usar según sea necesario en la escuela. El personal de la escuela lo administrará de acuerdo con las instrucciones anteriores.

La familia suministrará a la escuela una cantidad designada del medicamento y el personal de la escuela lo administrará en consecuencia.

Suministro para 1 semana

Suministro para 1 mes

Otro: \_\_\_\_\_

***Todos los medicamentos deben ser recogidos por el padre/tutor al final del año escolar.***

Al firmar este formulario de divulgación, autorizo a la enfermera de la escuela o a la persona designada a administrar el medicamento mencionado anteriormente a mi hijo/estudiante de acuerdo con la etiqueta original o la orden del proveedor de atención médica y a comunicarse y/o intercambiar información con el proveedor según lo permitido por FERPA y HIPAA. El Distrito Escolar de Payette no puede asumir ninguna responsabilidad por las consecuencias que surjan como resultado de seguir la etiqueta del fabricante o las órdenes del proveedor de atención médica. Por favor firme y regrese a la oficina de la escuela.

\_\_\_\_\_

Firma del padre/tutor

Fecha

\_\_\_\_\_

Director

Fecha

Enfermera

Fecha