

Chief Tahgee Elementary Academy – Student/Parent Handbook

Vision Statement

Chief Taghee Elementary Academy will be an exemplary student-centered learning organization reflecting the Shoshone-Bannock values of deniwape (lifeways of the people) and life-long learning. Our primary objective is to produce students who are bilingual speakers and thinkers in the Shoshoni and English languages, while at the same time exceed both national and state academic standards. Overall, the vision is to increase the academic success of our students and revitalize the Shoshoni language among elementary school children through a culturally and linguistically relevant heritage language immersion educational program.

Mission Statement

The mission of CTEA's heritage language immersion program is to provide a positive environment in which all students will be educated in the Shoshoni and English languages in order to better prepare them academically, socially, and culturally to meet the future challenges of a global society. CTEA has three primary purposes: academics, bilingualism, and cultural enrichment. Centered on the Shoshone-Bannock culture and through the use of the Shoshoni language, the curriculum and instructional materials are designed to increase the academic achievement of our students. Cross-curricular thematic instruction will be heavily influenced by the sciences and the performing and visual arts. CTEA is dedicated to advancing academic excellence by providing students in kindergarten through sixth grades with the intellectual capacity to participate and work productively in a multicultural society..

Attendance Policy

Required Attendance

- 1) ***Compulsory Attendance.*** Every child of compulsory school age, 7-16 years of age, must be in attendance in an approved school unless otherwise exempted by law.
- 2) ***Disenrollment / Reenrollment on the Basis of Attendance.*** Without the school being notified by a parents/legal guardian/acting custodian of the reason(s) for their absence, students may be dropped from enrollment records after they miss five (five) consecutive days of attendance. Students should be re-enrolled on the date they return to and begin attending the CTEA.

Responsibility

The Board recognizes that regular attendance is positively related to student achievement. Everyone shares in the responsibility for making school attendance a priority.

- 1) Parents/guardians/acting custodians/Acting Custodians are urged to help their child establish good attendance habits throughout the child's schooling experiences. Absences due to family convenience such as vacation and baby-sitting are strongly discouraged. Parents are responsible for verifying absences by contacting the attendance office before, the day of, or no later than the close of the second day upon the student's return to school.

Parents are responsible for providing the school a current and secure day telephone number for contact regarding absences.

- 2) Students are directly responsible for establishing good attendance habits, which place priority on being in the classroom on a regular daily basis. Days missed for personal or family convenience should be minimized. When in school, students are required to be in class or in designated areas. If a student exceeds the allowable days, it becomes that student's responsibility to participate in scheduled make-up sessions.
- 3) Teachers are responsible for structuring the class in such a way that each day is meaningful and rewarding to the students in attendance. Teachers are required to take accurate attendance and comply with CTEA attendance procedures. Teachers should model regular attendance.
- 4) The Director is responsible for establishing the procedures that are needed to implement the attendance policy. School activities and related travel should be arranged to minimize negative impact on attendance. Attendance records follow a transferring student to the new school.

Attendance Requirements

- 1) ***Excused Absence:*** An excused absence is one that the parent/legal guardian knew of, approved, and cleared with the office. Students should not have more than five (5) total excused absences in a trimester with the following exceptions:
 - Death in the family,
 - School approved activities, or
 - Acute, major or chronic medical condition verified by a state licensed medical practitioner.
- 2) ***Unexcused Absence:*** An unexcused absence is one in which the parent/legal guardian did not have knowledge of, or did not approve, or did not clear with the office. Unexcused absences may be required to be made up outside of school time.
- 3) ***Absence Review Procedure:*** Absences should be reviewed on the following schedule:
 - Four absences in a semester (excluding those due to school-approved activities, death in the family, or acute, major or chronic medical condition verified by a medical practitioner) trigger a review by the child's homeroom teacher. This review may include a conference with the child and parents/legal guardian/acting custodian. The teacher may wish to invite the Director if needed.
 - Eight (8) cumulative absences (excluding those due to school-sponsored activities, death in the family or acute, major or chronic medical condition verified by a medical practitioner) trigger a review by the Director. This review may include, if needed, a conference with the child, parent, and teacher. Administrators may request, if needed, medical verification of illness.
 - Additional reviews will be scheduled in four-day increments (12, 16, 20, etc.) by the Director and may include the appropriate tribal entity, health and welfare, or the prosecuting attorney to investigate possible child neglect or habitual truancy.

- In the event that an attendance problem is not otherwise resolved utilizing the above steps, the students may be referred for expulsion as a habitual truant under the provisions of Section 33-205 of the Idaho Code.

Attendance Alternative

Since Chief Tahgee Elementary Academy is a new entity and not a conversion of an existing school, the attendance alternative would be the same as for those presently residing within the aforementioned contiguous attendance area boundaries of the Blackfoot and Pocatello school district boundaries and the entirety of the Fort Hall Indian Reservation. Students located within the attendance area of CTEA will have the option to enroll in existing public schools presently serving the area. Since enrollment is not mandated based upon residential proximity to the school, but through parental choice and equitable selection, no student will be required to attend CTEA.

Denial of Attendance

Idaho Law provides for denial of school attendance in Idaho Code §§33-205, "Denial of school attendance at any of its schools, by suspension or expulsion, to any pupil who is a habitual truant or who is incorrigible, or whose conduct in the judgment of the Board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school. Any pupil having been suspended or expelled may be readmitted to the school by the Board of Trustees upon such reasonable conditions as may be prescribed by the Board; but such readmission will not prevent the Board from again suspending or expelling such pupil for cause". Consequently, the Board will have the right to deny enrollment to any student, determine the readmission of any student suspended or expelled, and determine the admission of any student who has been denied admission as governed by Idaho Code. The Board considers the following as some examples of disruptive actions and justification for denial of attendance:

- 1) ***Bullying & Harassment.*** Verbal harassment and inappropriate physical contact with another student.
- 2) ***Computer Intrusion or Misuse.*** Unauthorized use of school technology to access protected materials, such as personnel files and student records.
- 3) ***Controlled Substances.*** Possession or use of any controlled substances by students, such as drugs, alcohol, or tobacco, is not permitted on school property.
- 4) ***Detriment to Health & Safety.*** The actions of the student become a detriment to the health and safety of other students, employees, or school as a whole.
- 5) ***Expulsion.*** Expelled from any other school.
- 6) ***Fighting.*** Aggressive behavior in a threatening way or fighting.
- 7) ***Gambling.*** Gambling or possessing gambling devices.
- 8) ***Gangs and Gang Activity.*** No person, group, or organization may establish any secret organization whose active membership requires lascivious, unethical, and/or illegal activities.
- 9) ***Habitual Truancy.*** The act, condition, and habit of being absent without permission.
- 10) ***Hazing.*** No students may humiliate another or require unnecessary tasks by using coercion of any type.
- 11) ***Incorrigibility.*** Unruly and/or unmanageable behavior.
- 12) ***Insubordination.*** Noncompliance with any reasonable request of school faculty or staff.

- 13) **Lascivious Literature.** Distributing or possessing lascivious materials on school grounds or during school activities.
- 14) **Other.** Other actions or condition deemed by the Board as disruptive of school discipline or instructional effectiveness.
- 15) **Profanity.** Using profane and vulgar language.
- 16) **Scholastic Dishonesty (cheating/plagiarism).** Cheating on assignments and tests and/or plagiarizing another's material.
- 17) **Tardiness.** Habitual tardiness to classes.
- 18) **Unsafe Behavior.** Potentially dangerous and harassing actions on school grounds, buses, or at school activities.

Truancy

Truancy is defined as any absence from class without knowledge and permission of parent and/or school authority; an absence not cleared in three days; leaving school without permission after reporting to school; leaving class without permission; or absences, even with approval of parents, which are excessive and/or interfere with the student's education program. Consequences for truancy are outlined as follows:

- 1) For a first (1) truancy school officials will assign consequences and parents/guardians/acting custodians/acting custodians will be notified in writing of the truancy and the consequences.
- 2) For a second (2) truancy, school officials will conduct an assessment and intervention. The assessment will consider the conditions surrounding the truancy and the student and parents/guardians/acting custodians/acting custodians may be referred to juvenile probation for intervention services. Parents/guardians/acting custodians/acting custodians will be notified in writing of the truancy and consequence/discipline.
- 3) For a third (3) truancy, the student will be referred as habitually truant to the police or sheriff's department and issued a citation. The citation will require the student and parents/guardians/acting custodians/acting custodians to appear in court. Parents/guardians/acting custodians/acting custodians will be notified in writing of the truancy and consequences.
- 4) For a fourth (4) truancy, the student will be referred as habitually truant to the police or sheriff's department and issued a citation. The citation will require the student and parents/guardians/acting custodians/acting custodians to appear in court. The citation will require the student and parents/guardians/acting custodians/acting custodians to appear in court. Parents/guardians/acting custodians/acting custodians will be notified in writing of the truancy and court referral. The Director or designee will refer the student to the Board of Trustees and may begin the expulsion process.

Cheating & Plagiarism

Students involved in cheating/plagiarism will be subject to the rules of the classroom teacher regarding cheating and/or may be referred to an administrator for discipline. Your teachers will discuss their rules for cheating and define plagiarism.

Computers & Equipment

Computers and other equipment are issued to students for their use while involved in a class, activity, or field experience. It is the student's responsibility to return these items at the end of the school-year, the class, or activity. Students who withdraw or are withdrawn from school have the responsibility to return school property. Leaving computers or equipment in a locker or some other place in the school building does not fulfill this responsibility. Students will be fined for lost or stolen computers or equipment. Schools will not issue transcripts or diplomas for students who have outstanding fines.

Counselor Services

Counseling services will be provide to all Chief Tahgee Elementary Academy students who may need assistance academic or personal issues. Please contact the student's teacher, the Director, or any other employee with which you feel comfortable in making the request.

Discipline Policy

The School has established the following comprehensive discipline policy and procedures (See Student Discipline Policy). The disciplinary actions may be taken by the Director or designee. Since all discipline is intended to modify behavior and should fit the misbehavior, these actions are suggestive and not necessarily sequential. In all disciplinary matters, students and parents have the right to due process and to appeal decisions to the next higher level of governance.

Discipline Tier I – Contact, Conference, Guidance

The first step in the disciplinary process can include one or more of the actions listed below as deemed appropriate by the principle or designee thereof.

- 1) *Conference/Contact with Parents.* The Director or designee will arrange a meeting or telephone conversation with the student's parents/legal guardian/acting custodian and/or school personnel to discuss the student's behavior or learning process. The School will seek the assistance of the student's parents/legal guardian/acting custodian in helping the student.
- 2) *Contact with Student.* The Director or designee will contact the student and inform him/her of the infraction. The student must agree to comply with required behavior management.
- 3) *Detention.* The Director or designee will require that a student remain in during lunch or after school for a period of time. The student is obligated to bring materials to the detention area to work on to improve his/her academic achievement at school.
- 4) *Guidance.* The Director or designee will arrange for a conversation between the student and the school personnel. The purpose of this meeting is to inform him/her that his/her behavior needs to change so that he/she does not violate the rights of others and to establish a written plan to help the student improve his/her learning capabilities.
- 5) *Rearrangement of School Schedule.* The Director or designee may assign a student a new schedule of classes and/or teachers when the behavior of the student is such that the student has not conducted himself/herself in an acceptable manner.
- 6) *Restriction of Free Time and/or Extracurricular Activities.* The Director or designee may inform a student that he/she cannot participate in certain activities because of his/her past or present behavior.

- 7) *School Clean-up.* The Director or designee may require a student to clean up certain areas of the school.

Discipline Tier II - Suspension

Students who cannot abide by school regulations and policies of the School, and who disrupt the educational atmosphere or interfere with the educational processes of the school, may be suspended for a temporary period of time.

Discipline Tier II – Expulsion

Expulsion is a very serious action to be taken against a student and should not be recommended unless all resources and processes have been exhausted. No recommendation for expulsion will be made until all necessary investigations and conferences have been held at the school building level.

Dress Code

The students of the Chief Tahgee Elementary Academy are expected to be aware of the importance of dressing appropriately and are urged to accept their responsibility to be well groomed and neat. Students are expected to wear appropriate clothing and footwear that will be comfortable. Judgment of this will be at the discretion of the Director. Exceptions to the dress code can be made for safety, religious or medical reasons or on “special event” days.

The Director reserves the right to remove a student from the school setting in the event that clothing is deemed inappropriate, poses a concern for the health, safety or welfare of any student including himself/herself or is disruptive to the normal functions of the school. Examples of inappropriate attire for all students includes (but is not limited to):

1. Any clothing or accessory (including chains, spikes, jewelry, shoes, etc.) that propose safety hazards or could cause possible disruptions in the normal functions of the school
2. Any clothing or accessory that depicts slogans or pictures that suggest the use of drugs, alcohol, tobacco, weapons, violence, or that involves sexual connotations, or are degrading to any group on the basis of race, religion, gender, sexual orientation, etc.
3. Halter tops, tube tops, tank tops, muscle shirts, dresses, or other tops with narrow shoulder straps (shoulder straps should be at least three fingers in width)
4. Shirts or dresses that reveal one’s chest, back or midriff
5. Short skirts, dresses or shorts
6. Pants, shorts, skirts or dresses with holes or that show skin or undergarments
7. Low cut pants that expose undergarments and midriffs (Students are expected to wear their pants so the belt loops or waist are at or close to the waistline. Sagging is prohibited.)
8. Hats, hoods, bandannas, visors, or other head coverings
9. Sunglasses
10. Coats - Coats must be put in students' classroom. Sweatshirts or sweaters may be worn in their place.

Students are required to follow the Dress Code at school activities

Dual Enrollment

Chief Tahgee Elementary Academy students are encouraged to participate in dual enrollment with other public schools and will comply with the local school districts' current dual enrollment policies and fee schedules, or as may be amended.

Due Process Policy

When an incident of misconduct occurs, a student will be given written or oral notice of any charges against him/her and an opportunity to present his/her version of the incident in question. Supervisors must give each student the opportunity, either oral or written, to defend himself/herself against the charges of misconduct prior to disciplinary action which may lead to suspension or expulsion. Such procedures must be reasonable, fair, and lead to reliable determination of the factual issues involved.

Emergency Care Policy & Release Form

All employees of Chief Tahgee Elementary Academy will protect the health of the public school students and will take reasonable measures to provide emergency care that may include, but is not limited to, administering emergency medication to any student that becomes ill or is injured on school property, during school hours, or at any school sponsored activity.

The parents, guardians, or adult student needs to sign an authorization to permit emergency administration of prescribed medication and other life saving measures by a trained non-licensed person (See Emergency Care Release Form).

Emergency Closures & Late Start

If the school closes or the start of school is delayed due to severe weather conditions or other emergencies, the announcement of the closure or late start will be made on all local radio and television stations and posted on the district website. Late starts may be used to protect valuable instructional time. All emergency closures will be communicated through the local news media, on our Facebook page, and via telephone; office staff will be available by telephone at 7:00 am on possible emergency closure days.

Enrollment

New students can enroll through the office or on the school's website. If filled to capacity, Chief Tahgee Elementary Academy follows enrollment procedures outlined in its Charter and accepts students on a first-come first-serve basis.

Field Trips & School Trips

Field trips and school trips are a vital part of the learning experience. As such we encourage student participation in these events. Eligibility for participation, however, is at the discretion of the Director. Examples of criteria for eligibility include attendance, academic performance and discipline record. It is possible for students to be excluded from such trips based upon these criteria.

Extracurricular Activities & Clubs

Our school provides extracurricular activities, clubs, and organizations that provide students an opportunity to explore interests outside of their academic program. Participation extracurricular activities and clubs is a privilege afforded students who choose to participate in a positive manner. Extracurricular activities and clubs are a vital part of the learning experience. As such we encourage student participation in these events. Eligibility for participation, however, is at the discretion of the

Director. Examples of criteria for eligibility include attendance, academic performance and discipline record. It is possible for students to be excluded from such trips based upon these criteria.

Students who are interested in forming a club should first discuss their idea with their teacher. Students and the teacher must then develop a proposal that includes the name of the organization, its purpose, sample listing of activities, meeting schedule, and target population. This should be given to the Director who will then meet with representatives to review the proposed club. Consideration will be given to the purpose of the new club and whether it duplicates the services provided by an existing club.

Health Policies

Health Records

In the best interest of the School, students, and employees, the following health records are required for each student:

- 1) A record showing pertinent information relating to immunizations.
- 2) If submitted by the parents/legal guardian/acting custodian, information pertaining to each student setting forth:
 - a. the name of the student's health care provider; the name of a contact person in case the parents/legal guardian/acting custodian cannot be reached in an emergency; and
 - b. a medical history and any physical or mental health condition the student might have that may require school personnel attention.

Immunizations

The parents/legal guardian/acting custodian of any child seeking admission to Chief Tahgee Elementary Academy must provide a statement regarding the child's immunity to certain childhood diseases. The requirements of this policy must be met **at the time of registration**, before attendance can begin. Chief Tahgee Elementary Academy is legally required to enroll and have in attendance students experiencing homelessness within one full day of an attempt to enroll.

This statement will provide:

- 1) A certificate signed by a physician or his/her representative that such child has received, or is in the process of receiving, immunizations as specified by the state.
- 2) Permission for the Director or designee to access the voluntary statewide registry of immunization maintained by the Idaho Department of Health and Welfare to verify the student's immunization record.
- 3) An official form which verifies immunity gained through prior contraction of the disease.

If none of these certifications are available, one of the following exemptions allowed under Idaho law must be provided:

- 1) A certificate signed by a physician stating that the condition of the child is such that all or any of the required immunizations would endanger the life or health of the child.
- 2) A signed statement of the parents/legal guardian/acting custodian's objections on religious or other grounds.

Medications at School

The purpose of administering medications in school is to help each student maintain an optimal state of health that may enhance his/her educational plan. The medications will be those required during school hours that allow the student to fully participate in the educational setting.

Supply & Schedule

All needed medication and supplies will be provided by the student, parent, or guardian. The parent and family physician are encouraged to work out a schedule of giving medication outside school hours.

Administration Guidelines

Self administration by responsible students is allowed under certain conditions. This decision will be determined by the attending physician in conjunction with the Director or designee. These recommendations apply to all prescribed and over-the-counter medications. This policy is intended to provide safe uniform administration of medication at school as well as to provide for the safety of other students.

Authorizing of Medication

A Request for Medication at School form must be completed and signed by the parent or guardian and physician. The physician's order must be renewed annually. Dosage changes require a new physician's order.

Medication Labeling, Storage, and Disposal

- 1) All medication must be received at school in its original prescription container. Medications should be brought to school by the parent or responsible adult. If this is not possible, the parent or guardian must inform the Director or designee by telephone that the student is bringing the medication to school and how much medication is in the container. The amount of medication received will be verified and documented by the Director or designee.
- 2) At the end of the school year, parents and guardians will be notified and asked to pick up unused medication. All unused medications left at school will be destroyed by the Director and witnessed by another school employee.

Administration of Medication

- 1) The parent, guardian, or physician's office must give the first dose of any new medication.
- 2) Students on prescribed medications may be allowed to take their own medications with written permission from their parent or guardian. The written permission must be submitted to the Director or designee. Competency of a student to self administer medication will be established. The student will be asked to bring only the prescribed dosage each day. Students who self administer asthma medication in the form of inhalers must provide the original prescription container. Students with asthma and severe allergies must have immediate access to their medication.
- 3) In case of a respiratory emergency; i.e., bee sting or severe asthma attack, epinephrine, by injection, may be administered by a designee approved by the attending physician and parents or guardians.
- 4) In case of a diabetic emergency; i.e., severe insulin reaction (low blood sugar), a designee approved by the attending physician and parents or guardian may administer glucose.

- 5) Aspirin and acetaminophen may be given to a secondary student upon his/her request, with a physician's standing order and parental permission. The physician's order and parental permission must be renewed annually.

Non-Discrimination Policy

All students are eligible to enroll regardless of race, color, national or ethnic origin, religion, sex, social or economic status, or special needs.

Parent Teacher Conferences

Parent conferences are held during the second month of each semester. This enables the student and parents to meet with teachers to evaluate academic progress. Parents may call and request conferences with school personnel at any other time of the year.

Permanent Records & Transcripts

A permanent or cumulative folder is kept for each student. This folder contains health and testing information as well as grades. Documents which qualify students for special programs such as special education or gifted and talented programs are kept in this folder. Cumulative folders are passed to the student's next school and will be kept on file at the CTEA office for five years.

A transcript which includes birth date, sex, date entered, school previously attended, address, parent or guardian names, record of all grades, GPA, and rank in class is kept in the office. All records are available in the office upon request.

Search & Seizure Policy

It is the policy of the Board that members of the administrative staff have the authority to search, in a fair and unbiased method, the student lockers and all other school property over which the school district has control at, any time, without student consent, and without a search warrant. Members of the administrative staff also have the authority to search the personal property of students when reasonable under the circumstances. This authority to search school property, or personal property of the student when appropriate, is extended to members of the teaching staff who accompany students on out-of-town activities for school-related purposes at school district expense.

Special Services

Special education and related services will be provided to students with learning and educational difficulties who have been identified through the Individual Education Program (IEP) process, following determination of special education eligibility. See the special education teacher for help with registration and specific course selection.

Through the IEP process, adapted courses or alternate courses are available to special education students who require such modification of their course work.

Adapted Courses:

Adapted courses through general education or special education may be provided to special education students in grades K-6. Adapted courses require the permission of the parent and will be indicated as "adapted" on the student transcript, as the content of the course will be adapted and does not meet the rigor of the general education class. For a student to be approved for an adapted course, all of the following must be met:

- 1) The student performs significantly below the average on standardized tests and has been recommended by a teacher, parent, or administrator.
- 2) Parental input and written approval is in the cumulative file or special education file.
- 3) It is understood that adapting this course will not impact the student from receiving a diploma and graduating with his/her class, if all other requirements for graduation have been met. However, it may affect his/her entrance into a post-secondary institution.

Alternate Courses:

Alternate courses may be provided to special education students in grades K-6. Any alternate course will be indicated on the student transcript as well as in the IEP. For a special education student to be approved for an alternate course, the following conditions must be met:

- 1) The student performs significantly below the average on standardized tests and has been recommended by a teacher, parent, or administrator.
- 2) The student requires different skills and instruction than the general requirements for graduation due to his/her transition plan and educational needs.
- 3) The IEP team, including the parents, approves the alternate course and the course is identified in the IEP.

Tardy Policy

Attendance and promptness are important to student achievement and to successful teaching. When students are absent or tardy their mastery of knowledge and skills is hampered. Because mastery is critical, the Tribal Police and/or Tribal Health and Human Services Department may be contacted when excessive and habitual tardiness occurs.

Technology Policy & User Agreement

Chief Tahgee Elementary Academy provides technology resources for the educational and professional benefit of its students and staff. The Technology Use Policy governs the use of the technological resources.

To promote the safety and security of users, and to ensure compliance with the Children's Internet Protection Act (CIPA), blocking and filtering protection measures and security controls are used to the extent practical.

Students' and employees' home and personal Internet use can have an impact on the school and on other students and employees. If personal Internet expression – such as a threatening message to another person, or a violent web site – creates a likelihood of material disruption to the CTEA's operations, the user may face disciplinary action and criminal penalties.

Tobacco, Alcohol, & Controlled Substances

It is the policy of the CTEA that any staff member who has reasonable suspicion that a student may be under the influence of, or has in his or her possession, a controlled or dangerous substance as defined by law will immediately notify the appropriate Designee or designee of such suspicions. The Director or designee will immediately investigate the allegation, and if confirmed, will take the appropriate disciplinary measures. These may include, but are not limited, to the following:

- 1) Contacting the parents/guardians/acting custodians/acting custodians
- 2) Contacting law enforcement
- 3) Referral to a counselor
- 4) Referral to an outside agency for chemical dependency assessment
- 5) Suspension from school
- 6) Expulsion from school

Notification

When a student is suspected of being in violation of federal, state, or local law for possession or use of any illegal drug, controlled substance, tobacco, or alcohol, the parents/legal guardian/acting custodian will be contacted immediately and local law enforcement agency may be notified. When a student is suspected of being in violation of federal, state, or local laws for trafficking of alcohol or drugs, the parents/legal guardian/acting custodian and law enforcement will be contacted immediately. The administrator or a designee will communicate all available information to the police and offer the full cooperation of the administration and staff in a police investigation.

Disciplinary Procedures

If a student discloses or is reasonably suspected of being under the influence of alcohol or controlled substances, sells or distributes, or possesses drug paraphernalia, drugs, alcohol, tobacco, or other mood altering substances in school, on or adjacent to school property, or at school functions, the School will comply with the procedures required by Idaho Code, Section 33-210 and school policy and procedures.

First Offense for Use or Possession

- 1) Contact the parents/guardians/acting custodians.
- 2) Law enforcement may be contacted.
- 3) Referral to school counselor
- 4) Suspension from school as determined appropriate by the Director or designee.

Second Offense for Use or Possession

- 1) Contact the parents/guardians/acting custodians.
- 2) Law enforcement may be contacted.
- 3) Referral to school counselor.
- 4) Referral to an outside agency for chemical dependency assessment and treatment.
- 5) Suspension from school for five (5) days.
- 6) School Board may be petitioned for expulsion of student.

Third Offense for Use or Possession

- 1) Contact the parents/guardians/acting custodians.
- 2) Law enforcement will be contacted.
- 3) Suspension from school.
- 4) School Board will be petitioned for expulsion of student.

First Offense for Trafficking

- 1) Law enforcement agency will be contacted.

- 2) Parent or guardian will be contacted.
- 3) Student will be suspended.
- 4) School Board will be petitioned for expulsion.

Interrogation

The Board reserves the right to interrogate any student suspected of the possession, use, or trafficking of tobacco, alcohol, drugs, or controlled substances. Individual pupils may not be interrogated by any person, except an employee of the school, without the approval of the principal. Officials representing the Idaho Department of Health and Welfare will be allowed access to students upon proper notification to the Director. The Director will not grant such an interview unless he/she deems it essential to the welfare of the child, to the immediate health and safety of others, as may be required by court order, or as authorized by a parent or guardian of the student in advance of the interview.

Transportation

Parent Drop-Off and Pick-Up

If students are transported to school by parents, they are to be dropped-off at the designated drop-off area. At no time are parents to drop-off or pick-up students in the bus zone.

School Bus Rules

The bus drivers are in absolute control and have full responsibility for maintaining safe conditions on the buses. Students must abide by their rules and regulations concerning conduct on the buses.

The use of bus transportation to and from school is a privilege, not a right. Students are only permitted to ride the bus to which they are assigned. Passes will not be issued for alternate bus transportation.

If the conduct of a student while riding a bus is such that it jeopardizes the safety of others or is otherwise obnoxious or undesirable, this privilege may be denied. Do not leave the bus through the rear door except during an emergency or an evacuation drill. Obey these rules – they are for your protection – show concern and respect for other students, and make the bus ride pleasant, clean, safe and efficient for all. Violations of the standards for bus conduct will be subject, but not limited, to the following penalties:

- 1) 1st offense – warning by driver, move student to front seat and student conference with driver.
- 2) 2nd offense – written report to Director and student conference with driver and the Director.
- 3) 3rd offense – mandatory detention and parent conference with Director.
- 4) 4th offense – loss of any bus privilege.

Severe infractions:

- 1) 1st offense – written report to Director, mandatory detention and Director conference with parent/guardian/acting custodian.

2) 2nd offense – suspension of any bus privilege

The administration reserves the right to impose more severe consequences based upon its interpretation of the violation committed.

Violence Prevention Policy & Harassment Complaint Form

No violence, bullying, intimidating, hazing, and/or harassment on the basis of race, sex, color, creed, religion, ancestry, national origin, age, physical, mental, emotional or learning disability, arrest or conviction record, pregnancy, marital status, parental status, sexual orientation, and/or political affiliation will be allowed. Violence, bullying, cyber bullying, intimidation, hazing, and harassment in the learning environment is not acceptable under any conditions, and any student who violates this policy may be subject to remedial or disciplinary action, up to and including expulsion from school.

Chief Tahgee Elementary Academy view violence, bullying, hazing, harassment and/or retaliation to be among the most serious breaches of behavior. Appropriate discipline for such behaviors, ranging from warning/remedial action up to expulsion, may be imposed. Discipline may be imposed against a Complainant if the CTEA discovers that a Complainant has knowingly made a false complaint, ranging from warning/remedial action up to expulsion. Discipline will be appropriate to the offense, age and status of the individual following the guidelines of the Student Discipline Policy. The Director or designee will submit the case to the appropriate law enforcement agency when the charges warrant such action.

Any parent of a student who feels they have been a victim of violence, bullying, intimidating, hazing, and/or harassment should complete the Harassment Complaint Form included in the Student/Parent Handbook and submit it to the Director (See Harassment Complaint Form).

Visitor Identification

Chief Tahgee Elementary Academy welcomes and encourages participation by all parents/legal guardians/acting custodians and other persons associated with school business to attend school activities and visit the school. In order to maintain a safe and secure environment and protect students from harm, all visitors are required to sign a log-in sheet and wear an identification badge during their visit. If an individual fails to comply with this directive, he/she may be asked to sign-in, asked to leave the premises, referred to law enforcement, and/or denied further access.

Weapons Policy

The Board has no tolerance for any student who possesses, threatens, or uses, or assists another in the possession, threat, or use of, any form of weapon whether on school premises, buses, or school sponsored events. According to federal law, any student who is determined to have used, brought, or have in possession a firearm or destructive device will be immediately suspended, referred to the appropriate law enforcement agency, and, following due process, be expelled from school for a period of not less than one (1) year, twelve (12) calendar months. The Board may modify the expulsion order on a case by case basis. Other than for firearms and destructive devices, when the use, threat of use, or possession of weapons the student may be immediately referred to law enforcement, may be suspended, and ultimately expelled as outlined in the School's Student Discipline Policy and Charter.

Withdrawing from School

Students who are transferring to another school or who are withdrawing from school must obtain a permit to withdraw from their counselor/administrator. The office will then issue a check out sheet which must be completed by the student. Any student who does not formally withdraw from school will not be readmitted until a hearing is held with the student's parents/legal guardian/acting custodian and the Director.

HANDBOOK AWARENESS STATEMENT

Student/Parent Handbook - Chief Tahgee Elementary Academy

My signature below indicates that I have received and read the Student/Parent Handbook, read the policies and procedures regarding the Code of Conduct, and signed the included forms along with my parents/guardians/acting custodians.

Parents should inform the school of changes in residence, custody and home phone, work and emergency telephone numbers.

TEACHER _____

STUDENT'S NAME (Print) _____

STUDENT'S SIGNATURE _____

DATE _____ GRADE _____

STUDENT ID # _____

PARENT SIGNATURE _____

**PLEASE RETURN THIS SIGNED FORM PAGE TO THE OFFICE
AT REGISTRATION OR BY THE FIRST WEEK OF SCHOOL**