

## Syringa Mountain School

### STUDENTS

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#### Entrance, Placement and Transfer

##### Entrance, Date and Age

No pupil may be enrolled in the kindergarten or first grade whose fifth (5<sup>th</sup>) or sixth (6<sup>th</sup>) birthday does not occur on or before the first (1st) day of September of the school year in which the child registers to enter school.

##### Initial Enrollment

Immunization records (or an appropriate waiver) and birth certificate (subject to provisions of McKinney Homeless Assistance Act) are required for admission to Syringa Mountain School.

If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, Syringa Mountain School shall notify the person enrolling the student in writing that he must provide within thirty (30) days either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birth date may include a passport, visa or other governmental documentation of the child's identity. If the person enrolling a student fails to provide the information within the requested thirty (days), Syringa Mountain School shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that he has an additional ten (10) days to comply. If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, Syringa Mountain School shall immediately report the same to the local law enforcement agency. *Local law enforcement will investigate these reports. Failure of a parent, or person in custody of a child, or a person enrolling a student, to comply with the documentation requirements of this section after a lawful request shall constitute a misdemeanor.*

##### Placement

The goal of Syringa Mountain School shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria, including, but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the Director.

##### Transfer

Syringa Mountain School policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in Syringa Mountain School.

Elementary Grades (K-8): Any student transferring into Syringa Mountain School will be admitted and placed on a probationary basis for a period of two (2) weeks.

Should any doubt exist with teacher and/or Director as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-(2)-week probationary period, the student will be subject to observation by the teacher and building Director.

Secondary Grades (9-10), Credit Transfer: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation.
2. Length of course, school day and school year.
3. Content of applicable courses.
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction).
5. An appropriate evaluation of student performance leading toward credit issuance.
6. Final approval of transfer credits will be determined by the high school Director, subject to review upon approval by the Director and Board of Trustees.

### Visitation

Short Term Visitation: We offer several open house dates throughout the year. Visitors and potential students are encouraged to visit during these times. We also provide tours upon request, preferably with advance notice.

Students wishing to enroll are welcome to visit for one school day prior to application. Liability release form, parent contact information, special services needs and medical forms must be filled out by the parent prior to the visit.

Long Term Visitation: Long term visitation is provisionally granted by the Director. The criteria for determining long term visitation placement/enrollment follows below:

1. Enrollment numbers - available seats in class.
2. Minimum length of visitation: 3-4 weeks. SMS teaches on a block system, so we only enroll long term students for blocks of study. Please refer to the SMS website for a list of current block rotations for the grade you are considering.
3. We require that all long term visitors complete our enrollment package.
4. School supply fees do apply for long term visitation students.

Cross Reference: 3125 Education of Homeless Children

Legal Reference: Art. IX, § 9, Idaho Constitution- Compulsory Attendance at School

I.C. § 18-4511	School Duties—Records of Missing Child—Identification Upon Enrollment—Transfer of Student Records
I.C. § 33-201	School age
I.C. § 33-209	Transfer of School Records
I.C. § 39-4801	Immunization required
I.C. § 39-4802	Exemptions

### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

## Syringa Mountain School

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#### Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill Syringa Mountain School's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

#### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Enrollment and Attendance Records

Average Daily Attendance

A day of attendance is one in which a pupil is physically present for a full day (at least four (4) hours for grades 1 through 12 (1-12) and at least two and one-half (2 ½) hours for kindergarten) under the guidance and direction of a teacher or other authorized school personnel while school is in session or is a homebound student under the instruction of a teacher employed by Syringa Mountain School.

Average Daily Attendance (ADA) is the aggregate number of days enrolled students are present divided by the number of days of school in the reporting period. Students who attend school in another state that abuts the student's resident school, shall be counted for purposes of ADA. Students for whom no Idaho school is a home school shall not be counted for purposes of ADA. Funding for schools is based on ADA and must be accurate.

Attendance Accounting:

Days present and absent for every student are to be recorded in each building for the purpose of informing parents of a student's attendance record.

Legal Reference: I.C. § 33-1001 Definitions

I.C. § 33-1002E Pupils attending school in another state

IDAPA 08.02.01.250.05 Day of Attendance (ADA) – Grades One Through  
Twelve (1-12)

IDAPA 08.02.01.250.03 Day in Session When Counting Pupils in Attendance

IDAPA 08.02.01.250.04 Day of Attendance -Kindergarten

Procedure History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

## Syringa Mountain School

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#### Part-Time Attendance / Dual Enrollment

For purposes of this policy the term “non-public school student” is any student who is enrolled in a non-public school (including a home school or private school), enrolled in a public charter school other than Syringa Mountain School or enrolled in a post-secondary institution.

Any non-public school student will be allowed to enroll in Syringa Mountain School and be entitled to participate in any program (curricular or extracurricular), subject to the same requirements as other students who are enrolled full-time in Syringa Mountain School and subject to the requirements set forth below in this Policy.

Non-public school students admitted to Syringa Mountain School shall only be on school property during the hours of enrollment or as otherwise indicated by the Director. Syringa Mountain School will not be responsible for the student during non-enrollment hours or times.

#### Admittance

The parent/legal guardian of any non-public school student wishing to admit their son/daughter in Syringa Mountain School for any academic or nonacademic program must register the student and provide the following prior to acceptance of any such student:

1. Birth certificate;
2. Evidence of residency within Syringa Mountain School boundaries;
3. Immunization records (or an appropriate waiver); and
4. Student records from the previously attended public school, if any, and any other records providing academic background information.

#### Extracurricular Activities

The following rules apply for a non-public school student to be eligible to participate in nonacademic school activities (i.e., extracurricular activities):

1. Eligibility standards must be met the same as other regular full-time students;
2. The non-public school student shall achieve a minimum score on the achievement test(s) required annually by the State Board of Education for purposes of determining eligibility for the following school year. The minimum composite test score of the student must fall within the average range or higher as established by the test service utilized. The minimum score on each assessment is the fifth (5<sup>th</sup>) stanine for the battery total score;
3. A non-public school student will be subject to the same requirements as public school students regarding school attendance on the date of an activity. If the non-public school student is not scheduled to attend academic courses in Syringa Mountain School on activity days, the non-public school student’s primary education provider shall provide assurance to Syringa Mountain School that such student has met the attendance requirements in the non-public school academic setting.

### Priority

Priority for enrollment, when school programs reach maximum capacities, will be given to students enrolled on a regular full-time basis. If a number of non-public school students request admission into the same class, they will be accepted on a first-come basis. In the event the class enrollment position of a non-public school student is needed for a regular full-time student during the course of the year, the full-time student will have priority for the position beginning with the semester after the need is identified. Students with disabilities residing in Syringa Mountain School who are attending private or home schools will be accepted in accordance with state and federal statutes.

### Average Daily Attendance

Students who are dual enrolled (i.e., enrolled on a part-time basis) shall be used in calculating Syringa Mountain School's state fund, but only to the extent of the student's participation in Syringa Mountain School programs.

### Graduation

In order to graduate from Syringa Mountain School, all non-public school students must meet the grade and other graduation requirements the same as regular full-time students.

Legal Reference: I.C. § 33-203 Dual enrollment

I.C. § 33-1001, et. seq. Average Daily Attendance

IDAPA 08.02.03.111.13 Dual Enrollment

### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

## **Syringa Mountain School**

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#### Compulsory Attendance

Parents are responsible for seeing that their children of age seven (7) or older prior to the first day of school attend school until the child's sixteenth (16<sup>th</sup>) birthday.

Unless the child is otherwise comparably instructed, the parent/guardian shall cause the child to attend a public, private or parochial school during a period in each year equal to that in which the public schools are in session.

Legal Reference: Art. IX, § 9, Idaho Constitution – Compulsory Attendance at School

I.C. §33-201 School age

I.C. § 33-202 School attendance compulsory

#### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Attendance Policy

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

Policy History:

Adopted on: April 24, 2104

Revised on: November 11, 2015



## Syringa Mountain School

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#### Attendance Policy

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Before the end of the school day, each school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

The following are valid excuses for absence and tardiness. Missed work assignments and activities may be made up in the manner provided by the teacher.

1. Participation in school-approved activity - To be excused, this absence must be authorized by a staff member and the affected teacher(s) must be notified prior to the absence, unless it is clearly impossible to do so.
2. Absence caused by illness, health condition, or family emergency - When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. A student shall be allowed one (1) makeup day for each day of absence. "Emergency" shall be defined as unforeseen and unexpected circumstances which create an air of crisis or extreme need. Such circumstances must present a grave and clear danger which could result in irremediable harm or immediate disaster.
3. Absence for parental-approved activities - This category of absence shall be counted as excused for purposes agreed upon by the Director, teacher and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes), the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course.
4. Absence resulting from disciplinary actions or short-term suspension - Students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during time they were denied entry to the classroom.

Extended illness or health condition - If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practicable. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Excused absence for chronic health condition - Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the Director or counselor, and a limited program shall be written following the advice and recommendations of the student's medical

advisor. The recommended limited program shall be approved by the Director. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request. Absence verified by a medical practitioner may be sufficient justification for home instruction.

### Unexcused Absences

1. Each unexcused absence shall be followed by a warning letter to the parent of the student. A student's grade shall not be affected if no graded activity is missed during such an absence.
2. When a student evidences repeated trancies, a conference shall be held among the parent, student and Director. At such a conference, the Director, student and parent shall consider adjusting the student's program or transferring the student to another school or engaging in family counseling.
3. If the above action fails to correct the truancy problem, the student shall be declared a habitual truant. The attendance administrator shall interview the student and his/her family and prescribe corrective action, which may include expulsion, and/or filing a complaint against the parent, guardian, or other person responsible for the care of the child in a court of competent jurisdiction. A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the Director or counselor. If counseling, parent conference, or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be suspended from the class.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and Syringa Mountain School regulations regarding corrective action or punishment.

### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

## Syringa Mountain School

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#### Education of Homeless Children

A "homeless child" is defined as provided in the McKinney Homeless Assistance Act.

Each child of a homeless individual and each homeless child has equal access to the same free, appropriate public education as provided to other students. The Board must assign and admit a child who is homeless to Syringa Mountain School regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The Board may not require an out-of-school attendance agreement and tuition for a homeless child.

The Director or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students shall have access to services comparable to services offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which the student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education, as well as programs for gifted and talented students; and
5. School nutrition program.

The Director or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Director or designee shall appoint a liaison for homeless children.

A complaint regarding the placement or education of a homeless child shall first be presented orally and informally to Syringa Mountain School's Director or Syringa's homeless liaison/coordinator, as designated by the Director. Thereafter a written complaint must be filed in accordance with Syringa Mountain School's Uniform Grievance Procedure.

Cross Reference: 3210 Uniform Grievance Procedure

Legal Reference: 42 U.S.C. § 11431, et seq. McKinney Homeless Assistance Act  
I.C. § 33-1404 Districts to Receive Pupils

#### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

### Homeless Children

Homeless children as defined by the Steward B. McKinney homeless assistance act (P.L. 100-77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of such homeless child.

### Other conditions:

The Board will not admit any student prior to viewing that student's records from the student's previous school districts.

Syringa Mountain School has the option of accepting a nonresident student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by Syringa Mountain School.

The Board will not admit any student who is expelled from another school district.

Legal Reference: I.C. § 33-1400 et seq. Transfer of pupils  
I.C. § 33-205 Denial of school attendance

### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

## Syringa Mountain School

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#### Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate Syringa Mountain School policies or rules will be subject to disciplinary measures.

Cross Reference: 3370 Searches and Seizure  
3330 Student Discipline

Legal Reference: I.C. § 33-205 Denial of school attendance  
Tinker v. Des Moines Ind. Sch. Dist., 89 S.Ct. 733 (1969)

#### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

## Syringa Mountain School

### STUDENTS

3210

#### Complaints and Grievances

It is the Board's desire that: (1) administrative procedures for settling complaints and grievances be an orderly process within which solutions may be pursued; (2) the grievance procedure provide prompt and equitable resolution at the lowest possible administrative level; and (3) each individual be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

#### Grievance Procedure

Any individual who believes, due to any action by the Board, its employees or agents that he/she has been the recipient of illegal discrimination or harassment, based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status may file a grievance in accordance with this policy.

This policy does not deny the right of a grievant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination or harassment.

Intimidation, harassment or retaliation against any person filing a grievance or any person participating in the investigation or resolution of a grievance is a violation of law and constitutes the basis for filing a separate grievance.

It is the policy of Syringa Mountain School to process all grievances in a fair and expeditious manner. However, in no event will a grievance be accepted or reviewed that is submitted more than 180 days after the alleged civil right violation, or from the date the grievant could reasonably become aware of such occurrence.

Syringa Mountain School will maintain confidentiality to the extent required by law.

#### Level 1: School Official (informal and optional – may be bypassed by grievant)

An individual with a grievance(s) ('Grievant') is encouraged to first discuss the issues with a Syringa Mountain School employee with the objective of resolving the matter promptly and informally.

#### Level 2: Director or Director's Title IX Designee

If a Grievant feels that a grievance was not satisfactorily resolved at Level 1, or if a Grievant elects to bypass Level 1, he/she may file a written, signed statement of the grievance with the Director or the Director's Title IX Designee (hereafter Designee). The statement must fully set out: (1) the nature of the grievance; (2) the remedy requested; and (3) the signature of the grievant and the date.

The Director or Designee has the authority to investigate all written grievances. If possible, the Director or Designee will resolve the grievance. If the parties to the grievance cannot agree on

a resolution, a written report of the investigation shall be prepared by the Director or Designee which shall contain: (1) a clear statement of the allegations of the grievance and remedy sought; (2) a statement of the facts as contended by each of the parties; (3) a statement of facts as found by the Director or Designee and identification of evidence to support each fact; (4) a list of all witnesses interviewed and documents reviewed during the investigation; (5) a narrative describing attempts to resolve the grievance; and (6) the Director's or Designee's conclusion as to whether the allegations in the grievance have merit.

If the Director or Designee believes the grievance is valid, the Director or Designee will recommend appropriate action.

The Director or Designee shall complete the investigation and file the report with the Board within sixty (60) days after receipt of the written grievance. By mutual consent of both parties, this time can be extended. A summary report shall be sent to the parties of the grievance consistent with confidentiality requirements of federal and state law. Upon approval by the Board, the recommendation(s) of the Director or Designee or designee shall be implemented.

### Level 3: Board of Directors

If either party is not satisfied with the recommendation(s) by the Director or Designee, either party may make a written appeal within ten (10) days of receiving the summary report of the Director or Designee to a panel of Board Directors, and/or Supervisors or designees. Within fifteen (15) days of receipt of the appeal, the panel shall review the Director's or Designee's recommendation(s), and may hear and consider any additional information that may exist regarding the allegations. If a Director has been involved in any of the previous steps, that individual shall not participate in the review of the appeal. Within ten (10) days of convening, the panel shall issue a decision regarding their findings. The decision shall be submitted to the Director and the parties of the grievance.

The decision of the Directors and the Director, with regard to implementing the decision, is a final decision and is not appealable, except that the grievant may, in writing, request that the Board review the record of the grievance procedure to ensure that Board policy, as set forth in this document, has been followed. The grievant is not precluded from filing complaints at any time during or after the grievance process with state or federal agencies.

### Timelines

The timelines set forth in this policy may be waived at the discretion of the Director or Designee if such waiver is determined to be in the best interest of the individuals involved.

### Employee Actions

All employees of Syringa Mountain School shall be responsible for acting in accordance with this policy.

### Review and Prevention

The Director or Designee will review the grievance in relation to current Syringa Mountain School policies and practices to determine if there are steps which Syringa Mountain School should take to prevent a recurrence of a similar type of discrimination or harassment.

Definitions for Policy 5250

Day: a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, school holidays and school breaks.

Grievance: a complaint alleging a violation of any policy, procedure, or practice which would be prohibited by Title VI, Title VII, Title IX, Section 504, the ADA, and other federal and state civil rights laws, rules and regulations.

Grievant: a student, parent/guardian, employee or visitor of Syringa Mountain School who submits a grievance.

On school premises or at any school sponsored activity, regardless of location: shall include, but not be limited to buildings, facilities, and grounds on the Syringa Mountain School campus, school buses, school parking areas; and the location of any school sponsored activity. This includes instances in which the conduct occurs off the school premises but impacts a school related activity.

Procedure History:

Adopted on April 24, 2014

Revised on: November  
11, 2015



Student Use of Buildings: Equal Access

Non-curriculum related secondary school student organizations may conduct meetings on school premises without intervention on the basis of the religious, political, philosophical or other content of the meeting.

The following criteria must be met:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time on regular school days;
4. Employees or agents of the school or government are present only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities.

Although the school assumes no sponsorship of these kinds of meetings, all meetings held on school premises must be scheduled and approved by the Director.

This policy pertains to student meetings. The school has the authority, through its agent or employees, to maintain order and discipline on school premises and to protect the well-being of students and faculty.

Legal Reference: 20 U.S.C. 4071 Equal Access Act

Board of Education v. Mergens, 110 S.Ct. 2356 (1990)

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

## Syringa Mountain School

### STUDENTS

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#### Student Clubs: Equal Access

The Board regards student clubs and organizations as an important part of the education and development of students.

#### Definitions

As used in this policy:

- (a) "School" shall mean Syringa Mountain School.
- (b) "Club" shall mean a sponsored club or a non-sponsored or non-curriculum club of students of the school who wishes to organize and meet form common goals, objectives, or purposes, but does not include school activities.
- (c) "Sponsored Club" shall mean a club which is directly under the sponsorship, direction, and control of the school.
- (d) "Non-sponsored or non-curriculum Club" shall mean a student initiated club which is not under the sponsorship, direction or control of the school or any student initiated club that does not directly relate to the body of courses offered by the school.
- (e) "Non-participating capacity" shall mean a person may not promote, lead or participate in any meeting.

Syringa Mountain School shall provide equal access and a fair opportunity for clubs to organize and to meet on school premises during the times established for such meetings.

Sponsored clubs shall be sponsored by a member of the faculty, staff, or administration of the school. Syringa Mountain School shall not sponsor clubs which advocate particular religious or political beliefs or ideas. Any such clubs shall be non-sponsored or non-curriculum, and must engage a school employee to monitor their activities while on the premises. Syringa Mountain School shall not be identified or associated with the goals, objectives, activities, beliefs, or opinions of any non-sponsored or non-curriculum clubs or its members. Any club whose activities are deemed by the Director to be disruptive of the everyday operations of the school will not be allowed to initiate meetings, nor continue to meet on school premises.

#### Equal Access Guidelines for All Clubs

The following general guidelines will be observed in approving, establishing, and operating student clubs at Syringa Mountain School.

1. Each proposed club must complete and submit a request form to the Director or designee stating the name, specific purpose of the club, the membership requirements, the activities of the club and meeting dates and times. Each proposed club shall have the student group perform a risk management assessment of the proposed club activities. The Director or designee will forward the request to Syringa Mountain School. Syringa

Mountain School with board approval shall respond to the request, accept or reject the application, and designate the club as either a sponsored club or non-sponsored or non-curriculum club.

2. Student participation in club activities and attendance at club meetings shall be voluntary and shall be limited to those students who are currently enrolled in Syringa Mountain School. All student groups meeting on school premises are required to open membership to all interested and/or eligible students. Clubs shall be allowed to meet on school premises during lunch hour and from 3:00 p.m. to 5:00 p.m. on days when school is in session. The time and place of all club meetings shall be subject to available space, conflicting activities and programs, and the availability of the faculty sponsor or monitor. Students shall be responsible for ensuring the presence of a faculty sponsor or monitor prior to every meeting. Clubs will be allowed to meet on school premises during other times of the day only in extraordinary or exceptional circumstances as may be determined by the Director or designee.
3. All clubs must comply with provisions of the school's student constitution, if applicable.
4. No hazing of students shall be permitted.
5. The Director or designee may deny the opportunity of any club to meet on school premises, and may deny permission of any non-school person to meet with or speak to a club on school premises, when there exists a substantial likelihood of material and substantial interference with the orderly conduct of educational activities within the school, or if the meeting or activities in the meeting are, or will be, in violation of any law or ordinance.
6. The Director, designee, or student council (if appropriate) may temporarily or permanently terminate the opportunity of any club to meet on school premises in the future if the club has materially or substantially interfered with the orderly conduct of educational activities within the school, if the activities of the club have violated any law or ordinance, or if the club has violated any provision of this policy.

#### Additional Guidelines for Sponsored Clubs

For sponsored clubs, the following guidelines will apply:

- A. Each sponsored club will have a faculty or staff member appointed as sponsor. The sponsorship shall be approved by the Director or designee.
- B. All activities of the club must have prior approval of the sponsor.
- C. Club funds shall be subject to deposit, audit and disbursement in accordance with the regulations of Syringa Mountain School.
- D. The content and placement of club posters or advertisements shall be approved by the club sponsor.

#### Additional Guidelines for Non-Sponsored or Non-Curriculum Clubs

For non-sponsored or non-curriculum clubs, the following guidelines will apply:

- A. The formation of non-sponsored or non-curriculum clubs shall be student initiated. Non-school persons may not direct, conduct, control or regularly attend activities.

- B. Recognition by Syringa Mountain School of a non-sponsored or non-curriculum club is not an endorsement of the aims, policies, or opinions of the student organization or its members.
- C. Syringa Mountain School's name will not be identified with the aims, policies, or opinions of the student organization or its members.
- D. Notices of meetings of non-curricular student organizations may be posted only on a designated bulletin board used by all non-school-sponsored organizations. No announcements shall be made over the public address system or in any school-sponsored publications.
- E. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing a meeting place.
- F. Every club must have a Syringa Mountain School employee volunteer as a monitor to the club. The monitor shall be responsible for monitoring the meetings to assure that attendance at the meetings is voluntary, to assure that the meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school, and to assure that order and discipline are maintained. Monitors shall attend the meetings of non-sponsored or non-curriculum clubs that are political or religious in nature in a non-participatory capacity.
- G. No school employee shall be compelled to be a monitor of a non-sponsored or non-curriculum club.
- H. Club posters or flyers need to have a disclaimer, and poster content and placement shall be approved by the Director or designee.
- I. Syringa Mountain School shall not be identified or associated in any way with the goals, objectives, activities, or opinions of any non-sponsored or non-curriculum clubs to raise money.

Legal Reference: 20 U.S.C. §§ 4071-4074 Equal Access Act

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Student Club Risk Management Plan

Each School Sponsored Club must develop and implement a plan that identifies hazards and / or potential exposures to club members, faculty staff members, and school property. This plan should also outline the policies and procedures needed to control the identified hazards.

Due to the variety of club activities that can occur within a school, it is critical that hazards and exposures created by the club activities be carefully evaluated. Some clubs, for example a Chess Club, may not have significant hazards; however, other clubs such as a Rodeo Club could have the potential for severe injuries. Each Risk Management Plan should be customized to the hazards of the individual club. To assist you in developing your plan, you can answer the following questions:

WHAT ARE THE PURPOSES AND GOALS OF THE CLUB?

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WHAT ARE THE RESPONSIBILITIES OF THE CLUB MEMBERS?

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WHAT TRAINING IS TO BE REQUIRED OF CLUB MEMBERS? ARE THERE MINIMAL KNOWLEDGE REQUIREMENTS? HOW WILL THESE BE TESTED? HOW ARE TRAINING AND TEST RESULTS DOCUMENTED AND MAINTAINED?

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WHAT ARE THE RESPONSIBILITIES OF THE FACULTY OR SCHOOL APPOINTED SPONSOR?

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WHAT SPECIAL TRAINING OR EDUCATION IS REQUIRED OF THE FACULTY OR SCHOOL STAFF SPONSOR? ARE THEY CERTIFIED THROUGH A RECOGNIZED ORGANIZATION?

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WHAT SAFETY RULES ARE NECESSARY TO CONDUCT CLUB ACTIVITIES MINIMIZING HAZARDS AND EXPOSURES TO CLUB MEMBERS, SCHOOL STAFF MEMBERS, AND SCHOOL PROPERTY?

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WHAT SAFETY EQUIPMENT IS NEEDED? WHO IS TO PROVIDE THIS EQUIPMENT? HOW IS THE EQUIPMENT TO BE INSPECTED AND TESTED?

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WHAT EMERGENCY RESPONSE PROCEDURES ARE NECESSARY BASED UPON THE INHERENT RISKS OF THE CLUB ACTIVITIES? AS AN EXAMPLE; FIRST-AID, AND EMERGENCY COMMUNICATION?

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ARE PARENT CONSENT FORMS REQUIRED? IF SO, WHERE ARE THE RECORDS MAINTAINED?

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## **Syringa Mountain School**

### **STUDENTS**

**3230**

#### Student Government

The Board encourages the function of student councils in Syringa Mountain School's elementary and secondary schools. Student councils shall assist in improving the general welfare of all students and give students the opportunity to participate in the orderly workings of the democratic process

Student councils shall not have authority to make policies or procedures for Syringa Mountain School. However, they may make recommendations to the administration on any topic of student concern.

Eligibility rules for candidates and rules for conducting campaigns and elections should be published, widely announced and uniformly enforced.

Legal Reference: I.C. § 33-506(1)

#### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Student Publications

Student publications produced as part of the school's curriculum or with the support of student body funds are intended to serve both as vehicles for instruction and student communications. They are operated and substantively financed by the student body and Syringa Mountain School.

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided they are treated in depth and represent a variety of viewpoints. Such materials may not be libelous, obscene or profane nor may they cause a substantial disruption of the school, invade the privacy rights of others, demean any race, religion, gender, or ethnic group, or advocate the violation of the law. They may not advertise tobacco, liquor, illicit drugs or drug paraphernalia.

The Director shall develop guidelines to implement these standards and shall establish procedures for the prompt review of any materials that appear not to comply with the standards.

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015



Distribution and Posting of Materials

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is Syringa Mountain School's policy to limit the distribution of materials to parent and student organizations sponsored by Syringa Mountain School or other governmental agencies. Materials that provide information valued or needed by Syringa Mountain School may be distributed.

Students should not be used to distribute partisan materials or information pertaining to a school or general election, budget or bond issue, or negotiations. Students should not be exploited for the benefit of any individual, group or profit-making organization.

No staff member may distribute any materials on school property without prior approval of the chief school administrator. All materials distributed will clearly indicate their source. Non-school- related materials will be plainly labeled, including a disclaimer that the activity is "not a school- sponsored activity."

All organizations must have the approval of the Director before materials may be distributed. The Director will use the guidelines listed above in the approval of the distribution of the materials.

In order to facilitate the distribution of materials with information about student activities offered in the community, each school will do the following:

- A. Maintain a centrally located bulletin board for the posting of bulletins.
- B. Maintain a table where flyers and other information can be made available to students.
- C. Include announcements for student related activities in newsletters that go home to students. The announcements must be submitted one (1) week prior to the newsletter in which the announcement is to go home, must advertise a youth-oriented activity, and must be of non-religious or non-political nature.

It is the intent to post all notices and place flyers on the distribution table except those that are viewed by the Director as likely to be disruptive, libelous or obscene.

Cross Reference: 3430 Distribution of Fund Drive Literature Through Students  
4240 Distribution of Fund Drive Literature Through Students

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Student Dress in General

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school.

Students are reminded that their appearance (clothing and grooming) significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, since it is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning, minimizing disruptions or distractions, and to protect the health, safety, and morals of students all students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location.

Prohibited Dress

In general, students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry—including body piercing) which depict or allude to, by picture, symbol or word, drugs, including alcohol and tobacco, controlled substances, drug paraphernalia, gangs, violence, sexually explicit, lewd, indecent or offensive material, or illegal acts. The wearing, using, or displaying of any gang clothing or attire (based upon the Director/designee's reasonable belief that gangs may be present in a school) jewelry, emblem, badge, symbol, sign, codes or other things which evidence membership or affiliation in any gang is prohibited on any school premises or at any school sponsored activity, regardless of location.

Head Coverings Prohibited

Head coverings are inappropriate in the school building during regular school hours, unless the Director or designee specifically makes an exception to the policy.

Footwear Required

Unless the Director or designee indicates otherwise, students will wear footwear at all times.

Additional Regulations Authorized

The Board of Trustees urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the school setting. For example, clothing exposing bare midriffs, shorts, and short skirts will not be allowed. The Director or his designee is hereby authorized to promulgate regulations consistent with the provisions of this policy.

Interpretation and Implementation of Policy

The building Director/designee shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the

Interpretation of the building Director/designee shall be final. Directors, administrators and teachers shall use reasonable discretion in enforcing this policy.

#### Enforcement

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

#### Temporary Exceptions

In order to allow appropriate attire for a particular educational or school activity, the building Director/designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a specially scheduled school event required a group of students to dress unusually on a particular day.

#### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Legal Reference: I.C. 33-506  
I.C. 33-512(6)

## Syringa Mountain School

### STUDENTS

3260P

#### Dress Code Procedure

Children are expected to dress neatly and cleanly and warmly. Clothing is to fit well: no sleeves dangling over the hands or pants that drag on the ground. Students work and play hard, and clothing may become soiled so keep this in mind when dressing your child for school. In order to keep maintenance chores to a minimum, students are asked to bring indoor shoes that stay at school.

1. Shoes: Students change into their indoor shoes when they arrive at school and wear them while inside the school building. Both indoor shoes and outdoor footwear should support the foot and fit snugly so they do not fall off during active movement. Loose sandals and flip-flops are not permitted. Please have your children wear socks every day.
2. Hats: Students are not permitted to wear hats or caps inside.
3. Weather: Students go outside every day so prepare your child for changing weather including rain and snow. Please dress children in layers, as we can experience many different types of weather in one school day
4. Logos: SMS strives to be a model of quality and beauty in the educational process and to create an atmosphere of care and respect in all that fills the lives of students at our school. To that end we ask that all clothing, shoes, school bags and lunch containers be free of any logos, corporate advertising, and media images or characters. Furthermore, extreme faddish clothing, accessories such as jewelry, painted nails, and extreme hairstyles have a distracting effect on students and should be avoided. We wish to discourage focus on superficial, outward differences and protect students from influences that tend to prematurely push them into the world of adolescence before they are out of grade school.
5. Change of Clothes: Parents are asked to send and leave at school one long sleeve and one short sleeve shirt, a pair of undergarments, a pair of pants, and a sweatshirt. If a student is dressed inappropriately, or needs a change of clothes for any reason, he or she will be asked to change into one of these items. Please provide a cloth bag with the child's name, for these items to be contained within in the child's classroom.
6. Makeup: No makeup shall be worn by students in Kindergarten through Sixth grade.

#### Procedure History:

Adopted on: April 24,  
2014

## Syringa Mountain School

### STUDENTS

3265P

#### Middle School Dress Code Procedure

Students are expected to dress neatly and cleanly and warmly. Clothing is to fit well: no sleeves dangling over the hands or pants that drag on the ground. No intentionally ripped or torn clothing is permitted. In order to keep maintenance chores to a minimum, students are asked to bring indoor shoes that stay at school.

1. Shoes: Students change into their indoor shoes when they arrive at school and wear them while inside the school building. Both indoor shoes and outdoor footwear should support the foot and fit snugly so they do not fall off during active movement. Loose sandals and flip-flops are not permitted.
2. Hats: Students are not permitted to wear hats or caps inside, unless approved by their teacher or the Director.
3. Weather: Students go outside every day so prepare your child for changing weather including rain and snow. Middle school students are expected to be adequately clothed for outdoor activities.
4. Logos: SMS strives to be a model of quality and beauty in the educational process and to create an atmosphere of care and respect in all that fills the lives of students at our school. For middle school students, logos are permitted provided that they represent imagery and language that is respectful and appropriate.
5. Skirts and shorts: Skirts and shorts are to be no shorter than the length of the student's arm when relaxed at the side of the body.
6. Strapped t-shirts: it is our expectation that our students will dress modestly during the school day. Therefore, we do not allow spaghetti strapped t-shirts, camisoles, or blouses. Sleeveless tops will have straps no less than 1 1/2" wide.
7. Change of Clothes: While students are encouraged to have extra clothing at school during the winter months, the additional clothing is optional. If a student is dressed inappropriately, or needs a change of clothes for any reason, he or she will be asked to change into something more appropriate. It is therefore recommended that each middle school student have an appropriate change of clothes at school.
8. Makeup: Students in 7<sup>th</sup> and 8<sup>th</sup> grade are permitted to wear a reasonable amount of makeup.

#### Procedure History:

Adopted on: April 24,  
2014

School-Provided Access to Electronic Information, Services, and Networks

General

Internet access and interconnected computer systems are available to Syringa Mountain School's students and faculty. While minimized or not utilized in the earliest grades, electronic networks, including the Internet, are a part of Syringa Mountain School's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. In order for Syringa Mountain School to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of School-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While Syringa Mountain School's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Internet Access Conduct Agreements

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to Syringa Mountain School's computer system and/or Internet Service.

Curriculum

The use of Syringa Mountain School's electronic networks shall be consistent with the curriculum adopted by Syringa Mountain School, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with Syringa Mountain School's educational goals, use the Internet throughout the curriculum.

Syringa Mountain School's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Uses of Network - Educational Purposes

All use of Syringa Mountain School's electronic network must be (1) in support of education and/or research, and in furtherance of Syringa Mountain School's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via Syringa Mountain School's electronic network or Syringa Mountain School computers. Syringa Mountain School reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

### Unacceptable Uses of Network

The following are considered unacceptable uses and constitute a violation of this policy:

- A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by Syringa Mountain School's student discipline policy and illegal; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
- B. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
- C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
- E. E-mail access may be given to students on a case-by-case basis (e.g., foreign exchange students keeping in contact with home). Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.

### Internet Safety

#### Definition – 'harmful to minor'

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Syringa Mountain School shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors and/or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Director or designee.

The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is harmful to and/or inappropriate for minors. The Director or designee shall enforce the use of such filtering devices.

### Internet Filtering

Filtering should only be viewed as one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Syringa Mountain School shall block/filter any item that falls under any of the below categories (Syringa Mountain School will update/modify periodically):

- Nudity/ pornography – prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites
- Sexuality – sites which contain material of a mature level, images or descriptions of sexual aids, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads
- Violence – sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime-scene images
- Crime – information of performing criminal acts (e.g., drug or bomb making, computer hacking), illegal file archives (e.g., software piracy)
- Drug Use – sites which promote the use of illegal drugs, material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug. Exception: material with valid-educational use
- Tastelessness – images or descriptions of excretory acts (e.g., vomiting, urinating), graphic medical images outside of a medical context
- Language/Profanity – passages/words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files, adult humor
- Discrimination/Intolerance – Material advocating discrimination (e.g., racial or religious intolerance), sites which promote intolerance, hate or discrimination
- Interactive Mail/Chat – sites which contain or allow inappropriate email correspondence, sites which contain or allow inappropriate chat areas
- Inappropriate Banners – advertisements containing inappropriate images or words
- Gambling – sites which allow or promote online gambling
- Weapons – sites which promote illegal weapons, sites which promote the use of illegal weapons
- Body Modification – sites containing content on tattooing, branding, cutting, etc.
- Judgment Calls – whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material).



### Controls in Addition to Filtering

Syringa will ensure appropriate internet and network use by using filtering in conjunction with:

- Educating students to be “Net-smart;”
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using “Acceptable Use Agreements;”
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

### Monitoring of Student Internet Use

The system administrator and/or Director shall monitor student Internet access.

### Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

### Warranties/Indemnification

Syringa Mountain School makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. Syringa Mountain School is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Syringa Mountain School will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to Syringa Mountain School and shall indemnify and hold Syringa Mountain School, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s)/legal guardian(s) agrees to cooperate with Syringa Mountain School in the event of the school’s initiating an investigation of a user’s use of his/her access to its computer network and the Internet.

### Violations

If any user violates this policy, the student’s access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building Director will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final.

#### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

**Syringa Mountain School**

**STUDENTS**

**3270F**

**INTERNET ACCESS CONDUCT AGREEMENT**

*Every student having access to technology at Syringa Mountain School must read and sign below:*

I have read, understand, and agree to abide by the terms of the Syringa Mountain School's policy regarding School-provided Access to Electronic Information, Services, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to Syringa Mountain School's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (Print) \_\_\_\_\_ Home Phone: \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Status: Student \_\_\_ Staff \_\_\_ Patron \_\_\_ I am 18 or older \_\_\_ I am under 18 \_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

**Parent or Legal Guardian.** (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above named- student, I have read, understand and agree that my child shall comply with the terms of Syringa Mountain School's policy regarding School-Provided Access to Electronic Information, Services and Networks for the student's access to Syringa Mountain School's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless Syringa Mountain School, the Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/ her access to such networks or his/her violation of Syringa Mountain School's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building- approved account to access Syringa Mountain School's computer network and the Internet.

Parent / Legal Guardian (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_

This Agreement is valid for the \_\_\_\_\_ school year only.

**MIDDLE SCHOOL CYBERBULLYING POLICY AND AGREEMENT FORM**

This school provides the electronic infrastructure and supporting software and communication devices to enhance students' education. Other uses of the technology, specifically the harassment or bullying of fellow students, will not be tolerated. To access the school's technological resources, students must adhere to the following policy.

Cyberbullying in school is relatively new, paralleling the proliferation of electronic communication devices. Just like traditional bullying, cyber bullying can continue off campus. Bullying and cyberbullying can persist at any time of the day or week and can be broadcast to a much larger audience.

SMS Policy on Cyberbullying

Bullying – in any form – will not be tolerated on school grounds. It disrupts the learning environment and adversely affects the quality of a student's education. It harms the victim, the students exposed to it, and in many cases, the actual bully. Since the advent of the internet and personal electronic communication devices, bullying has expanded to include cyberbullying.

Cyberbullying is defined as the use of information and communication technologies – such as email, cell phone and page text messages, instant messaging, and defamatory personal Web sites and online personal polling sites – to support deliberate, hostile behavior intended to frighten or harm others. Whereas traditional bullying was limited to direct confrontations, cyberbullying can happen any time and be much more far reaching. When harassing language or pictures are posted to the Internet, the words and images can stay forever, which affects the victim far into the future. To that end, Syringa Mountain School has adopted the following policy to address this abuse of electronic communication technologies, whether the actions occur at school or off campus.

The following actions are viewed as a violation of the SMS Cyber and Electronic Device Policy:

1. Using a school provided communication device (including a computer) or computer network:
  - a. With the intent to intimidate, harass, or coerce another person or
  - b. To use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or
  - c. To threaten an illegal or immoral act
2. Using a personal communication device on school grounds or at a school related function:
  - a. With the intent to intimidate, harass, or coerce another person or
  - b. To use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or
  - c. To threaten an illegal or immoral act shall be subject to school disciplinary procedures.
3. Using a personal communication device off of school grounds:
  - a. With the intent to intimidate, harass, or coerce another person or
  - b. To use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or
  - c. To threaten an illegal or immoral act shall be subject to school disciplinary procedures.
4. In any instance in which cyberbullying creates a climate of fear and/or causes a substantial disruption of the work of the school or impinges on the rights of other students.

Consequences for Violation

Any violation of these regulations shall result in loss of computer-systems privileges and may also result in appropriate disciplinary action, as determined by school policy, or possible prosecution through the judicial system.

Reporting and Investigating

Students and staff are required to report to faculty, staff, or administration any incidents of cyberbullying about which they are aware. Reports may be made anonymously. Designated staff will investigate all reports, using any electronic communication records currently kept by the school, and recommend the school's next course of action.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with Syringa Mountain School's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable Use – Access to Syringa Mountain School's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of Syringa Mountain School; or (b) for legitimate business use.
2. Privileges – The use of Syringa Mountain School's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator (and/or building Director) will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. His or her decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another, without his/her consent;
  - j. Posting anonymous messages;

- k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – Syringa Mountain School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Syringa Mountain School will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Syringa Mountain School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify Syringa Mountain School for any losses, costs, or damages, including reasonable attorney fees, incurred by Syringa Mountain School, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building Director. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – Syringa Mountain School assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and Syringa Mountain School policy prohibit the republishing of text or graphics found on the Web or on Syringa Mountain School Websites or file servers, without explicit written permission.
  - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and the student.
11. Use of Electronic Mail.
  - a. Syringa Mountain School’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by Syringa Mountain School. Syringa Mountain School provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
  - b. Syringa Mountain School reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
  - d. Electronic messages transmitted via Syringa Mountain School’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with Syringa Mountain School. Great care should be taken, therefore, in the composition of such messages

and how such messages might reflect on the name and reputation of this Syringa Mountain School. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.

f. Use of Syringa Mountain School's electronic mail system constitutes consent to these regulations.

### Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using Syringa Mountain School Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each Syringa Mountain School computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Director or designee.
4. The system administrator and building Directors shall monitor student Internet access.

Legal Reference: Children's Internet Protection Act, P.L. 106-55420 U.S.C. § 6801, et seq.  
47 U.S.C. § 254(h) and (l)

### Procedure History:

Promulgated on: April 24, 2014

Revised:

## Syringa Mountain School

### STUDENTS

3280

#### Equal Education, Nondiscrimination and Sex Equity

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child. Any student may file a discrimination grievance using the procedure that follows this policy.

Syringa Mountain School shall deny no student, on the basis of sex, equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the School Title IX Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

In compliance with federal regulations, Syringa Mountain School will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks.

Syringa Mountain School will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff or volunteers with disabilities. Syringa Mountain School considers this behavior to constitute discrimination on the basis of disability in violation of state and federal law.

Legal Reference: I.C. § 67-5909 Acts Prohibited

#### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015



Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited in Syringa Mountain School.

Definitions

An employee, Syringa Mountain School agent, or student engages in 'sexual harassment' whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- I. denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
- II. has the purpose or effect of:
  1. substantially interfering with the student's educational environment;
  2. creating an intimidating, hostile, or offensive educational environment;
  3. depriving a student of educational aid, benefits, services, opportunities or treatment; or
  4. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Reporting of Alleged Sexual Harassment and/or Intimidation

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator or administrator who will assist them in the complaint process. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Disciplinary Action for Sexual Harassment

Any Syringa Mountain School employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of Syringa Mountain School who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students. Syringa Mountain School will make every effort to insure that employees or

students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

Confidentiality

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender.

Title IX Coordinator Information Made Available

Any individual seeking further information should contact the Director for the name of the current Title IX Coordinator for Syringa Mountain School. The Director shall insure that the student and employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating Syringa Mountain School's compliance efforts.

Uniform Grievance Procedure

An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

Cross Reference: 3210 Uniform Grievance Procedure

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments  
34 CFR Part 106  
I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

**Harassment Reporting Form for Students**

School \_\_\_\_\_

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

Who was responsible for the harassment or incident(s)? \_\_\_\_\_

Describe the incident(s). \_\_\_\_\_

Date(s), time(s), and place(s) the incident(s) occurred. \_\_\_\_\_

Were other individuals involved in the incident(s)?      yes                  no  
If so, name the individual(s) and explain their roles. \_\_\_\_\_

Did anyone witness the incident(s)?      yes                  no  
If so, name the witnesses. \_\_\_\_\_

Did you take any action in response to the incident?      yes                  no  
If yes, what action did you take \_\_\_\_\_

Were there any prior incidents?      yes                  no  
If so, describe any prior incidents \_\_\_\_\_

Signature of complainant \_\_\_\_\_

Signatures of parents/legal guardian \_\_\_\_\_

## Syringa Mountain School

### STUDENTS

3295

#### Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, cyber bullying, or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated at Syringa Mountain School.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Director or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

The Director is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, as needed, and provisions to ensure notice of this policy is provided to students, staff and third parties.

Cross Reference: 3210 Uniform Grievance Procedure

Legal References: I.C. § 18-917 Hazing

I.C. § 18-917A Student Harassment – Intimidation – Bullying

I.C. § 33-205 Denial of School Attendance

I.C. § 33-512 Governance of Schools

I.C. § 67-5909 Acts Prohibited

20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments

34 CFR Part 106

20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments

34 CFR Part 106

I.C. § 67-5909 Acts Prohibited

#### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

**HARASSMENT COMPLAINT FORM**

School \_\_\_\_\_ Date \_\_\_\_\_

Student's/Complainant's Name \_\_\_\_\_

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

Who was responsible for the harassment or incident(s)? \_\_\_\_\_

Describe the incident(s). \_\_\_\_\_

Date(s), time(s), and place(s) the incident(s) occurred. \_\_\_\_\_

Were other individuals involved in the incident(s)?      yes                  no  
If so, name the individual(s) and explain their roles. \_\_\_\_\_

Did anyone witness the incident(s)?      yes                  no  
If so, name the witnesses. \_\_\_\_\_

Is there any evidence of the harassment (i.e. letters, photos)      yes                  no  
If so, please describe. \_\_\_\_\_

Did you take any action in response to the incident?    yes                    no  
If yes, what action did you take \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there any prior incidents?    yes                    no  
If so, describe any prior incidents \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of complainant \_\_\_\_\_

Signatures of parents/legal guardian \_\_\_\_\_

Cross Reference: 3210 Uniform Grievance Procedure

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments  
34 CFR Part 106  
I.C. § 67-5909 Acts Prohibited

Policy History:  
Adopted on: April 24, 2014  
Revised on: November 11, 2015

# Syringa Mountain School

## STUDENTS

3295P

### Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, cyber bullying, and menacing.

#### Definitions

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in Syringa Mountain School business, such as employees of businesses or organizations participating in cooperative work programs with Syringa Mountain School and others not directly subject to Syringa Mountain School control at Syringa Mountain School athletic competitions or other school events.

“Syringa Mountain School” or “School” includes school facilities, school premises and non-school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school or where the employee is engaged in school business.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any school-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic, or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, [sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location].

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- a. Physically harming a student or damaging a student’s property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;

c. Creating a hostile educational environment.

“Cyber bullying” includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs through Syringa Mountain School’s computer network and the Internet, whether accessed on campus or off campus, during or after schools hours. In the situation that cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be severely disruptive of the educational process. In addition, such conduct must also be in violation of a school policy or state law. Administration shall in their discretion contact local law enforcement.

“Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

“Menacing” includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Confidentiality

It is recognized that harassment is often very distressing for the victim and those who suffer harassment may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and/or complaints are dealt with in confidence.

Policy Distribution

Information about this policy must be distributed to the school community. Faculty and staff will be reminded annually about the policy. Information about the policy will be included in student orientation material and in the student handbook. All new faculty and staff members will be given a copy of the policy as part of their orientation program.

Complaint Procedures

The Director has the responsibility for investigations concerning hazing, harassment, intimidation, bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.



Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, cyber bullying, or menacing in violation of this policy [shall] [is encouraged to] immediately report his/her concerns to a School official.

All complaints will be promptly investigated in accordance with the Uniform Grievance Procedures (Policy 3210):

Complaints Related to Educational Programs and Services or Employment

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Idaho Department of Commerce & Labor, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Maintaining Records

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying or menacing complaints and documentation will be maintained as a confidential file in the school office.

Cross Reference: 3210 Uniform Grievance Procedure

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments  
34 CFR Part 106  
I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

## Syringa Mountain School

### STUDENTS

3300

#### Drug Free School Zone

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

For purposes of this policy, "Drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Idaho law;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids; or
- G. any other illegal substances so designated and prohibited by law.

#### Drug Free School Zone Established

In accordance with Federal law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on School property, within the Drug-Free School Zone, or at any district-related event. Furthermore, the Director shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Idaho law within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

The Director shall prepare guidelines for the identification and regulation of drug use in the schools. Such guidelines shall emphasize the prevention of drug use and include a statement to students that use of illicit drugs and the unlawful possession of alcohol is harmful. The student handbook shall provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity.

#### Disciplinary Action

Sanctions for violation of this or any other policy which addresses illegal drug and alcohol possession, use or distribution may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment.

Cross Reference: 3330 Student Discipline.

Legal Reference: 20 U.S.C. 3170 et. seq.

Drug-Free Schools and Communities Act of 1986,

#### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Gangs and Gang Activity

The Board is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, defined below, shall be restricted from school grounds or school activities.

Definition

A “gang” is as any group of two (2) or more persons, whether formal or informal, who associate together to advocate, conspire, or commit:

1. One or more criminal acts; or
2. Acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation.

Prohibited Actions

Students on school property or at any school-sponsored activity shall not:

1. Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
2. Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
3. Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:
  - A. Soliciting membership in or affiliation with any gang;
  - B. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
  - C. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
  - D. Engaging in violence, extortion, or any other illegal act or other violation of school property.

Disciplinary Action

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

Policy History: Adopted on: April 24, 2014

Revised on: November 11, 2015

## Syringa Mountain School School

### STUDENTS

3330

#### Extracurricular and Co-Curricular Participation Policy

Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. **However, participation in extracurricular and co-curricular activities is a privilege, not a right.** I.C. § 33-512(12). As representatives of their school, students participating in such activities are expected to meet high standards of behavior.

#### Definitions for Extracurricular and Co-Curricular Participation Policy

##### **Unless the context otherwise requires, in this policy:**

“Extracurricular Activities” means school authorized activities which take place outside of the regular school day and do not involve class credit, including, but not limited to athletics, student groups or organizations, and community activities for which high school letters are awarded.

“Co-Curricular Activities” are school authorized activities held in conjunction with an accredited class, but taking place outside of the regular school day including, but not limited to, debate, drama, drill team, band or choir.

“Activity Suspension or Suspension from Extracurricular or Co-Curricular Activities” means that suspended students shall not travel, dress in uniform, associate or participate with the team or group at its scheduled event(s). Suspended students may be allowed to participate in practices/meetings; however, the Director or designee may deem it necessary for students to be withheld from practices/meetings for the duration of the suspension.

“Controlled Substances” include, but are not limited to opiates, opium derivatives, hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents or the substances contained in the plant, any material, compound mixture or preparation with substances having a depressant effect on the central nervous system, and stimulants.

“Drugs” include any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substances, any illegal substance, any abused substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities and/or any substance which is tended to alter mood, and/or any substance which is misrepresented and sold or distributed as a restricted or illegal drug.

“Drug Paraphernalia” is defined as any or all equipment, products and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing,

processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined in this policy.

“Emergency Activity Suspension” is defined as imposition of an activity suspension by a Director or his designee prior to an informal hearing when it is necessary to protect the health and safety of the individual(s) involved and immediate action is appropriate.

“Event” is defined as a match, game, meet, or other competitive event, including regional and/or state tournaments, competitions. “Event” is also defined as any band or choir performance(s).

“Knowingly Present” shall mean that a student attended a gathering of two (2) or more individuals at which one or more of the attendees (other than the student at issue) were using or are in possession of drug paraphernalia, controlled substances, drugs, pornography, or alcohol or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

“Minor Infraction” shall mean a minor deviation from acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity and which is not material or substantial. Students will be given notification of the first minor infraction. Students and parents will be given notification of the second minor infraction through a conference and will be informed that a third minor infraction may result in activity suspension.

“Major Infraction” shall mean a material or substantial deviation for acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity, including but not limited to insubordination toward or non-compliance with the person in charge of the activity, verbal or physical abuse (hazing, fighting), refusal of a student to identify him/herself to school personnel upon request.

“On any school premises or at any school sponsored activity, regardless of location” includes, but not be limited to buildings, facilities, and grounds on the school campus, school buses, school parking areas; and the location of any school sponsored activity. “On any school premises or at any school sponsored activity, regardless of location” also includes instances in which the conduct occurs off the school premises but impacts a school related activity.

“Scholastic Year” is defined as the period of time beginning with the first day of the fall extracurricular and co-curricular activities season and ending with the last day of school.

“School Days” include only those days when school is in session.

#### Eligibility Requirements for Extracurricular and Co-Curricular Participation

To take part in any extracurricular or co-curricular activity students must maintain a 2.0 GPA. If they do not have a 2.0, they are on probation for 2 weeks and can bring up their work and receive a written slip from the teacher or teachers of their passing work. If

after the probationary period they do not have their work up to 2.0, they are not allowed to take part in any extracurricular or co-curricular activity until their work is up to 2.0 GPA.

### Extracurricular or Co-curricular Activity Suspension

The Board believes that the safety and welfare of other students may be adversely affected when students who are involved in extracurricular or co-curricular activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in criminal conduct or drug use in any location.

At the beginning of each semester, teachers or coaches of co-curricular courses will identify for students how participation in the co-curricular activity impacts their course grade. Co-curricular students who are suspended as a result of this policy will have the co-curricular course grade affected only if the reason for the suspension was related to course work or course expectations. Students who miss a co-curricular activity because of a suspension may ask to do, or be required to do, alternative assignments or special projects to make up the missed activity.

#### I. Activity Suspension as a Result of a School Suspension

A student will be immediately suspended from all extracurricular and co-curricular activities when he/she receives a suspension (not including an in-school detention) from school for any reason.

Consequences:

1. The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension; and
2. This type of activity suspension cannot be appealed.

#### II. Activity Suspension for Repeated Minor Infractions or a Major Infraction During an Activity

A student may be suspended from an extracurricular or co-curricular activity when he/she commits a third minor infraction, or a major infraction, while engaged in an extracurricular or co-curricular activity on any school premises or at any school-sponsored activity, regardless of location. The coach or advisor will recommend suspension to the Director.

Consequences:

1. The incident will be reviewed pursuant to the Informal Hearing Process of Section V of this policy;
2. If the evidence supports the recommendation, the student may be given an activity suspension for a period of time up to and including the remainder of the season or duration of the activity in that scholastic year for that activity only; and
3. If the activity suspension exceeds nine (9) school days, the parent/guardian may request an appeal as outlined in the Appeal Process at Section VI of this policy.

#### III. Activity Suspension for Criminal Conduct or Drug Use in Any Location During the Scholastic Year

A student may be suspended from extracurricular and co-curricular activities when he/she has been arrested or it reasonably appears to Syringa Mountain School that he/she has violated criminal law, other than infractions or minor traffic violations; or has been involved with drug paraphernalia, controlled substances, or drugs, including alcohol or tobacco, **in any location, either on or off campus**, during the scholastic year, in any of the following ways: attempting to secure or purchase; using or having reasonable suspicion of having used; possession; intending or attempting to sell or distribute; selling or giving away; or being knowingly present when any of the above are used, possessed, or consumed.

#### Consequences:

##### A.K. Knowingly Present

1. First Violation: When a student violates the “knowingly present” prohibition of this policy for the first time during a scholastic year, the Director or Designee:
  - ✓ will hold a conference with the student;
  - ✓ will notify the student’s parent/guardian and the student of the violation;
  - ✓ may arrange a conference with the parent/guardian and the student; and
  - ✓ will inform the student and parent/guardian of consequences for future violations of the policy.
2. Second Violation: When a student violates this “knowingly present” prohibition of this policy for the second time during a scholastic year, he/she is subject to the consequences outlined below in part III.B “Other Violations” of the policy.

##### B. Other Violations

1. The incident will be reviewed pursuant to the Informal Hearing Process in Section V of this policy. If the evidence supports the accusation, the student may be suspended from all extracurricular and co-curricular events for a period of twenty-one (21) calendar days.
2. The suspension will be reduced to a fourteen (14) calendar day period if:
  - a. In the case of criminal conduct, the student receives counseling which has been approved by a school counselor.
  - b. In the case of drug, alcohol, or tobacco use, the student agrees to and completes
    - 1) A drug/alcohol/tobacco assessment provided by the school (no cost) or the community (the family incurs the cost); and/or
    - 2) Drug/alcohol/tobacco education group, provided or facilitated by the school, and/or the community.
3. If no event is scheduled during the period of the suspension, the student will be withheld from the next scheduled event.
4. If the student notifies school personnel (self-reports) concerning his/her criminal conduct or drug use prior to the personnel’s knowledge of the incident(s), the Director or athletic director may reduce the length of the activity suspension.
5. On the occasion of a subsequent infraction during a scholastic year, and if the evidence supports the accusation, the Director or athletic director will bar the student from any form of extracurricular or co-curricular activity for the balance of the scholastic year.

6. All students who receive an activity suspension for criminal conduct or drug use shall be reported to the Director or Designee and, if applicable, to the appropriate law enforcement agency.
7. The parent/guardian may request an appeal as outlined in the Appeal Process at Section VII of this policy, with either a first or second offense.

#### IV. Infractions Which Occur in Out-of-School Trips

During an out-of-school trip, if the authorized person in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use or a major infraction, the authorized person will notify the parent/guardian, and ask him/her to take charge of the return of the student. The parent/guardian will assume any expenses incurred for the return of the student.

#### V. Informal Hearing Process

Prior to giving an activity suspension to a student, the Director or Designee shall grant the student an informal hearing on the reasons for the activity suspension and the opportunity to challenge those reasons unless an emergency activity suspension is necessary. If an emergency activity suspension is necessary, an informal hearing will be held as soon as possible after the emergency ceases to exist.

#### VI. Student travel to or from an extracurricular or co-curricular activity

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent.

The activity must provide at least one instructor\coach\ or adult sponsor for each bus on a special trip. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the Director as a sponsor will have such authority.

Students must follow all school bus rules with this exception: Food and drink not in glass containers will be allowed on the bus with permission of the Director. However, any debris must be cleaned up at the end of the trip and before students leave the bus.

If a student causes a disruption or hazard on the bus, a hearing will be held with the Director, driver, instructor\coach\ or adult sponsor, parent/guardian and student. The driver, instructor\coach\ or adult sponsor, parent/guardian and the student will have the opportunity to share with the Director their perceptions of the problem. If the Director finds that there has been an infraction of bus rules, he will take the following action:

1. On the first infraction, the student will be warned that following any further infraction he/she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event.



2. On the second infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events.

3. On the third infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester.

Based on the severity of the problem as it relates to respect and safety for others, the Director may bypass step #1 and/or step #2 above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester.

#### VI. Appeal Process

1. This appeal process may be used by students and their parent/guardian only in those instances where an activity suspension or transportation to an extracurricular or co-curricular activities exceeds nine (9) school days.
2. The parent/guardian must request an appeal in writing within two (2) school days from the notification of the activity suspension decision.
3. The Director will appoint a three-member panel composed of certificated staff members who have not been involved in the disciplinary action in question. The hearing panel will notify the student and the parent/guardian of the date, location, and time of the hearing; the student will have an opportunity to present additional evidence regarding the circumstances of the suspension or reasons to reduce the length thereof. The appeal must be scheduled within five (5) school days of the request.
4. If the panel determines that the evidence reviewed at the appeal supports the suspension, the suspension of the student from extracurricular and/or co-curricular activities shall be continued.
5. The student and the parent/guardian will be notified in writing of the panel's findings and determination with respect to the student suspension from extracurricular and/or co-curricular activities within two (2) school days of the panel's decision.
6. The panel's determination is final, and is not appealable to the Director or the Board.

#### VII. Elementary Students

Students in kindergarten through sixth (K-6) grade who are in violation of this policy may have the length of the activity suspension reduced by the Director or Designee.

#### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

## **Syringa Mountain School**

### **STUDENTS**

**3340**

#### Corrective Actions and Punishment

All students shall submit to the reasonable rules of Syringa Mountain School. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion.

#### Definitions

For the purposes of Syringa Mountain School's policies relating to corrective action or punishment:

“Temporary Suspension” is the exclusion from school or individual classes for a specific period of up to five (5) school days. Administrators may temporarily suspend.

“Extended Temporary Suspension” is the exclusion from school or individual classes for an additional ten (10) school days. Only the Director (or the Board) can extend an initial temporary suspension.

“Prolonged Temporary Suspension” is the exclusion from school or individual classes for an additional five (5) school days. Only the Board can extend a temporary suspension for an additional five (5) days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other pupils' health, welfare or safety.

“Expulsion” is the exclusion from school. Only the Board has the authority to expel or deny enrollment to any pupil who is an habitual truant, who is corrigible, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other pupils or who has been expelled from another school in the State of Idaho or any other state. Syringa Mountain School will provide written notice of any student who is expelled or denied enrollment to the prosecuting attorney within five (5) days of the Board's actions.

“Discipline” constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for Syringa Mountain School. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed.

#### Expulsion in Extreme Cases Only

Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

### Disabled Students – Suspension

Students with disabilities may also be suspended under these same rules if the suspension will not constitute a change in placement. If a student with a disabling condition accrues ten (10) or more days suspension per incident, the Child Study Team who has knowledge of the student's disabling condition will determine if there is causal relationship between the disabling condition and the student's misconduct. If such a relationship exists, the student's educational placement may not be changed without parental approval or a court order, pending a due process hearing under IDEA.

### Disabled Students - Expulsion

Likewise, before a recommendation on the expulsion of a disabled student is submitted to the Board, the Child Study Team must meet to determine if there is a causal relationship between the disabling condition and the student's misconduct. The Board shall consult legal counsel before expelling any disabled student.

### Disabled Student – Emergency Suspension

When a disabled student is acting in such a way that he/she poses a danger to himself/herself or to another student or property, or substantially disrupts his/her educational program or that of other students, an emergency suspension may take place. Emergency suspensions may not last longer than ten (10) school days. The Director shall convene the Team for reviewing the student's record before the student is readmitted to school and no later than the tenth (10<sup>th</sup>) day of suspension.

### Expulsion

Once a student is expelled in compliance with Syringa Mountain School policy, the expulsion shall be brought to the attention of appropriate local or state authorities, in order that such authorities may address the student's needs.

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

Cross Reference: 3360 Discipline of Students with Disabilities

Legal Reference: 20 U.S.C. 1400, et seq. Individuals with Disabilities Education Act  
I.C. § 33-205 Denial of school attendance  
I.C. § 33-512 Governance of schools

### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Corrective Actions and Punishment

It is the intent of the Board to provide each student with those due process rights that are provided by law.

Suspension

In the event the proposed punishment of a student is to include denial of the right of school attendance from any single class or full schedule of classes for at least one (1) day, the following procedure shall be used:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given the opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent or legal guardian. A written notice of suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent or guardian of the right to a review of the suspension. A copy of the notice shall be sent to the Director.
4. Upon request of the parent or legal guardian, a review of the suspension shall be conducted by the Director. At the review, the student and parent or legal guardian may appear and discuss the suspension with the Director. After the meeting, the Director shall take such action as appropriate. That action is final.
5. Students who are absent as a result of an out-of-school suspension do not have the right to make up the work missed.
6. The suspension of a student may be extended by the Director and/or the Board in accordance with State law. Written notice of the extension of a suspended student will be provided to the student's parent/legal guardian.

Expulsion

A student may be expelled from school only by the Board, and only after the following due process procedures have been followed:

1. The student and parent or legal guardian shall be provided written notice of the Board hearing to consider the recommendation for expulsion, by registered or certified mail at least five (5) school days before the date scheduled for the hearing. The notice shall include the grounds for the proposed expulsion, the

time and place of the hearing, information describing the process to be used to conduct the hearing, including the rights of the student to be represented by counsel, to produce witnesses and submit documentary evidence and the right to cross-examine adult witnesses who testify against the student.

2. Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the Director at least two (2) school days prior to the date of the hearing as originally scheduled. The Director shall determine if the request shows good cause.
3. At the hearing, the student may be represented by counsel, present witnesses and other evidence, and cross-examine adult witnesses. Formal rules of evidence are not binding on the Board.

#### Procedures for Suspension and Expulsion of Students with Disabilities

Syringa Mountain School shall comply with the provisions of the IDEA when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. Any special education student whose gross disobedience or misconduct is not a manifestation of the student's disability may be expelled pursuant to expulsion procedures, except that the disabled student shall continue to receive education services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for ten (10) days of school per incident, regardless of whether the student's gross disobedience or misconduct is a manifestation of the student's disabling condition. Any special education student who has or will exceed ten (10) days of suspension may be temporarily excluded from school by court order or by order of a hearing officer if Syringa Mountain School demonstrates that maintaining the student in the student's current placement is substantially likely to result in injury to the student or others. The student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from the student's current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days in accordance with the IDEA.

#### Procedure History:

Promulgated on: April 24, 2014

Revised on: November 11,

2015

Discipline of Students with Disabilities

**Code of Conduct Violations by Students with Disabilities, Resulting In Disciplinary Consequences of Ten (10) School Days or Less**

Student commits code of conduct violation for which the disciplinary consequence would result in removal from the student's placement for ten (10) consecutive days or less.



School personnel may assign the consequence applicable to non-disabled students for a similar period of time, not to exceed ten (10) consecutive school days. 34 CFR 300.520(a)(1)(i)



During the first ten (10) cumulative school days of removal in one (1) school year, the school does not have to provide any services to the student if non-disabled students would not receive services. 34 CFR 300.121(d)(1).



School personnel may continue to remove the student for disciplinary reasons for up to ten (10) school days at a time throughout the same school year for separate incidents of misconduct, so long as the removals do not constitute a change of placement under 34 CFR 300.519(b) and are those which would be applied to non-disabled students. 34 CFR 300.520(a)(1)(i).

A series of disciplinary removals, each for ten (10) consecutive school days or less, may result in a change of placement if they cumulate to more than ten (10) school days in one (1) school year. School personnel should analyze the length of each removal, the proximity of the removals to each other, and the total amount of time the child is removed. 34 CFR 300.519(b). If a removal would result in a change of placement, a manifestation determination review (MDR) must first be done. 34 CFR 300.523(a).

Beginning with the 11<sup>th</sup> day of disciplinary removals in a school year, educational services must be provided. 34 CFR 300.520(a)(1)(ii); 34 CFR 300.121(d)(2)(i)(A). If the removal does not result in a change of placement, school personnel, in consultation with the student's special education teacher, determine the services to be provided. 34 CFR 300.121(d)(3)(i).

The educational services to be provided must meet the standard of enabling the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. 34 CFR 300.121(d)(3)(i).



Beginning with the 11<sup>th</sup> day of disciplinary removals in a school year, the IEP Team must address behavioral issues. If the removal does not result in a change of placement, the IEP Team must meet within ten (10) business days of first removing the student for more than ten (10) school days in a school year, to develop a plan to conduct a functional behavioral assessment, if one was not conducted before the behavior that resulted in the removal. 34 CFR 300.520(b)(1)(i).



After the functional behavioral assessment is completed, the IEP Team meets as soon as practicable to develop a behavioral intervention plan to address the behavior and implement the plan. 34 CFR 300.520(b)(2).

If the student's IEP already includes a behavioral intervention plan, within ten (10) business days of first removing the student for more than ten (10) school days in a school year, the IEP Team must meet to review the behavior intervention plan and its implementation, and modify the plan and its implementation as necessary to address the behavior. 34 CFR 300.520(b)(1)(ii).



If the student is assigned subsequent disciplinary removals in a school year for ten (10) days or less that do not result in a change of placement, the IEP Team members (including the parent) informally review the behavior intervention plan and its implementation to determine if modifications are necessary. 34 CFR 300.520(c)(2).



If one or more team members believe modifications are needed, the IEP Team must meet to modify the plan and its implementation to the extent the IEP Team deems necessary. 34 CFR 300.520(c)(2).

**Code of Conduct Violations by Students with Disabilities for Which Recommended Disciplinary Consequences Would Result in Change of Placement for More Than Ten (10) School Days (Excluding Drug and Weapon Offenses)**

Student violates code of conduct, and the recommended disciplinary consequence would result in a removal from the current educational placement for more than ten (10) consecutive school days (alternate placement, expulsion). This constitutes a change of placement. 34 CFR 300.519(a).



School personnel may remove from current educational placement for ten (10) school days or less (34 CFR 300.520(a)(1)(i)) and recommend further discipline according to the code of conduct. (The ten-(10)-day-or-less alternative must be one equally applicable to non-disabled. See pp. 1-2 for educational services to be provided during a short removal.) If a criminal act has been committed, charges may be filed, and law enforcement authorities to whom the crime was reported must be provided special educational and disciplinary records to the extent disclosure is permitted by FERPA. 20 USC 1415(k)(9), 34 CFR 300.529.



At the time a decision is made to take this action, school personnel must notify parent of decision and provide procedural safeguards notice in 34 CFR 300.504. 20 USC 1415(k)(4)(A)(i), 34 CFR 300.523(a)(1).



Within ten (10) business days, IEP Team and other qualified personnel must meet and review relationship between disability and the behavior subject to disciplinary action (manifestation determination review-MDR). 20 USC 1415(k)(4)(A), 34 CFR 300.523(a)(2)(b). If there has been no previous functional behavior assessment and creation of a behavior intervention plan, the IEP Team must develop an assessment plan. 34 CFR 300.520(b)(1)(i). As soon as practicable after the assessment, the IEP Team must meet again to develop and implement the behavior intervention plan. 34 CFR 300.520(b)(2). If the IEP contains a behavior intervention plan, the IEP Team reviews the plan and its implementation and modifies them as necessary to address the behavior. 34 CFR 300.520(b)(1)(ii).

The recommended disciplinary consequence may be for a removal from the current educational placement for less than ten (10) consecutive school days, but may constitute a change of placement because the student has already been removed for disciplinary reasons for ten (10) or more school days in the current school year, and the length of each removal, their proximity to each other and the total amount of time the student has been removed result in a change of placement. 34 CFR 300.519(b).



For the MDR, the IEP Team must look at all information relevant to the behavior subject to discipline, such as evaluation and diagnostic results, including such results and other relevant information from the parent, observation of the student, and the student's IEP and placement. The misbehavior is not a manifestation of the disability, if the IEP Team finds that in relationship to the misbehavior subject to discipline:

- The IEP and placement were appropriate;
- Consistent with the content of the student's IEP and placement, special education services, supplementary aids, and behavior intervention strategies were actually provided;
- The disability did not impair the ability of the student to understand the impact and consequences of the misbehavior; and
- The disability did not impair the ability of the student to control the misbehavior.

20 USC 1415(k)(4)(C), 34 CFR 300.523(c).



If the IEP Team determines any of the standards were not met, the misbehavior was a manifestation of the disability, and no punishment may be assessed. 34 CFR 300.523(d). If IEP Team identified deficiencies in IEP, placement, or implementation, it must take immediate steps to remedy. 34 CFR 300.523(f).



If the IEP Team determines the misbehavior was not a manifestation of the disability, regular disciplinary consequences may be applied to the student, except that the student must

Parent may appeal a finding that the misbehavior was not a manifestation of the disability. The hearing is expedited before a special education hearing officer, who applies the same standards as the IEP Team. 20 USC 1415(k)(6), 34 CFR 300.525(a), (b).

Parent may appeal decision to place student in forty-five-(45)-day interim placement. The hearing is expedited before a special education hearing officer, who applies the standards regarding a dangerous student in 34 CFR 300.521. 20 USC 1415(k)(6)(B) (ii), 34 CFR 300.525(b)(2).

When a parent requests a hearing in a drug or weapon case to challenge the interim alternative placement or the manifestation determination, student remains in interim placement until decision of hearing officer or forty-five (45) days expires, whichever comes first, unless the parent and school agree otherwise. 34 CFR 300.526(a). Then student returns to current placement (defined as placement prior to interim alternative educational setting). School can ask for expedited hearing before special education hearing officer to prevent this return, if the student is substantially likely to injure self or others. 34 CFR 300.526(b),(c). The hearing officer applies the standards in 34 CFR 300.121. 34 CFR 300.526(c). Hearing officer can order another placement for up to forty-five (45) days. 34 CFR 300.526(c)(3). This procedure may be repeated as necessary. 20 USC 1415(k)(7), 34 CFR 300.526(c)(4)

continue to be provided a free appropriate public education. 20 USC 1415(k)(5)(A); 20 USC 1412(a)(1)(A). 34 CFR 300.121(a); 34 CFR 300.524(a). The campus must ensure that special education and disciplinary records are transmitted for consideration by the school district person making the final determination regarding the disciplinary action. 20 USC 1415(k)(5)(B); 34 CFR 300.524(b).

The standard the educational services must meet is to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. 34 CFR 300.121(d)(2)(i)(B); 34 CFR 300.524(a). The IEP Team must determine what services are necessary to meet this standard. 34 CFR 300.121(d)(3)(ii).

## Drug and Weapon Offenses by Students with Disabilities

Student carries weapon to school, or possesses, uses, sells, or solicits sale of illegal or controlled substance on school property or at a school function. ▶



School personnel may remove from current educational placement for ten (10) school days or less, and recommend further discipline according to the code of conduct. 20 USC 1415(k)(1)(A)(i); 34 CFR 300.520(a)(1)(i). (The ten-(10)-day-or- less alternative must be one equally applicable to non-disabled students. See pp. 1-2 for education services to be provided during a short removal.) If a criminal act has been committed, charges may be filed, and special education and disciplinary records shall be transmitted to law enforcement authorities to whom the crime was reported, to the extent disclosure is permitted by FERPA. 20 USC 1415(k)(9); 34 CFR 300.529.



At time decision is made to take this disciplinary action, school personnel must notify parent of decision and provide procedural safeguards notice in 34 CFR 300.504. 20 USC 1415(k)(4)(A)(i); 34 CFR 300.523(a)(1).



Illegal drug - controlled substance. Excludes legally used and possessed prescription drugs. 20 USC 1415(k)(10)(B); 34 CFR 300.520(d)(2).

Controlled substance - drug or substance in 21 U.S.C. § 812(c), Schedules I-V. 20 USC 1415(k)(10)(A); 34 CFR 300.520(d)(1).

Weapon - A firearm and more. Something used for or readily capable of causing death or serious bodily injury. Excludes pocket knife with blade of 2½ inches or less. 20 USC 1415(k)(10)(D); 34 CFR 300.520(d)(3).

The forty-five-(45)-day alternative interim placement must:

- Enable student to progress in general curriculum, although in another setting.
- Enable the student to continue

Within ten (10) business days, IEP Team must meet and may extend the removal by placing student in appropriate interim alternative educational setting applicable to non-disabled student for same amount of time non-disabled student would be assigned, but not more than forty-five (45) calendar days. 20 USC 1415(k)(1)(A)(ii) and (3)(A); 34 CFR 300.520(a)(2); 34 CFR 300.522(a). IEP Team must review the behavior intervention plan, if one exists, and its implementation and modify, as necessary, to address behavior. 34 CFR 300.520(b)(1)(ii). If there has been no previous functional behavioral assessment and creation of behavior intervention plan, IEP Team must develop assessment plan. 20 USC 1415(k)(1)(B); 34 CFR 300.520(b)(1)(i). As soon as practicable after the assessment, the IEP Team must meet again to develop and implement the behavior intervention plan. 34 CFR 300.520(b)(2). The IEP Team and other qualified personnel must review the relationship between disability and the behavior subject to disciplinary action (manifestation determination review-MDR). 20 USC 1415(k)(4)(A); 34 CFR 300.523(a)(2),(b).

to receive those services and modifications, including those described in the student's IEP, that will enable the student to meet the goals set out in that IEP; and

- Include services and modifications designed to address the drug or weapon offense so that it does not recur. 20 USC 1415(k)(3)(B); 34 CFR 300.522; 34 CFR 300.121(d)(2)(ii).

Comments to regulations: Students may be subject to multiple forty-five-(45)-day interim placements for separate drug and weapon offenses. The forty-five-(45)-day interim placement may be completed even if drug or weapon offense was manifestation of disability. If misbehavior was not a manifestation of disability, regular disciplinary consequence can be applied in addition to forty-five-(45)-day interim placement.

For the MDR, the IEP Team must look at all information relevant to the behavior subject to discipline, such as evaluation and diagnostic results, including such results and other relevant information from the parent, observation of the student, and the student's IEP and placement. The misbehavior is not a manifestation of the disability if the IEP Team finds that, in relationship to the misbehavior subject to discipline:

- The IEP and placement were appropriate;
  - Consistent with the content of the student's IEP and placement, special education services, supplementary aids and services, and behavior intervention strategies were actually provided;
  - The disability did not impair the ability of student to understand the impact and consequences of the misbehavior; and
  - The disability did not impair the ability of the student to control the misbehavior.
- 20 USC 1415(k)(4)(C); 34 CFR 300.523(c).



If the IEP Team determines any of the standards were not met, the misbehavior was a manifestation of the disability, and no punishment may be assessed. 34 CFR 300.523(d). If IEP Team identifies deficiencies in IEP, placement, or implementation, it must take immediate steps to remedy. 34 CFR 300.523(f).

OR

If the IEP Team determines the misbehavior was not a manifestation of the disability,

Parent may appeal a finding that the misbehavior was not a manifestation of the disability. The hearing is expedited before a special education hearing officer, who applies the same standards as the IEP Team. 20 USC 1415(k)(6); 34 CFR 300.525(a), (b).

If IEP Team finds no manifestation and changes placement to comply with the disciplinary recommendation, parent may appeal the placement decision. The hearing is expedited before a special education hearing officer. 20 USC 1415(k)(6)(A); 34 CFR 300.525(a)(2).

During appeals, stay put applies. 34 CFR 300.524(c). If child is substantially likely to injure self or others in the current placement, the school can request an expedited hearing and request the hearing officer to remove to an interim alternative educational placement for up to forty-five (45) days. Standards to be met are those in 20 USC 1415(k)(2) and 34 CFR 300.521.

regular disciplinary consequences may be applied to the student, except that the student must continue to be provided a free appropriate public education. 20 USC 1415(k)(5)(A); 20 USC 1412(a)(1)(A). 34 CFR 300.121(a). 34 CFR 300.524(a). The campus must ensure that special education and disciplinary records are transmitted for consideration by the school district person making the final determination regarding the disciplinary action. 20 USC 1415(k)(5)(B); 34 CFR 300.524(b).

The standard the education services must meet is to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. 34 CFR 300.121(d)(2)(i)(B); 34 CFR 300.524(a). The IEP Team must determine what services are necessary to meet this standard. 34 CFR 300.121(d)(3)(ii).

## Students Dangerous to Self or Others

IDEA discipline procedures are followed for a non-drug or weapon offense, the penalty for which would result in expulsion or removal from the student's placement for more than ten (10) school days.

IEP Team meets, determines no manifestation and recommends discipline proceed. Parent disagrees and requests a due-process hearing. Stay put applies, and child stays in the current placement, unless school acts to change the placement. 34 CFR 300.524.



School requests hearing officer to change the placement during the pendency of the hearing, because of the likelihood of injury to self or others. 20 USC 1415(k)(2); 34 CFR 300.521.



Hearing officer holds expedited hearing to consider request. School has burden of proof to show by more than a preponderance of the evidence that maintaining the child in the current placement is substantially likely to result in injury to self or others. 20 USC 1415(k)(2)(A), (10)(D); 34 CFR 300.521(a).

Hearing officer must also:

- consider the appropriateness of the current placement.
- consider whether the school has made reasonable effort to minimize the risk of harm in the current placement, including the use of supplemental aids and services.
- determine that the interim alternative setting proposed by the school personnel, in consultation with special education teacher
  - ♦ enables the student to participate in the general curriculum, although in another setting;
  - ♦ enables the student to continue to receive those services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in the IEP; and
  - ♦ include services and modification designed to address the behavior so that it does not recur.

20 USC 1415(k)(2); 34 CFR 300.521(b),(c),(d); 34 CFR 300.522(b); 34 CFR 300.121(d)(2)(ii)(B).

If parent appeals forty-five-(45)-day interim alternative placement by IEP Team in drug or weapon case, hearing officer applies these standards in expedited hearing. 20 USC 1415(k)(6)(B)(ii); 34 CFR 300.525(b)(2).

If all requirements are met, hearing officer may order a change of placement to the interim alternative educational setting for up to forty-five (45) days. 20 USC 1415(k)(2); 34 CFR 300.521.



Student returns to his or her current placement (the placement prior to the interim alternative educational setting) at end of forty-five (45) days, if no decision has been issued by hearing officer in pending due-process hearing. If school believes it would be dangerous for student to return to current placement while hearing is still pending, school may request another expedited hearing to again place student in forty-five-(45)-day interim placement while hearing continues to be pending. 34 CFR 300.526(b), (c)(4). Hearing officer holds same type of hearing initially held when hearing officer ordered first forty-five-(45)-day interim placement. 20 USC 1415(k)(7); 34 CFR 300.526. Any subsequent forty-five-(45)-day interim setting must meet the standards in 34 CFR 300.522.

Procedure History:

Promulgated on: April 24, 2014

Revised on: November 11,  
2015



## **Syringa Mountain School**

### **STUDENTS**

**3365**

#### Student Sex Offenders

##### Definition

A "Student Sex Offender" is a student who has been adjudicated delinquent or convicted of and placed on probation for a dangerous offense such as sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child.

##### Notification to Syringa Mountain School

The Superintendent of public instruction is required by state law to notify a school district, Syringa Mountain School, or private school regarding the enrollment of a registered juvenile sex offender. The Superintendent of public instruction is also required to notify Syringa Mountain School of the offender's probationary status or treatment status, if known. The Director of Syringa Mountain School or his designee shall make contact with the State Department of Education in order to receive regular updates of this information.

##### Educational Placement

The Director or his/her designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Director or his/her designee shall consider such factors as the safety and health of the student population. The Director or designee shall develop guidelines for managing each student sexual offender in Syringa Mountain School. If the Director or designee determines it is in the best interest of Syringa Mountain School, the student sexual offender should be placed in an alternative educational setting.

Convicted juvenile sex offenders shall not attend a school attended by their victims or a victim's sibling. The offender and his or her parent or guardian shall be responsible for providing transportation or covering other costs related to the offender's attendance at another school.

An IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The IEP team shall develop procedures for managing each student sexual offender with a disability that attends a Syringa Mountain School.

##### Staff

Staff members are to be alert to and inform school officials of any behavior by a juvenile offender that creates an abnormal risk to members of the school community. However, each circumstance involving a student probationary juvenile offender attending Syringa Mountain School shall be evaluated on a case-by-case basis. Whenever possible without placing other students or adult members of the school community at risk, reasonable efforts should be made to continue the student's education, to provide

supportive services, and to avoid any acts of harassment or vigilantism against the student. Although federal and state laws and rules permit the release of information concerning a student registered sex offender, discretion should be exercised when discussing or disseminating information about the student. Whenever possible, the school community should encourage and support timely and appropriate intervention toward the expected outcome that a juvenile offender's conduct will be rectified so the student will commit no further offense and will develop into a responsible, self-controlled adult.

Legal Reference: I.C. §18-8402 Findings  
I.C. §18-8408 Providing List To Director Of Public Instruction  
I.C. §33-205 Denial of School Attendance

Procedure History:

Adopted on: April 24, 2014

Revised on: November  
11, 2015

Searches and Seizure

To maintain order and security in the schools, school staff are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment as well as Personal Effects Left There by Students

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 the student, without notice or consent of the student. This applies to student vehicles parked on school property. Building Directors may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

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

Students

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

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or Syringa Mountain School's policies or rules, such evidence may be seized and impounded by school staff, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Searches and Seizure

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Director and any authorized staff-person of the Director shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the authorized staff-person has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or Syringa Mountain School, the staff-person is authorized to conduct a search of any car or container and to seize any such item or substance.
3. The authorized staff-person may perform random searches of any locker, car or container of any kind on school premises without notice or consent.
4. If the authorized staff-person has any reasonable suspicion to believe that any student has any item or substance in his/her possession, which constitutes an imminent danger to the property of any person or Syringa Mountain School, the staff-person is authorized to conduct a search of any car or container and to seize any such item or substance.
5. No student shall hinder, obstruct or prevent any search authorized by this procedure.
6. Whenever circumstances allow, any search or seizure authorized in this procedure shall be conducted in the presence of at least one (1) adult witness, and a written record of the time, date and results shall be made by the staff- person. A copy shall be forwarded to the Director as soon as possible.
7. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.
8. In any situation where the staff-person is in doubt as to the propriety of proceeding with any search or seizure, the staff-person is authorized to report to and comply with the directions of any public law enforcement agency.

Procedure \_\_\_\_\_ History:

Promulgated on: April 24, 2014

Revised on: November 11,  
2015

Extra- and Co-Curricular Chemical Use Policy

Extracurricular and Co-curricular activities are subject to the supervision and regulation of Syringa Mountain School. Participation in extracurricular or co-curricular activities is considered a privilege, not a right.

Students participating in extra- and co-curricular activities, whether sponsored by the IHSAA or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs, or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day. If a student is charged with possession, or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks.

Policy Coverage

This policy applies to middle and high school students who are involved in the extra- and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of attendance in grades 7-8 and in grades 9-10. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent or guardian shall be notified of the violation by telephone where possible, and also by mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered.

APPEAL PROCESS: Any parent or legal guardian and student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the Director, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the Director, and shall be entitled to question staff involved in the matter being grieved.

Legal Reference: I.C. § 33-512 Governance of schools

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

School Sponsored Student Activities

1. Student Organizations:
  - a. All student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
  - b. Bylaws and rules of student organizations must not be contrary to board policy or to administrative rules and regulations.
  - c. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.
  
2. Social Events
  - a. Social events must have prior approval of the administration.
  - b. Social events must be held in school facilities unless approved by the Board.
  - c. Social events must be chaperoned at all times.
  - d. Attendance at high school social events and dances shall be limited to high school students, and middle school social events shall be limited to middle school students, unless prior permission is received from the Director.
  
3. Extracurricular Activities
  - a. Academic and behavior eligibility rules are established by Idaho HS Activities Association (IHSAA) rules and Syringa Mountain School policy.
  
  - b. Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.
  - c. In establishing an interscholastic program, the Board directs the administration to:
    - i. Open all sports to all students enrolled in Sage International School with an equal opportunity for participation.
    - ii. Recommend sports activities based on interest inventories completed by the students.

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Student Fund Raising Activities

The Board acknowledges that the solicitations of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Director providing that the instructional program is not adversely affected.

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Distribution of Fund-Drive Literature through Students

Although many community drives are organized for raising funds for worthy nonprofit causes, it is the policy of Syringa Mountain School to refrain from having the students, as student body members, used for such collection or dissemination purposes.

Exceptions to this policy will be considered when recognized student or school-affiliated organizations of Syringa Mountain School request permission to participate in such activity.

Cross Reference: 4310 Contact with students

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015



## **Syringa Mountain School**

### **STUDENTS**

**3440**

#### Student Fees, Fines and Charges / Return of Property

Within the concept of free public education, Syringa Mountain School shall provide an educational program for the students as free of costs as possible.

A student may be charged a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of Syringa Mountain School or any course or activity held outside normal school functions. The Board may waive the fee in cases of financial hardship.

The Board delegates authority to the Director and Staff to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the Board regarding fee schedules. Fees may be required for the actual cost of breakage and of excessive supplies used in courses such as commercial, industrial arts, music, domestic science, science or agriculture.

A student shall be responsible for the cost of replacing materials or property that is lost or damaged due to negligence. Syringa Mountain School, may require, as a condition of graduation, issuance of a diploma or certificate, issuance of a transcript, that all indebtedness incurred by a student be satisfied, or that all books or other instructional material, uniforms, athletic equipment, advances on loans or other personal property of Syringa Mountain School be returned.

Legal reference: I.C. § 33-603 Payment of fees or returning of property

#### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

## **Syringa Mountain School**

### **STUDENTS**

**3460**

#### School-Related Foreign Travel by Students

School-related foreign trips are allowed by Syringa Mountain School when the experiences are an integral part of the school curriculum and contribute to Syringa Mountain School's desired educational goals. Field trips are intended to allow students experiences that provide them with insight, information or knowledge that cannot be adequately developed through regular classroom experience.

When contemplating approval of a trip, the Director shall take into account any foreign travel warnings or cautions of the U.S. Department of State. The Director shall seek advice concerning foreign travel from Syringa Mountain School's legal counsel and insurance carrier.

School-related foreign travel supplements regular instructional programs and affords students opportunities for enrichment. However, participation in school-related foreign travel is a privilege, not a right. As representatives of their school, students participating in such activities are expected to meet high standards of behavior.

#### Trip Plan Submission/Proposal – General

All student activities involving travel shall be authorized by the Director or his/her designee. Each trip's authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the students involved.

Requests for trips must be submitted to the Director no later than eight (8) weeks in advance of the trip.

Trips should be scheduled as much as possible during non-school hours/days such as spring or summer break so that absences from other instructional programs is kept to a minimum.

The teacher(s) responsible for the trip shall submit a list of participants to the school nurse so that provisions for any special medical problems and/or precautions can be provided.

Advertising, including the distribution of materials, will be allowed during the school day.

Private groups and organizations may not use Syringa Mountain School in any way to promote their activities.

The Director will develop procedures for trips, including the approval process, procedures to be used in case of accident or illness and student conduct violations.

#### Trip Proposal – Written Contents

The trip proposal must be in writing and contain the following elements:

1. Identify the purpose of the trip and an outline of anticipated educational experiences and/or course of study to be followed.
2. Identify the names of students and chaperones attending the trip.
3. Identify and plan for any special medical needs of student and chaperones attending the trip.
4. Identify adequate liability insurance to protect Syringa Mountain School, board members, chaperones, teachers and students.
5. Submit an itemized statement of costs, including transportation, meals and accommodations.
6. Submit an itemized statement of costs as appropriate to the school-sponsored trip, such as passport and visa expenses, costs of a personal nature and optional trip insurance.

The Director may enforce restrictions regarding the date, length of time and the chaperone/student ratio as a condition of approval.

Students participating in the trip during school hours are permitted and expected to make up any school work missed. The student's absence shall be recorded as "excused." The total number of school days missed due to the trip must be included in the written proposal.

A plan must be developed for the administration of medication for any student requiring such assistance.

The proposal must include the names and numbers of chaperones, including both male and female chaperones if the proposal is for a mixed group of students.

#### Trip Organizer Duties

In developing the proposal for the extended trip, the trip organizer will perform the following duties:

1. Hold at least one (1) pre-trip meeting with students and parent/guardian.
2. Provide to the Director, students, parent/guardian and chaperones detailed written information about the trip and all activities.
3. Provide detailed information on the responsibilities and rules for the students and chaperones.
4. Discuss Syringa Mountain School policy regarding student conduct while on a school-sponsored activities.
5. Establish a curfew and enforce strict compliance to this curfew. Chaperones will be required to perform periodic checks to insure that students are following the curfew requirements.
6. Perform periodic checks to insure strict compliance with all school rules and policies.
7. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

## Pre-Trip Meetings

Pre-trip meetings involving students and their parents, as appropriate, shall be scheduled to assure that all plans are clearly understood. Pre-trip meetings shall not occur until approval from the Director has been received.

## Chaperones

Trip chaperones must include at least one certified staff member from the school sponsoring the trip, and depending on the number of students' involved, additional certified staff and/or parents/guardians of students going on the trip. Chaperones shall be selected by the trip teacher/advisor. Chaperones are under the supervision of the trip teacher/advisor.

A student will be permitted to stay in the same motel/hotel room with a chaperone only if the chaperone is the student's parent or legal guardian. Students whose parents or legal guardians are not serving as chaperones will share rooms with same-sex students only.

Chaperones will agree to the following duties:

1. Supervise and be responsible for students during the entirety of the trip.
2. Ensure that students follow all legal and school requirements.
3. Establish a procedure for room checks and monitor compliance.
4. In all ways model the behaviors expected of Syringa Mountain School students.

Any adult convicted of any sex or drug related offenses may not serve as a chaperone. Syringa Mountain School reserves the right to request background checks on chaperones.

The safety, protection and supervision of Syringa Mountain School students are the sole purposes for adult chaperones accompanying Syringa Mountain School students on foreign trips. Agreeing to serve as a chaperone is accompanied by an understanding that the established rules and policies will be followed.

The certified staff member serving as the trip organizer will carry a roster of students who are on the trip along with emergency information on each student.

Children who are not a part of the group participating in the trip may not accompany parents when the parents serve as chaperones.

All trips must be adequately supervised with a minimum of one (1) adult per ten (10) students. Groups with both male and female participants must have supervision of at least one (1) male and one (1) female adult.

### Student Conduct

Students participating in the trip will be subject to all codes of conduct in Syringa Mountain School policy. Violations will result in appropriate disciplinary action.

Students and their parent/guardian are expected to be knowledgeable about Syringa Mountain School's policy on student conduct. Trips are considered an extension of the classroom and all rules and policy pertaining to a school-sponsored activity must be followed.

1. Students and their parent/guardian will read and sign a code of conduct. The code of conduct will be prepared by the Director and will be reviewed during the pre-trip meetings.
2. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

### Permission

All students must return a permission slip for the trip, signed by a parent/guardian, before they will be allowed to participate in the trip.

### Fundraising

Fundraising drives may be allowed to defray costs, however, all fundraisers must be pre-approved by the building Director.

### Responsibilities

Responsibilities of Director:

1. Obtain and retain on file written parental permission for students who are under the age of 18.
2. Sign any contractual agreement with a public carrier and/or any other service provider.
3. Assure that all plans and arrangements are provided to and understood by the students and their parents.
4. Set student and chaperone conduct rules.

Responsibilities of Trip Organizer:

1. Communicate conduct rules of students and chaperones to parents/guardians, students and chaperones. Set behavior expectations for students and chaperones.
2. Carry a list of the names of students and chaperones participating, their emergency information and submit a copy of the list to the building Director prior to the trip.
3. Notify the building Director of any emergency situation, i.e. an accident involving student(s), student missing from the group, etc.
4. Identify and provide to parents an emergency plan.

### Cancellation of Trips

Cancellation of trips may occur due to weather, safety, world events or local school need. Trips will be cancelled only under circumstances under which appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.

Syringa Mountain School is not responsible for financial losses to students and parents due to cancellation of trips.

The authority to cancel trips rests with the Director or his/her designee.

### Report of Trip Conclusion

Following the trip, the trip organizer shall prepare and present a summary and evaluation of the trip to the Director. The Board may request a summary and evaluation be presented to the Board.

### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Administering Medicines to Students

Any school employee authorized in writing by the school administrator or school Director:

- I. May assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent or guardian consents in writing.
- II. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent or guardian consents in writing.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian may administer medication to any student in the school or may delegate this task pursuant to Idaho law.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse licensure requirements (I.C. § 54-1401 et seq.) may give emergency medication to students orally or by injection. There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death. A permission form signed by the parent and physician must be on file.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Administration of Medication

1. Students who are able to self-administer specific medication may do so provided: A physician or dentist provides a written order for self-administration of said medication.
2. There is written authorization for self-administration of medication from the student's parent or guardian.
3. The Director and appropriate teachers are informed that the student is self-administering prescribed medication.

Any school employee authorized in writing by the school administrator or Director may assist with self-administration of medications provided that only the following acts are used:

1. verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. handing a prefilled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. opening the lid of the above container for the student;
4. guiding the hand of the student to self-administer the medication;
5. holding and assisting the student in drinking fluid to assist in the swallowing of oral medications;
6. assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

### Handling and Storage of Medications

All medications, including those approved for keeping by students for self-medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

1. Examine any new medication to insure that it is properly labeled with dates, name of student, medication name, dosage and physician's name.
2. If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel.
3. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
4. Store medication requiring refrigeration at 36F - 46F.
5. Store prescribed medicinal preparations in a securely locked storage compartment. Controlled substances will be contained in a separate compartment, secured and locked at all times.

No more than a forty-five (45) school day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription, will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications.

### Disposal of Medication

School personnel must either return to the parent or destroy (with permission of the parent or guardian) any unused, discontinued or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities will be destroyed by the school nurse or Director in the presence of a witness.

### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015



## Syringa Mountain School

### Allergies

3515

This policy serves to protect Syringa Mountain school students who have life-threatening allergies. A life-threatening allergy is considered an allergy that can lead to anaphylaxis. Anaphylaxis is an immune system response that can cause the throat to swell shut or blood pressure to drop, leading to a heart attack and possibly death. The only way to avoid an anaphylactic attack is to avoid the food that causes the reaction.

Parents of children with life threatening allergies must meet with their child's teacher, the school director and district nurse or medical professional in order to develop an emergency action plan. A 504 plan is strongly recommended. Children with severe allergies need to have epinephrine (EpiPen) available at all times. All staff will be trained to recognize the symptoms of anaphylaxis and to administer EpiPens. Although unusual, it is important to note that severe allergies can develop in anyone at any time and that a quarter of all anaphylactic attacks that occur in schools are in children with undiagnosed allergies.

Classrooms that have students who have been identified with life-threatening allergies may maintain an allergen free zone. The school will inform you if there are any food restrictions in your child's classroom. Children with severe allergies are also instructed not to trade food. Furthermore, all food brought to school for celebrations may need to be allergen free and clearly labeled as such. The most common allergenic foods are peanuts and tree nuts. If necessary, please read labels to see if your food is allergen free. Labels that state that the product 'may contain traces of' or 'manufactured on the same equipment as' or "manufactured in the same facility as" are not considered safe.

Please see the Blaine County School District allergy guidelines for parents for more information:

[http://www.blaineschools.org/files/qLLJu\\_/30b8e2d743760bae3745a49013852ec4/Allergy\\_Guidelines\\_For\\_Parents.pdf](http://www.blaineschools.org/files/qLLJu_/30b8e2d743760bae3745a49013852ec4/Allergy_Guidelines_For_Parents.pdf)

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015 June 5, 2014

Contagious or Infectious Diseases

Syringa Mountain School is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. Syringa Mountain School shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Idaho Department of Health and Welfare guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school nurse or other responsible person designated by the Board and may be sent home as soon as the parent or person designated on the student's emergency medical authorization form has been notified.

Syringa Mountain School reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, Syringa Mountain School shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

Legal Reference: I.C. § 33-512 Governance of Schools

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

# Syringa Mountain School

## STUDENTS

3525

### Immunization Requirements

Attendance at Syringa Mountain School may be denied to any child who does not provide a statement to Syringa Mountain School regarding the child's immunity to certain childhood diseases. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by the board of health and welfare or has previously contracted the disease. The parent or legal guardian of the child must comply with the immunization requirements at the time of admission and before attendance for the child.

Summary of Immunization Requirements		
Immunization Requirement	Child born after September 1, 1999	Child born on or before September 1, 1999
Measles, Mumps, and Rubella (MMR)	2 doses	1 dose
Diphtheria, Tetanus, Pertussis	5 doses	4 doses
Polio	3 doses	3 doses
Hepatitis B	3 doses	3 doses*

\* Unless the child was born on or before November 22, 1991.

### Immunization Certification

The immunization certification statement must be signed by a physician or physician's representative stating the type, number, and dates of the immunizations received.

### Intended Immunization Schedule

The schedule of intended immunizations statement must be provided by the parent or legal guardian of a child who is in the process of receiving or has been scheduled to receive the required immunizations. A form is provided by the department of Health and Welfare or similar one may be used provided it includes the following information:

1. Name and age of child;
2. School and grade child is enrolling in and attending;
3. Type, number, and dates of immunizations to be administered;
4. Signature of the parent or legal guardian; and
5. Signature of a physician or physician's representative.

Children admitted to school and failing to continue the schedule of intended immunizations may be excluded from school until documentation of administration of the required immunizations is provided by the child's parent or legal guardian.

### Exemptions

1. Any child who submits a certificate signed by a physician licensed by the State Board of Medicine stating the physical condition of the child is such that all or any

of the required immunization would endanger the life or health of the child is exempt from the immunization requirements.

2. Any minor child whose parent or guardian submits a signed statement to school officials stating their objections on religious or other grounds is exempt from the immunization requirements.

3. A child who has laboratory proof of immunity to any of the childhood diseases listed above will not be required to be immunized for that disease.

4. A child who has had measles or mumps diagnosed by a licensed physician upon personal examination will not be required to be immunized for the disease provided they submit a signed statement from the diagnosing physician.

### Reporting

Syringa Mountain School shall submit a report of each school's immunization status to the State Department of Education on or before the first day of November of each year.

### Legal Reference:

I.C. § 39-4801 Immunization Required

I.C. § 39-4802 Exemptions

IDAPA 16.02.15 Immunization Requirements for Idaho  
School

Children

### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Suicide

Although neither a school (nor a teacher) has a duty to warn of the suicidal tendencies of a student absent the teacher's or school's knowledge of direct evidence of such suicidal tendencies, Syringa Mountain School may, in its sole discretion, provide the following programs in order to prevent adolescent suicide by:

- 1.offering and providing help and assistance including early identification;
- 2.support and/or counseling by school support personnel for low-risk students;
3. referral to appropriate sources outside the school for high and moderate-risk students;
- 4.attendance to the rights of the student and his/her family; and
- 5.after care support by the school for faculty, staff, and students after a sudden death has occurred.

Legal Reference: I.C. § 33-512B Suicidal tendencies – Duty to warn.

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Emergency Treatment

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian.

Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse or a doctor. The Director or designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

1. Isolate the child immediately from other children in a room or area segregated for that purpose.
2. Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent cannot be reached and in the judgment of the Director or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Removal of Student during School Hours

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with Syringa Mountain School procedures. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the Director, evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the Director. The Director is directed to establish procedures for the removal of a student during school hours.

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015



## **Syringa Mountain School**

### **STUDENTS**

**3550P**

#### Removal of Student during School Day

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

1. Law enforcement officers, upon proper identification, may remove a student from school as provided in Policy 4410P.
2. Any other agencies must have a written administrative or court order directing Syringa Mountain School to give custody to them. Proper identification is required before the student shall be released.
3. A student shall be released to the custodial parent. When in doubt as to custodial rights, school enrollment records must be relied upon, as the parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information.
4. The school should always check with the custodial parent before releasing the student to a non-custodial parent.
5. Prior written authorization from the custodial parent or guardian is required before releasing a student into someone else's custody, unless an emergency situation justifies a waiver.
6. Police should be called if a visitor becomes disruptive or abusive.

Cross Reference:

4400 Relations with the Law Enforcement and Child Protective Agencies

#### Procedure History:

Promulgated on: April 24, 2014

Revised on: November 11,  
2015

## **Syringa Mountain School**

### **STUDENTS**

**3560**

#### Video Surveillance

Having carefully weighted and balanced the rights of privacy of students, staff and visitors against Syringa Mountain School's goal of ensuring the safety of every student, employee and visitor while they are on school property and also accomplish the goal of safeguarding Syringa Mountain School facilities and equipment, the Board hereby authorizes the use of video cameras on Syringa Mountain School property as follows:

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on Syringa Mountain School property, and to safeguard Sage International School facilities and equipment.

Syringa Mountain School shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on Syringa Mountain School property. Additionally, notices shall be posted on or about Syringa Mountain School property alerting those on Syringa Mountain School property that Syringa Mountain School is utilizing the use of Video Surveillance.

Review of any video recordings is restricted to those who have a security, safety or a legitimate educational interest.

Video recordings may become a part of a student's educational record or a staff member's personnel record. Syringa Mountain School shall comply with all applicable state and federal laws related to record maintenance and retention.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by Syringa Mountain School to investigate violations of Syringa Mountain School policy.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video cameras may be installed in public locations as deemed appropriate by the Director, and shall not be installed in areas with a reasonable expectation of privacy.

Audio can be part of the video recordings made, reviewed, or stored by Syringa Mountain School.

Cross-Reference:                      3570 Student Records

Legal Reference: I.C. § 33-512

Books v. Logan, 127 Idaho 484, 903 P.2d 73 (1995); Rife v. Long, 127 Idaho 841, 908 p.2d 143 (1995).

I.C. § 18-6701 et. seq.

34 C.F.R. Part 99 Family Educational Rights and Privacy Act (FERPA)

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Student Records

School student records are confidential, and information from them shall not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. Syringa Mountain School may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Director shall implement this policy and State and federal law with administrative procedures. The Director or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. 99 Family Education Rights and Privacy Act,

I.C. § 33-209 Transfer of Student Records -- Duties

I.C. § 32-717A Parents' Access to Records and Information

No Child Left Behind Act of 2001, P.L. 107-334

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

Student Records

Notification to Parents and Students of Rights Concerning a Student's School Records

*This notification will be distributed annually in the Parent Handbook.*

Syringa Mountain School will maintain the following records for each student:

- Basic identifying information
- Progress Reports and academic transcripts
- Immunization records and health data
- Intelligence and aptitude scores
- Results and reports of individual psychological tests and interviews
- Achievement test results
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Special Education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to the release of this record
- Disciplinary information and reports of serious or recurrent behavior problems

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 affords parents/guardians and students over eighteen (18) years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within a reasonable time of the day Syringa Mountain School receives a request for access.

Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school Director (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Director will make arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place where the records may be inspected.

Syringa Mountain School charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

When the student reaches eighteen (18) years of age, or is attending an institution of post-secondary education, all rights and privileges accorded to the parent become exclusively those of the student.

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask Syringa Mountain School to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school Director or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If Syringa Mountain School decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, Syringa Mountain School will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/ guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by Syringa Mountain School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom Syringa Mountain School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, Syringa Mountain School discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and

(2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, Syringa Mountain School may release directory information regarding students, limited to:

- name
- address
- gender
- grade level
- birth date and place
- parents'/guardians' names and addresses
- academic awards, degrees, and honors
- information in relation to school-sponsored activities, organizations, and athletics
- major field of study
- period of attendance in school

*Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building Director within thirty (30) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.*

6. The right to request that that information not be released to military recruiters and/or institutions of higher education.

Pursuant to federal law, Syringa Mountain School is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that Syringa Mountain School not release this information, and Syringa Mountain School will comply with the request.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Syringa Mountain School to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015



# Syringa Mountain School

## STUDENTS

3570P

### Student Records

#### Maintenance of School Student Records

Syringa Mountain School shall maintain a record for each student that shall contain information, including but not limited to the following:

- Basic identifying information
- Progress Reports and academic transcripts
- Immunization records and health data
- Intelligence and aptitude scores
- Results and reports of individual psychological tests and interviews
- Achievement test results
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Special Education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to the release of this record
- Disciplinary information and reports of serious or recurrent behavior problems

#### Records Review and Retention

It is the policy of the Syringa Mountain School to review records annually and to destroy records which will not assist the student with academic, personal, social, or vocational decisions. These reviews are the responsibility of the Directors.

Information in student files shall be maintained for a period of five (5) years after a student graduates or permanently leaves Syringa Mountain School. Records which may be of continued assistance to a student with disabilities who graduates or permanently withdraws from Syringa Mountain School, may, after seven (7) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The Director shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with Syringa Mountain School's procedure established by the Director.

#### Access to Student Records

Syringa Mountain School shall grant access to student records as follows:

1. Syringa Mountain School or any Syringa Mountain School employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within fifteen (15) days of Syringa Mountain School's receipt of such a request.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. Syringa Mountain School shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including pupil-parent interaction.

When the student reaches eighteen (18) years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to the parent become exclusively those of the student.

Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived his or her right of access, after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. Syringa Mountain School may grant access to, or release information from, student records to employees or officials of Syringa Mountain School or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.
4. Syringa Mountain School may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. Syringa Mountain School shall grant access to or release information from a student's records pursuant to a court order, provided that the parent shall be given prompt written notice, upon receipt of such order, of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
6. Syringa Mountain School shall grant access to or release information from any student record as specifically required by federal or state statute.
7. Syringa Mountain School shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be

released, the information or record to be released, and the reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy shall be mailed to the parent or eligible student by the Director. Whenever Syringa Mountain School requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.

8. Syringa Mountain School may release student records to the Director or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to the release of any records or information under items 5, 6, 7, and 8 above, Syringa Mountain School shall provide prompt written notice to the parents or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
10. Syringa Mountain School may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. Syringa Mountain School shall notify the parents or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
11. Syringa Mountain School may disclose, without parental consent, student records or information to the youth court and law enforcement authorities pertaining to violations of the Idaho Youth Court Act or criminal laws by the student.
12. Syringa Mountain School will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
13. Syringa Mountain School charges a nominal fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship.
14. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other person. The record of release shall include:

- a. Information released or made accessible.
- b. The name and signature of the records custodian.
- c. The name and position of the person obtaining the release or access.
- d. The date of the release or grant of access.
- e. A copy of any consent to such release.

### Directory Information

Syringa Mountain School may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

name  
address  
gender  
grade level  
birth date and place  
parents'/guardians' names and addresses  
academic awards, degrees, and honors  
information in relation to school-sponsored activities, organizations, and athletics  
major field of study  
period of attendance in school

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

### Military Recruiters/Institutions of Higher Education

Pursuant to federal law, Syringa Mountain School is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

### Student Record Challenges

The parents may challenge the accuracy, relevancy or propriety of the records, except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:

- the right to present evidence and to call witnesses;
- the right to cross-examine witnesses;
- the right to counsel;
- the right to a written statement of any decision and the reasons therefor;
- the right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. 99 Family Education  
Rights and Privacy Act,  
I.C. § 33-209 Transfer of Student Records - Duties  
I.C. § 32-717A Parents' Access to Records and Information

Procedure History:  
Promulgated on: April 24, 2014  
Revised on: November 11,  
2015

Relations with Non-custodial Parents

Access to Students

The parent with whom the student primarily resides shall be recognized by Syringa Mountain School as the custodial parent unless a current legal document or signed parental agreement indicates otherwise. Unless there are specific court-imposed restrictions on custody or visitation, such as: 1.) a final divorce decree; 2.) interim orders (in the case that the parents are separated); or 3.) a restraining order, the non-custodial parent, upon written request may visit the child briefly at school. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of all relevant court orders, to the Director, which curtails these specific rights.

While both parents, absent a court document described above can visit the student at school, only the custodial parent has the right to remove the student from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel anticipate a possible student abduction, law enforcement personnel are to be notified immediately.

Access to Student Records

Unless informed otherwise, Syringa Mountain School assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of all relevant court orders, to the Director, which curtails these specific rights. Otherwise, the non-custodial parent, upon written request may view the student's educational, medical or similar records maintained in such student's cumulative record, receive school progress reports and have an opportunity to conference with the student's teacher(s).

The custodial parent has the responsibility to keep the school office informed as to the address of the student's primary residence, in a manner determined by the school, and how he/she may be contacted at all times. Syringa Mountain School reserves the right to request verification in the form of a certified court document from any party presenting legal documents.

Legal Reference: Federal Family Educational Rights and Privacy Act of 1974  
Department of Education 34 C.F.R. Part 99 (May 9, 1980 45FR 30802) regs. Implementing  
FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232G) – parent and student privacy and other rights with respect to educational records

Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015

## Syringa Mountain School

### STUDENTS

3610

#### Records of Missing Children

Upon notification by the Idaho state police of a missing or runaway child currently enrolled in Syringa Mountain School, that student's records shall be flagged in such a manner that whenever a copy of or information regarding the record is requested, the school is alerted to the fact that the record is that of a missing or runaway child. If request is made for a flagged record, the record shall not be forwarded and the local law enforcement agency shall be notified of the request for the flagged record.

Any request concerning flagged records or knowledge as to the whereabouts of a missing or runaway child shall immediately be reported to the local law enforcement agency. Upon notification by the Idaho state police of the return of the missing or runaway child, the school shall remove the flag from the student's record.

Legal Reference: I.C. § 18-4511 School Duties— Records of Missing Child—Identification Upon Enrollment— Transfer of Student Records

#### Policy History

Promulgated on: April 24, 2014

Revised on: November 11, 2015

## Syringa Mountain School

### STUDENTS

3620

#### Transfer of Student Records

##### Receiving School

Within fourteen (14) days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous school a certified copy of his record and exercise due diligence in obtaining the copy of the record requested.

##### Forwarding School

A certified copy of the permanent, or cumulative, file of any student and the file containing special education records of any student shall be forwarded by mail, or electronically, to a local educational agency or accredited school in which the student seeks to or intends to enroll within ten (10) days after receipt of a written or electronic request, except as provided in 3605—Records of Missing Children. The files that are forwarded must include information concerning violent or disruptive behavior or disciplinary action, however, such information shall be contained in a sealed envelope, marked as "confidential" and addressed to the Director or other administrator of the receiving school.

Cross Reference: 3570 - 3570P Student Records  
3610 Records of Missing Children

Legal Reference: I.C. § 18-4511 School Duties— Records of Missing Child—  
Identification Upon Enrollment—Transfer of Student  
Records  
I.C. § 33-209 Transfer of school records - Duties

##### Policy History:

Adopted on: April 24, 2014

Revised on: November 11, 2015



## SMS STUDENT DATA PRIVACY AND SECURITY POLICY

Adopted September 17, 2014

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014 (Idaho Data Accountability Act).

Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.<sup>1</sup>

This model policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, each school district and public charter school shall adopt, implement and electronically post this policy. It is intended to provide guidance regarding the collection, access, security and use of education data to protect student privacy. This policy is consistent with the DMC's policies regarding the access, security and use of data maintained within the SLDS.<sup>2</sup> Violation of the Idaho Data Accountability Act may result in civil penalties.<sup>3</sup>

### **Defined Terms**

**Administrative Security** consists of policies, procedures, and personnel controls including security policies, training, and audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, and disaster recovery, contingency, and emergency plans. These measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

**Aggregate Data** is collected or reported at a group, cohort or institutional level and does not contain PII.

**Data Breach** is the unauthorized acquisition of PII.

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<sup>1</sup> [Data Management Council](#)

<sup>2</sup> [Data Management Council Policies and Procedures](#)

<sup>3</sup> [Idaho Code Title 33, Section 133](#)

**Logical Security** consists of software safeguards for an organization's systems, including user identification and password access, authenticating, access rights and authority levels. These measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

**Personally Identifiable Information (PII)** includes: a student's name; the name of a student's family; the student's address; the students' social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of birth, place of birth or mother's maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student.

**Physical Security** describes security measures designed to deny unauthorized access to facilities or equipment.

**Student Data** means data collected at the student level and included in a student's educational records.

**Unauthorized Data Disclosure** is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

### **Collection**

- School districts and public charter schools shall follow applicable state and federal laws related to student privacy in the collection of student data.

### **Access**

- Unless prohibited by law or court order, school districts and public charter schools shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.
- The Superintendent, administrator, or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed.
- Access to PII maintained by the school district or public charter school shall be restricted to: (1) the authorized staff of the school district or public charter school who require access to perform their assigned duties; and (2) authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and (3) vendors who require access to perform their assigned duties.

### **Security**

- School districts and public charter schools shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure.
- School districts and public charter schools shall immediately notify the Executive Director of the Idaho State Board of Education and the State Superintendent of

Public Instruction in the case of a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

- School districts and public charter schools shall notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

### **Use**

- Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.
- School district or public charter school contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:
  - Requirement that the vendor agree to comply with all applicable state and federal law;
  - Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
  - Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
  - Prohibition against the vendor's secondary use of PII including sales, marketing or advertising;
  - Requirement for data destruction and an associated timeframe; and
  - Penalties for non-compliance with the above provisions.
- School districts and public charter schools shall clearly define what data is determined to be directory information.
- If a school district or public charter school chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory. If a parent does not opt out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure.

### **Resources**

- FERPA: <http://www.gpo.gov/fdsys/pkg/USCODE-2011-title20/pdf/USCODE-2011-title20-chap31-subchapIII-part4-sec1232g.pdf>
- Electronic Code of Federal Regulations pertaining to FERPA: 34 CFR Part 99 <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=11975031b82001bed902b3e73f33e604&rqn=div5&view=text&node=34:1.1.1.1.33&idno=34>
- U.S. Department of Education, Family Policy Compliance Office <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Idaho Student Data Accessibility, Transparency and Accountability Act of 2014,  
Idaho Code Title 33, Section 133  
<http://legislature.idaho.gov/legislation/2014/S1372E1.pdf>