

MEMORANDUM

To: Board of Trustees

Twin Falls School District 411

From: Eva Craner, Director of Public Relations

Re: Policy Updates

Date: April 13, 2020

First Reading:

Administrative Update:

3381 Extracurricular and Co-Curricular Participation

ISBA Update:

7236 Employees Paid with Federal Funds and Unexpected or Extraordinary Closures NEW

Second Reading:

Administrative Updates:

1250 Board Advisory Committees

1250P1 Board Advisory Committees

1250P2 Advisory Committee Assignments REMOVE

2600P Promotion and Retention of Students

2600F Retention Recommendation Form NEW

3340 Corrective Actions and Punishment

3340P Corrective Actions and Punishments

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.** As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

Interscholastic, extracurricular, and co-curricular activities will be defined as: A school sponsored activity in which a coach or supervisor of the activity is a paid position. These activities are defined by the Idaho High School Activities Association (IHSAA). These activities include but are not limited to: Baseball, Basketball, Cross Country, Football, Golf, Soccer, Softball, Swimming, Tennis, Track & Field, Volleyball, Wrestling, Cheer, Dance, Music, Debate, Drama, and Speech.

Students of the Twin Falls School District, who wish to participate in interscholastic activities, must adhere to the Idaho High School Activities Association (IHSAA) rules and regulations; this District's activities association; local city ordinances and the laws of the State of Idaho; and this District's policies.

Interscholastic activities and competitions are recognized as a valid part of the total school program. Expenditure of school District funds in accordance with the District's expenditure and budgetary regulations is authorized for the support of these activities. The District will maintain membership in the IHSAA for the appropriate grade levels.

All student participants in a sponsored IHSAA activity must purchase a school activity card.

Students are not required to have parental permission to join extracurricular clubs but must have parental permission to participate in any athletic team. In addition, extracurricular clubs may engage in specific activities for which parental permission must be obtained prior to the student's participating in the specific activity.

GENERAL REGULATIONS:

Participation Policies

Sportsmanship

All schools and athletic programs will comply with Twin Falls School District policies and with the Idaho High School Activities Association (IHSAA) sportsmanship guidelines manual. Sportsmanship, as defined by the IHSAA, is those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on others' behavior as well. Coaches, administration, athletes, and spectators should exhibit sportsmanship.

Use of Equipment and Facilities

The use of equipment and facilities are to be cleared with the building principal or their designee.

Participation Standards

Activities will be open to all students (subject to tryouts, when applicable) and administered according to the following standards:

The building principals or their designees of each school shall certify the eligibility of all participants in accordance to the participation requirements stated herein. This includes home-schooled and dual-enrolled students.

Activities Minimum GPA Requirements

High School Activities - Students who wish to participate in high school activities will be subject to eligibility requirements. Students must be enrolled full-time and must have passed 6 of 8 classes and maintain a 2.0 overall GPA in the semester prior to the beginning of the season. This policy applies to all students in the Twin Falls School District in grades 9-12. All activities governed by the Idaho High School Activities Association are covered by this policy. Students falling below the minimum standard will become academically ineligible (see definition below.) Any student on academic probation (see definition below) who fails to meet the requirements of that probation will also become academically ineligible.

Definitions:

*Academically Ineligible – Any student whose previous semester GPA is below 2.0 or did not pass 6 of 8 courses will be deemed academically ineligible. Any student on academic probation who has an I (incomplete), a D, or an F for two or more consecutive grading periods in the same class will be declared academically ineligible. Academically ineligible students will not be allowed to participate in competitive contests within their chosen activities. Students will have the opportunity to attend tutoring (see definition below) in an effort to bring their grades back up to a level above the 2.0 minimum; If a student earns ~~C~~-D's or above in all classes on their progress report during the current grading period, he/she will be declared eligible.

*Academic Probation – If a student has ~~a D or~~ an F in any class, he/she shall be placed on Academic Probation. During the probation period, the student will still be able to practice and participate in the chosen activity. While on probation, the student will be required to attend tutoring until there is verification from the teacher that the grade is above a ~~D-F~~. If the student fails to attend tutoring or still has ~~a D or~~ an F for two consecutive grading periods, he/she shall become academically ineligible.

* Tutoring – All students will be required to attend academic tutoring at least two times a week until there is verification from the teacher that the student no longer has ~~a D or~~ an F. The tutoring may be provided the following ways:

1. Tutoring provided by the classroom teacher in that particular class.
2. Study tables led by coaches.
3. Student peer tutors with approved supervision.
4. Student may attend school-wide extra help sessions.
5. Any other tutoring approved by principal or designee.

High School grades will be pulled as follows:

Fall Sports:

- Check 2nd semester grades from previous year
- Check 1st qtr. Mid-term
- Check 1st qtr. Report card
- Check 2nd qtr. Mid-term if needed

Winter Sports:

- Check 2nd semester grades from previous year
- Check 2nd qtr. Mid-term (if applicable)
- Check 1st semester grades from current year
- Check 3rd qtr. Mid-term if needed

Spring Sports:

- Check 1st semester grades.
- Check third qtr. Report card
- Check 4th qtr. Mid-term

*Initial eligibility for participation in fall activities will be based on the student's semester GPA from the end of the previous semester (spring). Grades will be checked by the coaches with the 1st progress report at 4 weeks athletic director at the end of the 1st quarter midterm. All students with an I, a D, or an F will be placed on Academic Probation.

*Initial eligibility for participation in winter activities will be based on the student's semester GPA from the end of the previous semester (spring). Grades will also be checked by the coaches when tryouts begin athletic director at the end of the next grading period. All students with an I, a D, or an F will be placed on Academic Probation.

*Initial eligibility for participation in spring activities will be based on the student's semester GPA from the end of the 1st semester (fall). Grades will be also checked by the coaches when tryouts begin athletic director at the end of the next grading period. All students with an I, a D, or an F will be placed on Academic Probation.

If at any time during the season when the student fails to meet the eligibility standards as stated in this policy, the student will be required to follow the above guidelines. All student participants in high school activities and their parents will be required to read and sign a copy of this policy acknowledging their understanding of the guidelines herein.

Student-athlete grades will be checked the Monday following the end of each midterm, quarter, and end of the first semester. Those will be the grades of record used for eligibility.

Middle School Activities – Middle School participation standards and grade checks will be as follows:

Definitions:

*Academically Ineligible - Any student who in the previous semester did not pass 6 of 8 courses will be deemed academically ineligible. Any student on academic probation who has an I (incomplete) or F for two or more consecutive grading checks in the same class will be declared academically ineligible. Academically ineligible students will not be allowed to participate in competitive contests within their chosen activities. Students will have the opportunity to attend tutoring (see definition below) in an effort to bring their grades back up to a passing grade; if a student earns D's or above in all classes on their midterm/report card, he/she will be declared eligible.

*Academic Probation - If a student has an F or an I (incomplete) in any class, he/she will be placed on Academic Probation. During the probation period, the student will still be able to practice in the chosen activity, but not participate in competition until the grade has improved. While on probation, the student will be required to attend tutoring until there is verification from the teacher that the grade is above an F, or no longer an I. If the student fails to attend tutoring or still has an F or an I for two consecutive grading checks, he/she shall become academically ineligible.

*Tutoring - All students will be required to attend academic tutoring until there is verification from the teacher that the student no longer has an F or an I. The tutoring may be provided the following ways:

1. Tutoring provided by the classroom teacher in that particular class.
2. Study tables led by coaches.
3. Student peer tutors with approved supervision.
4. Student may attend school-wide extra help sessions.
5. Any other tutoring approved by principal or designee.

Eligibility for participation in Fall Activities will be determined by the student's previous semester grades. All students with an I, D, or an F will be placed on Academic Probation. Grades will be checked by coaches and Activities Director when tryouts begin, as well as weekly for three weeks after the first three weeks of the school year as follows:

Fall Sports:

- Check 2nd Semester grades from previous year - 7th and 8th Grade
- Check 1: 3 weeks after the start of school
- Check 2: 4 weeks after the start of school
- Check 3: Mid-term of 1st quarter (5 weeks after the start of school)

Eligibility for participation in Winter Activities will be based on the student's 1st Quarter Grades (Wrestling and Girls Basketball) or 1st Semester Grades (Boys Basketball) at the start of the season. All students with an I, D, or an F will be placed on Academic Probation. Grades will be checked by coaches and Activities Director when tryouts begin, as well as weekly for three weeks after the first three weeks of the season as follows:

Winter Sports - Girls Basketball and Wrestling (2nd quarter eligibility):

Check 1st Quarter Grades

Check 1: 3 weeks after start of season

Check 2: 4 weeks after start of season

Check 3: Mid-term of 2nd Quarter (5 weeks after start of season)

Winter Sports - Boys Basketball (start of 2nd Semester)

Check 1st Semester Grades

Check 1: 3 weeks after start of season

Check 2: 4 weeks after start of season

Check 3: Mid-term of 3rd Quarter (5 weeks after start of season)

Eligibility for participation in Spring Activities will be based on the student's 3rd Quarter grades at the start of the season. All students with an I, D, or an F will be placed on Academic Probation. Grades will be checked by coaches and the Activities Director when tryouts begin, as well as weekly for three weeks after the first 3 weeks of the season.

Spring Sports - Track

Check 3rd Quarter Grades (previous quarter)

Check 1: 3 weeks after start of season

Check 2: 4 weeks after start of season

Check 3: Mid-term of 4th quarter (5 weeks after start of season)

7th -8th graders who don't pass enough credits the previous semester must have an academic administrative approved program to participate the next semester. Each participant may only be eligible for (1) one academic program contract per year. Eligibility is determined by the previous semester.

Other Participation Requirements

All participants and their parent/guardian must have completed and returned the Twin Falls Extracurricular Activities Pledge Sheet.

Notwithstanding any other District policy violation, any civil or criminal law infraction or conduct by a student participant that is determined by the team head coach and building athletic/activities director to be detrimental to the activity program, school or school District will result in counseling by the team head coach and the building athletic/activities director with possible suspension or expulsion from activities.

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 their 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.

The following travel policy applies to extracurricular activities:

1. School District approved transportation must be used.

2. Any out-of-state transportation must have prior approval by the School Board in accordance to District policy.
3. In accordance to Idaho Code, at any time that School District approved transportation is being driven by a coach or other authorized individual, the driver must possess a valid Idaho Commercial Driver's License when the occupant load, including the driver, is 16 or more individuals.
4. Participants must travel together to and from contests away from their school in transportation provided by the school. The exceptions are:
 - a. Injury to a participant which would require alternate transportation.
 - b. Arrangements between the participant's parent/guardian and the coach for the student participant to return with his/her parent/guardian.
 - c. Participants are *not* allowed to ride with friends or family members other than a parent or guardian.

Violations requiring administrative action as established in the "Students Rights and Responsibilities" will entail:

1. Where the violation and disciplinary action involves in-school or out-of-school suspension, the participant shall not participate in practice or contest during the time of suspension.
2. Where suspension from school has resulted, the participant may be subject to suspension or expulsion from the activities team for the remainder of the season.
3. Theft or malicious destruction of any school or individual equipment or property is not to be tolerated. Participants found to be responsible for the theft or malicious destruction of school property will be suspended from the team. A decision regarding further competition will be made by the building athletic/activities director, and the designated building administrator.

School Attendance Requirements:

1. A student must be in school at least one-half (½) day in order to participate in an activity that day. An exception would be made if the student has an approved medical appointment; in which case, the student must present to the attendance supervisor a signed statement from the doctor. This pertains to practice sessions and contests.
2. For athletic activities, a student who has been injured and has had medical treatment cannot participate again without a doctor's release.

Drugs - Alcoholic Beverages - Tobacco Products:

Use or possession of alcoholic beverages, tobacco (including the types described in Policy 3305)

and/or illicit drugs by activities program participants is prohibited. The consequences will apply as outlined in Policy 3321.

In activities where the season is not dictated by the IHSAA (i.e., speech, debate, music, and drama), the building principal, building athletic/activities director and team head coach will define the season.

The rules and regulations in this code shall apply to any violation on or off the school premises during the season of participation.

Additional team rules and regulations recommended by the team head coach must be approved in writing by the building principal and building athletic/activities director.



Cross Reference: 3305 Prohibition of Tobacco Possession and Use
3321 Student Drug Alcohol and Tobacco Use
3780 Transportation to School Sponsored Events

Legal Reference: Idaho Code § 33-512(12)

Policy History

ADOPTED: 12/08/08

EMT

REVISED: 7/13/09

8/11/14

9/14/15

6/11/18

8/12/19

POLICY TITLE: **Employees Paid with Federal Funds
and Unexpected or Extraordinary
Closures**

**POLICY NO: 7236
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During any emergency closure of District facilities, District employees who are paid with federal funds shall be compensated or given unpaid time off in the same manner as similarly situated District employees paid with District funds. Such employees shall continue to perform their grant-funded duties during the closure, to the extent possible. This may include, to the extent practicable, working by phone, email, and video conference. Employees supported with federal grant funds who are intended to provide direct services to students may maintain contact with students during the period of the unexpected or extraordinary closure using the alternative, appropriate methods. District employees paid with federal funds shall return to work as soon as possible.

Federal Funding

It is the intent of the District to apply consistent accounting treatment when allocating funds across both federal and non-federal funding streams. The District will ensure that the expenditures incurred meet allowability requirements for the specific program and are both reasonable, regardless of whether the funding stream is federal, state, or local in nature.

Cross References: 7218 Federal Grant Financial Management System
7320 Allowable Use for Grant Funds
7320P1 Determining Necessity and Reasonableness of Expenses
7320P2 Selected Items of Cost

Other References: Office of Management and Budget Memo M-20-11 dated March 9, 2020

Generally, Trustees will function as a committee of the whole. Nevertheless, the Board may create Board advisory committees as deemed necessary.

~~Standing committees of the Board~~ advisory committees may be created and their purpose defined by a majority of the Board. The Board Chair shall appoint trustees to serve on such committees. ~~Board committees shall be limited to less than one-half (1/2) of the Board.~~ Board Member participation on Board advisory committees will not exceed two Board members per committee

The Board of Trustees reserves the right to create or establish the rules and regulations for creation and appointment of membership to any committee unless otherwise determined in the Collective Bargaining Agreement (CBA). The Board encourages patron participation and input. Advisory committees may be appointed by the Board when appropriate and will function in those areas assigned to it by the Board. The Board and TFEA will agree upon guidelines for committees in the CBA. A staff member or members will be assigned to each committee to help it carry out its functions. Only the Board has the authority to dissolve advisory committees it has created.



See also: CBA (Collective Bargaining Agreement) for Committee Assignments
See also: 1250P1 and 1250P2

Policy History

ADOPTED: 8/11/14

ISBA

REVISED:

The Board of Trustees has adopted policies and procedures that outline the objectives, duties and responsibilities of the District. The Board recognizes and values participation and input from staff members, parents, community members and students in reviewing processes and procedures that implement board policies. In order to assist the Board in improving the scope and quality of education in the district, the following board advisory committees have been created:

- Activities Advisory
- ~~Administrative Sick Leave Bank~~
- Budget Advisory
- Calendar Review
- ~~Certified Sick Leave Bank~~
- ~~Classified Sick Leave Bank~~
- Communications
- ~~Drop-Out Prevention~~
- Evaluation
- Extra Duty
- Insurance Review
- ~~Professional Advancement~~
- Professional Leave
- ~~PTA/PTO Advisory Board~~
- RIF Procedure
- Safety
- Student Discipline
- Technology

Other committees will be created as needed.

Committees may include administrative and certified staff representation and classified staff, student, parent and community representation when possible. All committees are subject to change, and the Board reserves the right to appoint new committees as needed. The Superintendent or designee will select committee members unless otherwise specified in policy or the Collective Bargaining Agreement. The Clerk of the Board will maintain an updated member list each year. Nothing herein precludes the Superintendent from forming working committees and non-board advisory committees. ~~1250P2 outlines the membership for each board advisory committee.~~



ADOPTED: 12/12/11
 TFSD
REVISED: 05/06/13
 8/11/14

ADVISORY COMMITTEE ASSIGNMENTS

DISCIPLINE COMMITTEE

DUTIES: *To review Board Policies dealing with student discipline.*

WHEN: *Once a year, but could meet more if an issue arises requiring a change in policy.*

WHERE: *Canyon Ridge High School – 300 North College Road West*

Chair	Canyon Ridge Principal	Administration
	Board Member(s)	Administration
	O’Leary Middle School – Vice-Principal	Administration
	Morningside Principal	Administration
	Director of Elementary Programs	Administration
	Support Services	Administration
	South Hills	Teacher
	O’Leary	Teacher
	Robert Stuart	Teacher
	Bickel	Teacher
	Harrison	Teacher
	Lincoln	Teacher
	Morningside	Teacher
	Oregon Trail	Teacher
	Perrine	Teacher
	Pillar Falls	Teacher
	Rock Creek	Teacher
	Sawtooth	Teacher
	Twin Falls High School	Parent
	Canyon Ridge High School	Parent
	TFHS Student Body President	Student
	CRHS Student Body President	Student

PROFESSIONAL ADVANCEMENT COMMITTEE

DUTIES: — *To approve credits that teachers and administrators take for advancement on the salary schedule as required for Idaho credentials. The committee member from each school brings any applications that they have received.*

WHEN: — *Three or four times a year.*

WHERE: — *District Office Board Room — 201 Main Ave. West*

Chair	Associate Superintendent	Administration
	Classified	Administration
	Lincoln Principal	Administration
	Harrison Elementary	Administration
	TFHS Vice-Principal	Administration
	M. V. Alternative High School	Teacher
	Twin Falls High School	Teacher
	Canyon Ridge High School	Teacher
	O'Leary Middle School	Teacher
	Robert Stuart Middle School	Teacher
	South Hills Middle School	Teacher
	Bickel Elementary	Teacher
	Harrison Elementary	Teacher
	Lincoln Elementary	Teacher
	Morningside Elementary	Teacher
	Oregon Trail Elementary	Teacher
	I.B. Perrine Elementary	Teacher
	Sawtooth Elementary	Teacher
	Pillar Falls Elementary	Teacher
	Rock Creek Elementary	Teacher

EXTRA DUTY COMMITTEE

DUTIES: ~~To complete an annual review of the extra duty index, prepare recommendations for changes to be considered in negotiations as needed, and review applications for new requests for extra-curricular stipends.~~

WHEN: ~~February, before negotiations begins. The number of meetings varies from year to year, but from 2008-2010 and again in 2017, the committee completed extensive reviews of the extra-curricular activities so the current need is low.~~

WHERE: ~~District Office Board Room – 201 Main Ave. West~~

Co-Chair	Director of Educational Technology and Operations	Administration
Co-Chair	Robert Stuart M.S./Negotiations	Counselor
	Canyon Ridge H.S. Principal	Administration
	Twin Falls H.S. Principal	Administration
	Classified	Administration
	Twin Falls High School	Teacher
	South Hills M.S.	Teacher
	Rock Creek Elementary	Teacher

ADMINISTRATIVE SICK LEAVE BANK

Chair	Administrative
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SICK LEAVE BANK

DUTIES: ~~Approve or deny requests submitted by TFSD sick leave bank members when they need to access additional sick leave.~~

WHEN: ~~As needed throughout the school year.~~

WHERE: ~~By email.~~

Chair	Administrative Office	Administration
	Lincoln Vice Principal	Administration
	District Office	Administration
	Harrison Elementary	Teacher
	I. B. Perrine Elementary	Teacher

PTA/PTO ADVISORY BOARD COMMITTEE

DUTIES: ——— *To communicate with and receive reports from PTA/PTO/PTSO/PTSA representatives of each school in the TFSD #411.*

WHEN: ——— *Third Thursday of each month from September through April, from 9:30 to 11:30 a.m.*

WHERE: ——— *District Office Board Room—201 Main Ave. West*

Chair	Superintendent
	Bickel PTA President
	Harrison PTSO President
	Lincoln PTSO President
	Morningside PTA President
	Oregon Trail PTA President
	Perrine PTA President
	Pillar Falls PTO President
	Rock Creek PTO President
	Sawtooth PTO President
	O'Leary PTSO Presidents
	Robert Stuart PTSA President
	South Hills PTSO President
	Twin Falls High PTSO President
	Canyon Ridge High PTSA President
	Administration

PROFESSIONAL LEAVE COMMITTEE

~~DUTIES: To serve the certified and classified members of Twin Falls School District by receiving professional leave applications, and processing them according to the guidelines set forth in the Collective Bargaining Agreement. . The Association shall appoint one person from each level (elementary, middle, and high school) to serve on a committee with one individual appointed by the Administration, who will establish guidelines for professional leave grants.~~

~~WHEN: Every Wednesday at 4:30 pm. The exceptions are: when there is a holiday or parent/teacher conferences that preclude the committee members from attending.~~

~~WHERE: Robert Stuart Middle School main faculty room.~~

~~CHAIR: To be Appointed by Association~~

<u>Co-Chair</u>	Middle School Level	Teacher
Co-Chair	Director of HR	Administration
Rock Creek (Alt. Perrine)	Elementary Level	Teacher
CRHS	High School Level	Teacher

INSURANCE REVIEW COMMITTEE

DUTIES: — *To gather information regarding the current laws and changes (including prices) that may affect the benefits package for the upcoming year. Suggestions are then used to create a recommendation for negotiations. The committee consists of a representative from each school including administrators, classified (selected by Superintendent), and certified (selected by president of TFEA) personnel. A representative from the TFEA Negotiations team is to be co-chair.*

WHEN: — *October through April, usually 3 to 5 meetings total, from 3:45 to 5:00 p.m.*

WHERE: — *District Office Board Room — 201 Main Ave. West*

Co-Chair	Administrative	Administration
Co-Chair	Sawtooth Elementary/TFEA/Negotiations	Teacher
	Bickel – Principal	Administration
	Canyon Ridge High School	Administration
	Twin Falls High School	Teacher
	O’Leary Middle School	Teacher
	Robert Stuart Middle School	Teacher
	South Hills Middle School	Teacher
	MVHS	Teacher
	Harrison Elementary	Teacher
	Lincoln Elementary	Teacher
	Sawtooth Elementary	Teacher
	Morningside Elementary	Teacher
	Oregon Trail Elementary	Teacher
	I. B. Perrine	Teacher
	Classified	Administration
	Classified	Administration
	Classified	Administration
	Classified	Administration
	Classified	Administration
	Classified	Administration

EVALUATION COMMITTEE

***DUTIES:** To review evaluation practices and any issues that may arise. The group completed extensive work on the Danielson model in the 2009-2010 school year. Every district has had to submit a plan for teacher and administrative evaluation processes to the State Department for approval, and the processes are becoming more and more consistent from district to district lessening the need for on-going changes.*

***WHEN:** The committee meets once at the beginning of the year and then as needed to review evaluation practices and any issues that may arise.*

***WHERE:** District Office Board Room – 201 Main Ave. West*

Chair	Associate Superintendent	Administration
	Robert Stuart Middle School Principal	Administration
	Sawtooth Elementary Principal	Administration
	Director of Elementary & Middle School Programs	Administration
	HR Community Relations Manager	Administration
	O’Leary Teacher	Association
	Twin Falls High School Teacher	Association
	Robert Stuart Teacher	Association
	Canyon Ridge High School Teacher	Association
	Morningside Teacher	Association
	Perrine Teacher	Association

SAFETY COMMITTEE

DUTIES: ~~The Safety Committee was developed to improve the safety of the Twin Falls School District. The Committee is charged with making sure the District creates a safe place for students to learn and a safe place for employees to work. The Committee is to serve the students and staff of Twin Falls School District to help prevent accidents and acquire a safer working and learning environment. The Committee should provide ongoing educational assistance, assessment of operating procedures and act as a resource for all matters concerning school safety. Reviewing and updating the District's Emergency Operation Planning Manual (EOP) is ongoing in all meetings including making sure our buildings meet all the codes and areas of safety the State requires.~~

WHEN: ~~Four times a year usually at 4:00PM on a Thursday~~

WHERE: ~~CRHS Room 301~~

Chair	Director of Educational Technology and Operations
	Administration
	Board Member(s)
	Maintenance Supervisor
	Food Service
	Bickel Elementary
	Harrison Elementary
	Lincoln Elementary
	Morningside Elementary
	Oregon Trail Elementary
	Perrine Elementary
	Pillar Falls Elementary
	Rock Creek Elementary
	Sawtooth Elementary
	Bridge Academy
	Stuart Middle School
	O'Leary Middle School
	South Hills Middle School
	Twin Falls High School
	Canyon Ridge High School
	Support Services
	MVHS
	Bridge
	Mid-Columbia Bus Company

	PTO
	SRO—CRHS SRO—O’Leary SRO—South Hills SRO—Stuart SRO—TFHS

TECHNOLOGY COMMITTEE

***DUTIES:**— The Technology Committee's role is to assess and monitor the technology needs of the schools and make recommendations on expenditures; find grants and other funding sources to supplement the school technology budget. The committee of approximately thirty members meets every other month to discuss current issues in planning for the long-range goal to increase student achievement by providing a technology-immersed learning environment. The ongoing work of the Committee will be to oversee and continually reevaluate the use of appropriate technology in the school as well updating and giving input on the 5 year District Technology Plan.*

***WHEN:**— Four times a year usually at 4:00PM on a Thursday*

***WHERE:**— CRHS Room 301*

Chair	Director of Educational Technology and Operations
	Administration
	Board Member(s)
	Technology Dept.
	Technology Dept.
	Technology Dept.
	Technology Dept.
	Technology Dept.
	Technology Dept.
	Technology Dept.
	Technology Dept.
	District Office
	Canyon Ridge
	Magie Valley
	Twin Falls
	Bridge
	O’Leary
	Robert Stuart
	South Hills
	Bickel
	Harrison
	Lincoln

	Morningside
	Oregon Trail
	Perrine
	Pillar Falls
	Rock Creek
	Sawtooth

ACTIVITIES ADVISORY COMMITTEE

DUTIES: — To conduct investigation, research and to provide advice or counsel to the district activities director, principals and school district administration and the board of trustees in the TF school district.

WHEN: — As needed

WHERE: — Twin Falls High School

Co-Chair - Standing Member	TFHS - Director of Physical Ed/Athletics/Activities
Co-Chair - Standing Member	CRHS - Director of Physical Ed/Athletics/Activities
	Robert Stuart Middle School Activities/Athletic Director
	O'Leary Middle School Activities/Athletic Director
	South Hills Middle School Activities/Athletic Director
	Board Member
	TFHS/CRHS - Secondary School Administrator
	Secondary Activity Advisor (not Athletics)
	TFHS Student Council Member
	CRHS Student Council Member
	Parent of CRHS/RSMS/SHMS Student Involved in Activities
	Parent of TFHS/OMS Student Involved in Activities
	TFHS/OMS/SHMS Coach
	CRHS/RSMS Coach
	Patron Whose Student is not Involved in Activities

DROP OUT PREVENTION COMMITTEE

DUTIES: — To provide direction and guidance for the District's dropout prevention efforts. The committee suggests activities, policy/procedures, and general oversight for the Dropout Prevention Specialist.

WHEN: — Committee meets 3-5 times per year, typically October, December, February, April, and May on days/times conducive to members' schedules (we have typically met at 3pm-4pm on Thursdays).

WHERE: — Support Services Conference Room

Chair	SDFS Coordinator
	O'Leary Middle School

	Principal, Twin Falls High School
	Principal, Magic Valley High School
	Vice Principal/AD, Twin Falls High School
	Director, Support Services
	SRO
	Associate Superintendent
	Lincoln Elementary
	Principal, Harrison Elementary
	Board Member(s)
	Vice Principal, Robert Stuart Middle School
	Counselor, Harrison Elementary
	Canyon Ridge High School/Counselor
	Bridge Academy Principal

CALENDAR REVIEW COMMITTEE

DUTIES: — *To receive and share building input on the calendar for the upcoming year in order to create a draft recommendation for negotiations. Committee will consist of a teacher representative from each building selected by the president of TFEA, a principal from an elementary, secondary, and middle school, the Director of Elementary Programs, the Director of Public Relations, and a representative from the Parent Advisory Committee.*

WHEN: — *January through April, usually 3 to 5 meetings total, from 3:45 to 5:00 p.m.*

WHERE: — *TBD*

Chair	Superintendent	Administration
	Director Public Relations	Administration
	Elementary Programs Director	Administration
	Board Member(s)	Administration
	Perrine Principal	Administration
	Middle School Principal	Administration
	High School AD	Administration
	MVHS/Juvenile Detention Center	Teacher
	Twin Falls High School	Teacher
	Canyon Ridge High School	Teacher
	O’Leary	Teacher

	Robert Stuart	Teacher
	Bridge Academy	Teacher
	South Hills	Teacher
	Bickel	Teacher
	Harrison	Teacher
	Lincoln	Teacher
	Morningside	Teacher
	Oregon Trail	Teacher
	Perrine	Teacher
	Pillar Falls	Teacher
	Rock Creek	Teacher
	Sawtooth	Teacher
	Support Services	Teacher
	PTA/O President Representative	Parent

COMMUNICATIONS COMMITTEE

***DUTIES:** The representative chosen from each school will act as the Director of Public Relations' direct contact for the school, and all information on activities or events that teachers and staff want the community or media to be aware of will be filtered through this person. The Communications Committee will meet once a month to discuss upcoming events; and each representative will play an essential role in helping disseminate information to their schools.*

***WHEN:** Once a month, typically first week of month*

***WHERE:** District Office Board Room*

Chair	Public Relations Director	Administration
	MVHS/Juvenile Detention Center	Teacher
	Twin Falls High School	Teacher
	Canyon Ridge High School	Teacher
	O'Leary	Teacher
	Robert Stuart	Teacher
	South Hills	Teacher
	Bridge Academy	Teacher
	Bickel	Teacher
	Harrison	Teacher

	Lincoln	Teacher
	Morningside	Teacher
	Oregon Trail	Teacher
	Perrine	Teacher
	Pillar Falls	Teacher
	Rock Creek	Teacher
	Sawtooth	Teacher
	Support Services	Teacher

BUDGET ADVISORY COMMITTEE

DUTIES: — The Budget Advisory Committee will meet to discuss budget issues that impact the community.

WHEN: — As needed

WHERE: — Board Room

Chair	Administrative
	Administrative
	Director Public Relations
	Board Member(s)
	Teacher
	Teacher
	Classified
	Classified
	Parent
	Parent
	Community
	Community
	Community
	Community

2600F

School Year:
School Name:
Teacher Name:
Administrator Name:
Student Name:
Student Current Grade Level:

Initiation of retention recommendation (select one):

School is recommending retention in current grade level

Parent is recommending retention in current grade level

If the parent is recommending retention, is the school in agreement:

I, _____, parent/guardian

would like to have my child retained in _____ grade at the end of the xx-xx school year.

do not wish for my child to be retained in _____ grade at the end of the xx-xx school year.

Date Parent's Signature

Date Teacher's Signature

Date Administrator's Signature

GRADING AND PROMOTION

~~Twin Falls Public Schools will use the method of marking pupil progress with the A, B, C, D, and F letters for grades 2 through 12. Report cards in the elementary and middle school may include additional information as to progress in citizenship and behavior.~~

~~Insofar as possible, grading should be based upon the extent to which the pupil is achieving according to the standards of the course. In advance, students should receive information about the grading practices for the class in which they have enrolled. Each student should be clearly informed about the body of knowledge or skills to be mastered, testing practices, make-up policies, and other factors related to grading. Grading considerations should be given to those students who are willing to do extra work to improve their grades. Students in special programs (English as a Second Language, Gifted and Talented, Migrant Education, Special Education), will be graded according to the standards and/or accommodations especially established for those individual students. Students required to be absent from class because of the requirements of their individualized curriculum should not experience grade reduction. Such students should be given the opportunity to make up their work through teacher-prescribed assignments and should be graded according to the quality of the work. Grades should reflect the level of mastery of the standards.~~

PROMOTION/RETENTION OF STUDENTS KINDERGARTEN THROUGH GRADE EIGHT

~~The district and/or school reserves the right to make recommendations regarding students' advancement, retention, and/or placement in an alternative program.~~

I. Promotion

The Twin Falls School District promotes students based on teacher and principal recommendations and in accordance with the philosophy outlined in policy 2600 in grades kindergarten through eight.

II. Request for retention/~~demotion~~ through grade eight

- A. Requests for retention from parent/guardian ~~or demotion~~ must be submitted in writing to the principal. ~~and may be initiated by a teacher, the educational team, or the parents/guardians.~~
- B. If a student's teacher makes this a request for retention, then ~~he/she~~ **they** will submit the appropriate data to the principal ~~or counselor~~ which may include the following:
 1. Classroom records
 2. Samples of the student's work
 3. Appropriate assessment data
 4. A summary of all conferences held with the student's parents/guardians
 5. A summary of alternative instructional practices/procedures that have been implemented
 6. Academic and social evaluation
- C. If the request is initiated by the student's parents/guardians, the principal and/or

support staff, if appropriate, will meet with the student's teacher and the parents/guardians to discuss the request, obtain the teacher's recommendation, and consider the data listed above.

D. Requests for retention for students on Individualized Education Plans (IEP) will be evaluated by the IEP team.

E. ~~After the decision is made, the principal, teacher, support staff, and parents/guardians will meet to discuss the possibilities of retention.~~

III. Notification of parents

A. If a request for retention of a K-5 student is initiated by a teacher, the school will schedule a meeting with the parents to discuss the request. In accordance with Policy 2606, 6-8 grade students are required to obtain minimum credit requirements. In cases where students are below the minimum credit requirements spelled out in policy 2606, the school will notify the parent in writing. ~~make personal contact with the parents/guardians with a follow up in writing. Parents/guardians of students in grades kindergarten through eight will be notified as early in the school year as possible that their child may be considered for retention.~~

B. Parents/guardians will be apprised of the areas in which their child is deficient. The student's teacher will regularly inform the student's parents/guardians of if any changes in the areas that were specified as reasons for retention occur.

IV. Student Evaluation

A. ~~The student's teacher, support staff, parents/guardians or the administrators may request an evaluation of the student by ancillary personnel.~~

B. ~~Evaluations may include, but not be limited to, the collection of data on the student's academic achievement, emotional maturity, physical maturity, social maturity and intellectual maturity.~~

C. ~~All requests for evaluations must be made through the building administration.~~

V. Decision on Retention

A. Retention will normally occur only no more than once during a student's career.

B. ~~Following the decision on retention the teacher will notify and request a conference with the student's parents/guardians, teachers, and/or the educational team involved in the case.~~

C. ~~If the student's parents/guardians, teachers, and/or educational team agree that the student should be retained, the principal will be notified for approval.~~

D. In the event agreement cannot be reached among the parties involved and the student has not previously been retained, the principal parent/guardians will make the decision. ~~The decision will be communicated in writing to the parties involved within five school days of the conference. This notice will be placed in the child's file.~~

E. Retention decisions will be in writing and will be placed in the student cumulative file with district form 2600F.

VI. Right to Appeal Statement

~~If the parents/guardians or teacher object to the principal's decision on retention, they have the right to appeal. Such appeals must be initiated within five school days of receipt of the principal's decision.~~

VII. Appeal of Decision on Promotion, Retention and Demotion

- A. If the parents/guardians or teachers object to the principal's decision on promotion, retention, demotion, or alternative placement, they may make a written appeal to the elementary or secondary director. Such appeals must be initiated within five school days of receipt of the principal's decision.
- B. The director will appoint a committee composed of one district level administrator, the principal who is an original party to the case, and one teacher from the appropriate grade level. The superintendent or his/her designee will act as chairman.
 - 1. The chairman will schedule a hearing within ten days of receipt of appeal.
 - 2. The original parties of the case will have the opportunity to present oral and written statements.
- C. The chairman will communicate the decision of the committee in writing to all parties within five school days of the hearing.
- D. Protocol for resolution will be followed.

WHOLE GRADE OR CONTENT AREA (SUBJECT) ACCELERATION

Twin Falls School District recognizes that, in a few cases, it may be appropriate to consider acceleration that would allow students to complete the standard K-8 program in fewer than nine years. If this course of action is considered, a thorough evaluation of the needs and abilities of the individual student must be completed before a final decision is made. If there appears to be sufficient evidence that a change should be made in the student's grade placement, an individual accelerated learning contract must be developed to assure that curriculum goals are not skipped but rather compacted into a reduced time period. When this course of action is being considered, the following guidelines for accelerated whole grade or content area placement may be utilized.

Whole Grade Acceleration Procedure for Grades K-8

The school and/or parents/guardians may initiate the referral process. A conference will be held with the teacher, principal, and parents/guardians.

- A. School Initiated Referral
 - 1. The principal may notify a team to consider the referral. This team could include the MDT (multi-disciplinary team) that is in each building (administrator, primary and intermediate teachers, gifted/talented facilitator, psychologist) or any group the principal designates. The present and receiving teachers should be included.
 - 2. The principal or designated person begins collection of the student's data which may include, but not be limited to, the following:
 - a. Standardized achievement tests
 - b. Individual/group ability testing
 - c. Current grades
 - d. Teacher observations
 - e. Evidence of other student performance
 - 3. The classroom teacher or designated person will notify the parents/guardians with an explanation of why the school seeks such a

referral.

4. An acceleration scale may be completed with the student, parents/guardians and teacher. Then the building's MDT will meet to determine if other assessments are needed.
5. The data results will be presented to the MDT. If the team recommends acceleration, then an accelerated learning contract will be developed.
6. An evaluation conference will be held to present the results of the data to the parents/guardians and to make recommendations. In addition to the parents/guardians, persons in attendance may include the following: principal, receiving teacher, present teacher, student, facilitator of the gifted and talented program, psychologist (optional), and counselor (optional.)
7. If acceleration is recommended, then all in attendance may review and sign an accelerated learning contract. The building principal or designated person will be responsible for the final written copy of the accelerated learning contract. This original copy may also be placed in the student's cumulative record file.
8. Monitoring the student's progress each semester will be done by a designated person. However, a review may be made at any time if requested by the parents/guardians, the teacher or the principal.

B. Parent/Guardian Initiated Referral

1. A written request may be made to the principal of the school that the student is presently attending. Included in the written request will be the parents/guardians' reason(s) for seeking the change and his/her commitment to support the change.
2. The principal will then follow steps 1-8 as stated above for the school-initiated referral.

Content Area (Subject) Acceleration Procedure for Grades K-8

The school and/or parents/guardians may initiate the referral process. A conference will be held with the teacher, principal, and parents/guardians.

- A. The principal may notify a team to consider the referral. This team could be the MDT (multi-disciplinary team) that is in each building (administrator, primary and intermediate teachers, gifted/talented facilitator, psychologist) or any group the principal designates. The present and receiving teachers should be included.
- B. The principal or designated person begins collection of the student's data which may include, but not be limited to, the following:
 1. Standardized achievement tests
 2. Individual/group ability testing
 3. Current grades
 4. Teacher observations
 5. Evidence of other student performance
- C. The classroom teacher or designated person will notify the parents/guardians with an explanation of why the school seeks such a referral.
- D. The data results will be presented to the MDT. If the team recommends

acceleration, then an accelerated learning contract will be developed.

- E. ~~If acceleration is recommended, then all in attendance will review and sign an accelerated learning contract. The building principal or designated person will be responsible for the final written copy of the accelerated learning contract. This original copy will also be placed in the student's cumulative record file.~~
- F. ~~Monitoring the student's progress each semester will be done by a designated person. However, a review may be made at any time if requested by the parents/guardians, the teacher or the principal. Each spring, the MDT committee and classroom teachers will meet to develop a plan for the next school year for students accelerated in a specific content area.~~
- G. ~~If acceleration within a subject area would cause the student to attend class(es) on a different campus, the outline provided above may be followed. If such subject area acceleration may not immediately require assignment to a different campus, but may lead to a campus assignment different from that of the student's age/grade peers in future years, the student's current principal and receiving principal will be notified.~~



Cross References: 2600 Promotion & Retention
 2600F Initiation of Retention Recommendation
 2606 Middle School Junior High Credit

Procedure History

APPROVED: 10/14/86

TFSD

REVISED: 4/08/13

 8/11/14

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

For the purposes of the District's policies relating to corrective action or punishment:

1. "In-School Suspension" is the exclusion of the student from classroom participation but in attendance at school. The student would continue his/her school day under administrative monitoring by a staff member. In-school suspension is for a term not to exceed five (5) school days.
- ~~2. "Short Term Suspension" is the exclusion from school or individual classes for a term of less than one (1) school day.~~
2. "Long Term Temporary Suspension" is the exclusion from school or individual classes for a specific period of ~~one (1) school day~~ up to five (5) school days.

The Superintendent or the principal of any school may ~~long-term~~ temporarily suspend any pupil for disciplinary reasons, including student harassment, intimidation or bullying, or for other conduct disruptive of good order or of the instructional effectiveness of the school. Prior to suspending any student, the administration ~~shall grant~~ will conduct an informal conference on the reasons for the suspension and the opportunity to challenge those reasons with the student and/or parent/guardian. Any pupil who has been suspended may be readmitted to the school by the administrator who suspended him or her on. The readmittance may be contingent on reasonable conditions prescribed by the Superintendent or principal. The Board of Trustees shall be notified of any ~~long-term~~ temporary suspensions, the reasons for them, and the response to them.

- a. ~~"Superintendent of Schools Suspension" is the exclusion from school or individual classes for an additional ten (10) school days.~~ Only the Superintendent (or the Board) can extend an initial long-term temporary suspension. The Superintendent may extend the suspension for an additional ten (10) school days
- b. ~~"Board of Trustees Temporary Suspension" is the exclusion from school or individual classes for an additional five (5) school days.~~ Only the Board or their designee can extend a temporary suspension for an additional five (5) days, beyond the additional ten (10) days added by the Superintendent, and only upon a finding that immediate return to school attendance by the ~~long-term~~ temporarily suspended student would be detrimental to other pupils' health, welfare or safety the health and safety of other pupils.

3. “Expulsion” is the exclusion from school. Only the Board has the authority to expel or deny enrollment to any pupil who is a habitual truant, who is incorrigible, whose conduct is such 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 district in the State of Idaho or any other state. The District 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.

No pupil shall be expelled nor denied enrollment without the Board of Trustees or their designee having first given written notice to the parent or guardian of the pupil stating the grounds for the proposed expulsion or denial of enrollment and the time and place where such parent or guardian may appear to contest ~~the recommendation of the Hearing Officer.~~ The hearing may only be contested on the basis that the parent feels the procedure was incorrect, incomplete, or in some manner inappropriate. The notice shall also state the rights of the pupil to be represented by counsel, to produce witnesses and submit evidence on his or her own behalf, and to cross-examine any adult witnesses who may appear against him or her. Within a reasonable period of time following such notification, the Board of Trustees shall grant the pupil and his or her parents or guardian a full and fair hearing in front of a hearing officer on the proposed expulsion ~~or denial of enrollment.~~ However, ~~the hearing officer~~ administrator shall allow a reasonable period of time between notification and the hearing to allow the pupil and his or her parents or guardian to prepare their response to the charge.

~~The parents may appeal the Hearing officer’s findings to the Board.~~ If the parent wishes to appeal, an appeal hearing is set up with the Board and the parent is given a set of instructions outlining the procedure that will be covered in the appeal hearing meeting. The Board is given the same document and the script within the document is followed. The intent of the appeal hearing meeting is not to rehear all the details that led to the expulsion recommendation, but to determine whether the child received a fair and impartial hearing. See Procedure 3740P.

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.

Once a student is expelled in compliance with District 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.

4. “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 the District.

Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed.

5. 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.

~~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.~~

Students with Disabilities

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 year, 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.

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.

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~~ temporary suspension may take place. ~~Emergency~~ Temporary suspensions may not last longer than ten (10) school days. The principal shall convene the Team for reviewing the student's record before the student is readmitted to school no later than the tenth (10th) day of suspension.

~~Once a student is expelled in compliance with District 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: 3330 Student Discipline
3360 Discipline of Students with Disabilities

3370 Search and Seizure
3740P Student Expulsion/Denial of Enrollment

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
I.C. § 33-1630 Requirements for Harassment, Intimidation, and Bullying
Information and Professional Development

Policy History

ADOPTED: 3/14/16

ISBA

REVISED:

Discipline Philosophy

Discipline is an integral and important part of the educational process. Students will display good manners, honesty and integrity, respect others, and accept responsibility for their actions. The objective of any corrective action will be to have the student accept the consequence as a just and inevitable result of his/her behavior.

Corrective Action

Purpose: To ensure that students make responsible decisions about their behavior that protect the rights of students, teachers, and school officials, and to maintain the continuity of the educational process.

Corrective action will apply to students during the following times:

1. On the school grounds during and immediately before and after school hours;
2. On the school grounds at any other time when the school is being used by a school group;
3. Off the school grounds at a school activity, function, or event;
4. Off the school grounds when the student is en route between school and home on lawful school days when deemed necessary by school officials;
5. On the school bus when the student is being transported to or from school or any school activity; or when a student is en route to or waiting for the bus.

Corrective Action Sequence: Problems that cannot be handled by the classroom teacher should be referred to the principal or other school officials assigned to the task for entry into corrective action at the appropriate step. Every effort will be made to keep parents informed when a student enters the corrective action sequence. Principals will have the discretion of offering diversion or accountability alternatives at any step, or for any infraction except the use or possession of firearms and/or dangerous implements.

Steps: Step 1 or 2 if cooperative

Step 2 or 3 or 4 if uncooperative or the action is repeated.

Step 1. Disciplinary Action:

Disciplinary action is the term used for all forms of corrective action other than suspension, emergency removal ~~suspension~~, or expulsion. Disciplinary action may be administered by a building principal, assistant principal or other persons designated by the administrator.

Disciplinary action may include:

Counseling	Work detail
Parent conferences	Detention
Home visitation	Restitution
Special services evaluation	In-school Suspension
Referral to other agencies	Peer mediation

Step 2. Suspension:

A suspended student is denied attendance at school and participation in other school activities for a stated period of time. It includes denial of admission to or entry upon any property that is controlled by the school district. The principal or vice-principal may impose this action.

1. In-School Suspension: The student would continue his/her school day under administrative monitoring by a staff member.
2. ~~Short Term Suspension: A suspension for a portion of a school day. Conditions and limitations of a short term suspension are as follows:~~
 - a. ~~Prior to a short term suspension, an informal conference will be conducted with the student.~~
 - b. ~~Any student subject to a short term suspension must be provided upon his/her return, an opportunity to make up time, assignments and tests missed, as outlined in the building's attendance and makeup policy.~~
 - c. ~~Parents/Guardian must be notified about the suspension of a child either by telephone, personal contact, or regular mail at last known address.~~
3. Long Term Temporary Suspension: A suspension for a period of one school day up to and not exceeding five school days. Conditions and limitations of a long term temporary suspension are as follows:
 - a. Prior to a long term temporary suspension, an informal conference will be conducted with the student and/or parent.
 - b. Parent/Guardian must be notified prior to suspension.
 - c. Any student subject to a long term temporary suspension must be provided, upon their return, an opportunity to make up time, assignments and tests missed as outlined in the building's attendance and makeup policy.
 - d. At the end of the period of suspension, the student shall be automatically readmitted to school if no additional action has been taken. The readmittance may be contingent on reasonable conditions prescribed by the Superintendent or principal.
 - e. At the request of building administration, the Superintendent may suspend a student for a period up to ten (10) additional school days.
 - f. At the request of the Superintendent of schools, the Board of Trustees or designee may suspend a student for a period up to five (5) additional school days.
4. Superintendent of Schools Temporary Suspension: ~~At the request of building administration, the Superintendent can suspend a student for a period of one (1) school day up to ten (10) additional school days. Conditions and limitations of a Superintendent suspension are as follows:~~
 - a. ~~Parent/Guardian must be notified prior to suspension.~~
 - b. ~~Any student subject to a Superintendent Temporary Suspension must be provided, upon their return, an opportunity to make up time, assignments and tests missed, as outlined in the building's attendance and makeup policy.~~

- e. ~~At the end of the period of suspension, the student shall be automatically readmitted to school if no additional action has been taken.~~
5. ~~Board of Trustees Temporary Suspension: At the request of the Superintendent of schools, the Board of Trustees can suspend a student for a period of one (1) school day up to five (5) additional school days. Conditions and limitations of the Board of Trustees suspension are as follows:~~
- a. ~~Parent/Guardian must be notified prior to suspension.~~
 - b. ~~Any student subject to a Board of Trustee suspension must be provided, upon their return, an opportunity to make up time, assignments and tests missed, as outlined in the building's attendance and makeup policy.~~
 - e. ~~At the end of the period of suspension, the student shall be automatically readmitted to school if no additional action has been taken.~~

Step 3. Emergency Removal – Suspension:

~~A student may be removed immediately from a class, subject or activity by a certified teacher, an administrator, or persons designated by the administrator, and sent to the building principal or designated school authority. The teacher or administrator must have good and sufficient reason to believe that the student's presence poses an immediate and continuing threat or substantial disruption of the educational process. This removal can continue until the dangerous threat ceases; or the principal imposes disciplinary action, emergency suspension, or recommends expulsion.~~

Step 4 3. Expulsion:

Expulsion means a denial of attendance to school or any other activity conducted by or on behalf of the school district for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real or personal property that is owned, leased, rented or controlled by the school district. All expulsions are subject to the conditions and limitations as set forth in Policy 3740 and Procedure 3740P.

Note: A student may be removed immediately from a class, subject or activity by a certified teacher, an administrator, or persons designated by the administrator, and sent to the building principal or designated school authority. The teacher or administrator must have good and sufficient reason to believe that the student's presence poses an immediate and continuing threat or substantial disruption of the educational process. This removal can continue until the dangerous threat ceases; or the principal imposes disciplinary action, suspension, or recommends expulsion.

Complaints and Grievances

Problems are best resolved at the building level. Parents and students have the right to an informal conference with the building principal or designee for the purpose of resolving the problem. If the differences are not resolved, parents and students have the right to present their grievance orally or in writing to the Director of Elementary or Secondary Programs. If the grievance is still not resolved, the parents and students have the right to present their grievance to the Superintendent and then to the School Board.

Activity directors and/or coaches may choose to develop a discipline code for their activity which may dictate more severe consequences than the corrective action procedures listed in this document. These special activity discipline codes, which must be accepted by building administrators, will be enforced as long as the student is engaged in that particular activity.

Guidelines for Law Enforcement Interviews/Interrogations

A law enforcement official wishing to interview or interrogate a student shall, when practicable:

1. notify the building administrator or designee
2. record the interview/interrogation
3. communicate with parents at the earliest appropriate time, as long as it does not obstruct the investigation.

Search and Seizure

Student lockers are school district property, and as such, are subject to periodic inspections without permission and without notice, by school officials and/or school officials accompanied by police officers.

1. Searches may be conducted of a student's person, his/her backpack, or automobile by a school official if the school official has a reason to believe that the search is needed to maintain an appropriate environment for learning, and that this need outweighs the student's expectation for privacy.
2. When the search of a student, his/her backpack, or automobile is made by a police officer, or a school official in the presence of a police officer for law enforcement purposes, the police officer must have probable cause to believe that they will find contraband or evidence of an illegal act.
3. Any search of a student's person and/or backpack as a result of the activation of a metal detector will be conducted in accordance with this policy.
4. Attempts should be made to conduct all searches in private.
5. At the beginning of each school year, building administrators should inform students that this policy applies while they are on school property and/or at a school function away from school property.

Offenses Violating Idaho Code

Appropriate law enforcement agencies will be notified. Parents/guardians will be notified.

Personal and Property Rights Violations Requiring Disciplinary Action

1. Altercation or Harassment: A serious argument or verbal harassment which, in the judgment of the staff member, may lead to physical violence or be physically, mentally, or emotionally abusive or degrading.
2. Incitement to Disorder: The incitement by an individual or group to commit or

engage in any behavior precisely limited by Idaho Code.

3. Verbal Abuse of School Personnel: Unprovoked, overt, verbal or nonverbal communications of disrespect or contempt directed toward staff members.
4. Willful Disobedience: Overt and conscious disregard for a legal request or order given by a recognized school or civil official or their deputy.
5. Robbery: The act of taking the personal property of another, from his person or in his presence, against his will or under constraint of fear or force.
6. Petty Theft: Theft of items valued at less than \$1,000.00
7. Theft: To unlawfully take away another person's property without his consent, secretly and without the use of threat or violence.
8. Entering Another's Locker, Desk, or Personal Belongings Without Permission: The act of entering another student's locker, desk, or other personal belongings without permission.
9. Possession of a Stolen or Lost Article: The possession (on the person, or in the locker), of any article reported lost or stolen.
10. Vandalism: Willful damage to personal or public property.
11. Breaking, Entering, and/or Damaging School Facilities or Property: Forcibly entering a school facility, entering a school facility without the permission of school authorities, and/or damaging a school facility or school property. If the offense is committed by a high school senior during his/her senior year, the student will forfeit the opportunity to attend his/her graduation ceremony.
12. Tuancy: Any student attending school in the Twin Falls School District 411 is deemed truant from school or class if the student is absent from school without the consent of the student's parent/guardian or school officials, or is absent from school with the consent of the parent for an invalid reason. Valid reasons for being absent from school include illness, purposes considered essential to the family operation (e.g., death, divorce), and other reasons deemed significant by the family and school officials. Tuancy includes absence from school or from class after arrival at school and departure from school during the school day without permission of school officials. Class work, homework, and exams missed while truant will not be allowed to be made up for credit. Tuancy is a major disciplinary violation, and as such will result in parent(s)/guardian(s) being notified.
13. Improper Parking of Student Vehicles: All students that park vehicles in areas other than the designated parking area.

Corrective Action Sequence: The vehicle will be impounded at the student's

expense.

14. Negligent Driving: The operation of a motor vehicle in a manner which could endanger life or property. Corrective Action Sequence: Step 1 or 2 and/or referred to police and/or restricted from parking or operating a vehicle on or around school property. Note: Driving speed shall be reasonable and prudent on all school grounds and parking lots.

The following violations, 15-17, require beginning corrective actions at 3340P pg. 2 of 9, Step 2:

15. Harassment/Bullying: Harassment/Bullying is any student's repeated, willful, and malicious behavior that threatens, harms, "bullies," or otherwise harasses another student, thereby disturbing that student's ability to peaceably attend school or any school-related function. Harassment/Bullying includes, but is not limited to, threatening to fight or fighting, use of vulgar or offensive, profane, or indecent language, racial slurs, comments referring to a student's mental/physical disability, sexual or religious orientation, dress, grades, and any other conduct that can be construed as offensive by the victim or the school.
16. Assault: An intentional threat or attempt, with force, to do physical harm to someone, including extortion.
17. Hazing: Any action or situation created that causes or is reasonably likely to cause harassment, bodily danger, or physical harm, severe mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or other person associated with a school. NOTE: In order for "hazing" to be "harassment," the actions must be directed at an individual or group on the basis of race, national origin, religion, color, disability, age, grade level, or gender, or be unwelcome behavior of a sexual nature.
18. Sexual Harassment: Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, and/or discrimination based on gender differences.
Corrective action: Follow District Sexual Harassment Policy 3290
19. Fighting: The exchange of blows or other violent physical contact between or among two or more students.
Corrective action: Begins at 3340P Pg. 2 of 9 Step 2 for grades 9-12
20. Battery: A battery is any: (a) willful and unlawful use of force or violence upon the person of another; or (b) actual, intentional and unlawful touching or striking of another person against the will of the other; or (c) unlawfully and intentionally causing bodily harm to an individual.
Corrective action: Begins at 3340P Pg. 2 of 9 Step 2 and may include step 4 3 depending on the severity of the offense.

21. False Reports of Explosives, Bomb Threat, Alarms or 911 Emergency Call: Any student who reports to any police officer, sheriff, employee of a fire department or fire service, prosecuting attorney, newspaper, radio station, television station, employee of a bus service, employee of a school district, that a bomb or other explosive has been placed or secreted in a school building, school bus or on school property knowing that such report is false.

Corrective Action:

Kindergarten through grade 2 Start at step 1
Police must be notified

Grade 3 through grade 5 Start at step 2
Police must be notified. Student held financially liable.

Grade 6 through grade 12 Step 2 or 3 if cooperative
Step 3 or 4 if uncooperative
Police must be notified. Student held financially liable.

22. Substance Abuse Policy and Procedures:
Refer to Procedure 3320: Student Drug, Alcohol, and Tobacco Use, District Policy manual.

23. Fireworks, Weapons, and Dangerous Instruments: Possession, handling, or transporting a firearm, dirk knife, Bowie knife, dagger, metal knuckles, or any deadly and dangerous weapon as defined in Section 921 of Title 18 of the United States Code, or Twin Falls City Code 6.2.1, including any knife other than a small pen knife, any explosive, including firecrackers, or look-alike or replica weapons, regardless of composition, air gun, flipper or other contrivance which propels a missile or missiles by use of compressed air, springs or any elastic substance; or any other dangerous object, on or about his/her person while on the property of the school district, while engaged in a school activity on other property, and/or while riding school-provided transportation.

Corrective action: Step 3 Emergency 2 Suspension and (any offense) Step 4 3
Expulsion for a minimum of one year or as determined by the Board of Trustees on a case-by-case basis.

25. Use of Weapon or Dangerous Implement: Causing or attempting to cause physical injury with a weapon or dangerous implement as defined in the aforementioned paragraph, or behaving in a way that could cause physical injury to any person.

Corrective action: Step 3 Emergency 2 Suspension and (any offense) Step 4 3
Expulsion for a minimum of one year or as determined by the Board of Trustees on a case-by-case basis.

26. Zero Tolerance Policy: A policy relating to discipline of students carrying concealed firearms on school property:
Idaho Code 18-3302D: Carrying weapons or firearms on school property. It shall be

unlawful and is a misdemeanor for any person under the age of twenty-one (21) to carry a firearm, dirk knife, Bowie knife, dagger, metal knuckles or other deadly or dangerous weapon on or about his person while on the property of a public or private elementary or secondary school or in those portions of any building, stadium or other structure on school grounds which were, at the time of the violation, being used for an activity sponsored by or through such a school in this state or while riding school provided transportation.

The Board of Trustees of a school district shall expel any person violating the provisions of this section (18-3302D) if the violator is a student. The school shall immediately suspend the student pursuant to the provisions of section 33-205, Idaho Code. The board shall expel from school for a period of not less than one (1) year, twelve (12) calendar months, a student who has been found to have carried a weapon or firearm on school property, except that the Board may modify the expulsion order on a case-by-case basis.

Corrective action: ~~Step 3~~ Emergency ~~2~~ Suspension and (any offense) ~~Step 4~~ ~~3~~ Expulsion for a minimum of one year or as determined by the Board of Trustees on a case-by-case basis.

27. Disruptive Acts: The intentional use of or urging of others to use violence, force, coercion, threat, intimidation, fear, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

Corrective action: Starts at Steps ~~2~~ and ~~3~~ and ~~4~~

28. Falsification of School Documents: Alteration of school documents (passes, report cards, permanent records, etc.)

29. Prohibition of Gangs and Hate Groups: Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, gender, ancestry, national origin, or disability are inconsistent with the fundamental values of the educational environment of the Twin Falls School District 411. The activities of such groups and their members are prohibited on school district property and at all school functions.

Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possessions of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior, such as the wearing of gang colors or insignia and the use of language, codes, gestures that provoke violence or seek to advocate the purpose and objective of such groups. Disciplinary action may include suspension or expulsion.

30. Breach of Confidentiality of Records: Disclosure of personally identifiable information about a student is permitted only to school officials who have been determined by the district to have legitimate educational interests. Directory information may be disclosed to people who do not have a legitimate educational interest unless the parent or eligible student has objected to disclosure of this information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in official activities, dates of attendance, degrees, awards, previous schools, and similar information.



Cross References: 3290 Sexual Harrassment
3320P Student Drug, Alcohol, and Tobacco Use
3740 Student Expulsion – Denial of Enrollment
3740P Student Expulsion – Denial of Enrollment

Legal References: US Code 18 Section 921
Twin Falls City Code 6.2.1
Idaho Code § 33-205
Idaho Code § 18-3302D Carrying Weapons or Firearms on School Property

Procedure History:

ADOPTED:

TFSD

REVISED: 9-12-95
7-9-96
6-10-97
10-14-97
11-25-97
5-11-99
6-13-00
6-12-01
12-9-02
5-12-03
7-14-03
7-19-04
12-13-04
11-28-08
3-9-09
6-10-13
8-11-14
3-14-16