

# Butte County Schools

## Elementary Parent & Student Handbook



“Home of the Pirates”

250 S. Water  
Arco, Idaho 83213  
Phone: 208.690.3410 Fax: 208.527.8950

Be Kind, Be Safe, Be a Leader

Reviewed and approved by the Butte County School Board 7/17/2023



# **Butte County School District**

250 S Water Street  
Arco, Idaho 83213  
208-690-3420

<http://buttecountyschools.sharpschool.com/>

**Principal  
Allen Carter**

**Assistant Principal  
Kimberly Cammack**

## **Teachers**

**Kindergarten – Crystal Reynolds**

**1<sup>st</sup> Grade – Jenna Buhler, Kate Orr, Bryton Pancheri (Howe K-2)**

**2<sup>nd</sup> Grade – Tiffany Wight**

**3<sup>rd</sup> Grade – Mindy Gamett, Kate Kidd**

**4<sup>th</sup> Grade –**

**5<sup>th</sup>/6<sup>th</sup> Grade – Julie Waymire, Teresa Dando, Wylee Smith, Nykole LaRoy**

**Title – Sheila Jardine**

**Special Education – Amy Bogart**

**Speech – Lucy Gamett**

**Secretary – Crystal Lyon**

## **Paras**

**Donna Hansen**

**Chandra Jensen**

**Terri Bronson**

**Marissa Sisk**

**Mary Hewes**

**Marianna Gonzalez (Howe)**

# Welcome Letters from the Principals

Dear Students and Parents/Guardians,

My name is Allen Carter. I am the new K-12 principal for Butte County School District. I look forward to getting to know the people of the community as the educational leader of the school.

I believe that as a public school, and as public school educators, we have a responsibility to be transparent and welcoming to the community. I encourage you to visit with me and share questions, concerns, and ideas. My door is open for quick visits or scheduled meetings, if you prefer.

My wife and I are originally from California. After a brief stint in the military, I went to college at Chico State and obtained a B.A. in History and a teaching credential. I taught 7th Grade World History and coached wrestling in Lakeport, California for four years before becoming an assistant principal at Terrace Middle School. For the next six years, I served in that same capacity as well as being an athletic director, safety committee chair, and county athletic commissioner. After my wife and I married, we relocated to Driggs where I have been the principal at Driggs Elementary in Teton School District for the past five years.

When not at work I enjoy hunting, fishing, riding four wheelers, and kayaking. I strive to be as visible as possible in the school, at extracurricular events, and in the community in general. Feel free to stop by and visit if you have time.

Yours,

Allen Carter  
K-12 Principal

Hello Pirates, family, staff, and supporters!

I am Kim Cammack, and as many of you know, I am moving from the classroom to serve as the district Assistant Principal and Special Education Director. I have worked as our special education director for four years, and I'm excited to work with our new K-12 principal, Mr. Allen Carter.

Those of you who have been in the valley a long time know I'm a Butte High graduate. After earning my BS in English/Journalism, and a second BS in Special Education at Utah State, I taught in Idaho Falls and California. I moved back to Arco and taught for 11 years, completing my M.Ed in Administration at Idaho State and getting my certification to be a special education director. In 2007, my two children and I moved to Kuna, where I worked as an elementary principal and then as special education teacher.

Five years ago, I returned to our valley, once again, to be a Butte Pirate. I have filled many school roles, teaching special education K-12, developmental preschool, and summer school, as well as being involved in secondary credit recovery efforts. At home, my main role is dog and cat mom. When I have a free weekend, I make quick trips to Nampa to visit my kids and my granddaughter-- being a grandma is awesome!

This year brings a lot of changes, but we have great students, families, and staff here who will make it fun and successful. I look forward to supporting everyone's efforts to give our children the best education we can. As of yet, I do not know where my primary office will be, but I am always willing to meet to address questions and concerns and to hear great ideas!

Kim Cammack  
K-12 Assistant Principal  
Special Education Director

## Title I Student-Parent-School Compact

**Student:** I know my education is important to me. I know my parents want to help me, but I am the one who is expected to do the work. Therefore, I agree to do the following:

- Pay attention and ask for help when needed.
- Return completed homework on time.
- Be responsible for my own actions.
- Ask for help when I don't understand something.
- Read frequently at home

Student Name: \_\_\_\_\_

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

**Family:** I understand that active participation in a child's education helps his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Ensure that my child attends school regularly and is on time.
- Provide my child with a quiet place to study and the tools and materials for homework
- Read to and with my child at home.
- Assist my child with math problems.
- Encourage my child with math problems.
- Attend open houses, parent conferences, and other school events with my child.
- Be aware of my child's progress by checking PowerSchool, attend conferences, and requested meetings, monitor homework, and communicate with school staff.

Guardian Name: \_\_\_\_\_

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

**Classroom Teacher:** I understand the importance of the school experience for every student and my position as the instructor and role-model. Therefore, I agree to implement the following responsibilities to the best of my ability:

- Teach and reinforce essential concepts and skills.
- Be aware of the individual needs of the students.
- Model the desire for lifelong learning.
- Regularly communicate the student's progress and success with the student and the parents.
- Use strategies to support and scaffold instruction.

Teacher Name: \_\_\_\_\_

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

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

## **Butte County Elementary Schools Parent Involvement**

The faculty and staff at Butte elementary schools know how important parent involvement is to the success of every child. The following Parental Involvement Policy will support parent involvement and is intended to clarify both the parent's and school's opportunities and responsibilities, as well as strengthen the link between school and home. We agree to:

1. Provide Parents with the Parent Student Handbook through the school webpage.
2. Hold an annual open house during our Back to School Night to share PowerSchool information and Title 1 participation and requirements.
3. Provide parents with the School-Parent Compact annually.
4. Distribute an explanation of the curriculum used at school and assessment measures to parents.
5. Involve parents in a Parent Action Committee that meets regularly to implement school planning.
6. Provide regularly scheduled PTO meetings.
7. Implement programs, activities, and training for parents such as literacy, math, and STEM nights.
8. Keep our website updated to reflect school activities or events and important information.
9. Hold parent-teacher conferences twice a year.
10. Dedicate a staff member to serve as a parent/teacher facilitator/liaison.

We are committed to providing high quality curriculum and instruction that will enable students to meet the State Standards for academic achievement. To facilitate student success, a School-Parent Compact has been developed. It outlines how the school, the parents, and the students will share the responsibility for improved student achievement.

Communication between parents, teachers, and administration is critical to a child's educational success. The communication will include weekly classroom newsletters, monthly school wide newsletters, parent teacher conferences to be held twice a year, frequent progress reports, an updated webpage with the school calendar posted, school messenger texts to parents regarding upcoming events, and PTO meetings. Parents are encouraged to make an appointment to observe or participate in their child's classroom.

### **Elementary Mission**

Our mission is to teach children to succeed in school and in life!

### **Elementary Motto**

Take care of ourselves, take care of each other, take care of our school!

### **Expectations, Discipline & No Bully Policy**

Our goal is to encourage positive student behavior by building relationships with students, clearly explaining expectations, and recognizing positive behavior. Our school wide expectations are to **Be Kind, Be Safe, and Be a Leader** in all school environments.

Students are expected to exhibit appropriate behaviors that contribute to a positive learning environment. The basic expectations listed below reflect our school's focus on positive school behavior. This is not an exhaustive list. It would be impractical to list everything students should and should not do while at school.

## Positive Behavior Interventions and Supports

PK-4	Classroom	Hallway	Bathroom	Cafeteria	Between Buildings	Playground/ Gym	Dismissal
Attitude	“I Can”  Be Kind	Be Calm  Walk with purpose	Mind your Own Business	Say “Please” and “Thank You”	Be Calm	Engage in fair play  Be positive  Lose politely  Win politely	Be Calm
Respect	Respect Self  Respect Others  Respect School Property	Soft feet  0 voices	Give Others Privacy  Respect School Property  Respect Others	Be aware of others  Maintain Personal Space	Maintain Personal Space  Level 2 voice	Follow Adult Directions  Maintain Personal Space	Quietly Gather Your Things
Responsibility	Be Prepared  Stay On Task  Take Ownership	Keep belongings on hook or in locker  Be Where you are supposed to be	Get in, Flush, Wash, Get Out	Eat your own food  Walk to the Playground	Stay on Sidewalk  Tight to the Right	Line Up At Whistle  Follow the Rules on the Equipment  Seek Adult Help	Quickly Gather Your Things
Goals	Say “Thank You”	Say “Thank You”	Show Gratitude to Kathy (Janitorial)	Show gratitude for the food  Eat your Lunch	Walk with Purpose	Be Grateful for Outside Play Time	Say “Thank You”
Helpful	Keep it Clean  Pay it Forward	Keep it Clean	-Keep it Clean	Stack Your Tray Neatly  Clean up Your Area	Pay Attention to Your Surroundings	Return Equipment  Be a Problem Solver	-Neatly Gather Your Things
5/6	Classroom	Hallway	Bathroom	Cafeteria	Between Buildings	Playground/ Gym	Dismissal
Attitude	“I Can”  Be Kind	Be Calm	Mind Your Own Business	Say “Please” and “Thank You”  Be Grateful	Be Calm	Engage in fair play  Be positive  Lose politely  Win politely	Be Calm

<b>Respect</b>	Respect Self Respect Others Respect School Property	Soft Feet Hands to Self Level 1 Voice	Give Others Privacy PHONE FREE ZONE Level 0 Voice	Be aware of others Maintain Personal Space Level 2 Voice	Maintain Personal Space Level 2 Voice	Follow Adult Directions Maintain Personal Space Level 3 Voice	Quietly Gather Your Things Level 1 Voice
<b>Responsibility</b>	BE ON TIME Be Prepared Stay On Task Take Ownership	Keep belongings on hook or in locker Walk with Purpose	Water is for Washing Towels for Drying Trash Where it Belongs	Eat your own food Stay at Table Walk to the Playground	Stay on Sidewalk Tight to the Right	Line Up At Whistle Follow the Rules on the Equipment Seek Adult Help	Quickly Gather Your Things
<b>Goals</b>	Complete Learning Task Grow Your Brain	There and Back	There and Back Get in, Flush, Wash, Get Out	Eat Lunch Quietly Keep it Clean	Walk with Purpose	Follow Rules Play Safely Have Fun!	Walk in the Hallway Wait for the Bell
<b>Helpful</b>	Keep it Clean Pay it Forward	Keep it Clean	Keep it Clean	Stack Your Tray Neatly Clean up Your Area	Pay Attention to Your Surroundings	Be a Problem Solver Return Equipment	Neatly Gather Your Things

## Advancement Requirements (Grades 6 through 9)

The District has established a set of advancement requirements for 6<sup>th</sup> through 9<sup>th</sup> grade students which will act as a guide in helping students move methodically and purposefully on a course that will eventually lead to high school graduation. Therefore, the District sets the following advancement requirements:

1. To advance to the 7<sup>th</sup> grade, students must earn at least 80 percent of the credits attempted in 6<sup>th</sup> grade and be in compliance with the District's attendance policy.
2. To advance to the 8<sup>th</sup> grade, students must earn at least 80 percent of the credits attempted in 7<sup>th</sup> grade and be in compliance with the District's attendance policy.
3. To advance to the 9<sup>th</sup> grade, students must earn at least 80 percent of the credits attempted in 8<sup>th</sup> grade, complete instruction in career exploration, and be in compliance with the District's attendance policy.

Students must pass math, science and English Language Arts at each grade level.



## Attendance

Few factors have a greater influence on school success than regular attendance. Regular attendance means that students should be in school every day on time. The exception to this policy is student illness or emergency situations. If you decide to take your child out of school for an extended period of time, arrangements should be made with the teacher.

Not only does attendance make it easier time to learn and get good grades, but it also helps our funding. The money we get to hire teachers depends upon student attendance the first eight weeks of school. This is a critical time. Please do all you can to get your children to school. We miss them when they are gone.

Students absent three times will receive a letter from the principal. Another letter is sent out at five absences. Finally, a letter is sent at the seventh absent stating that the District Attorney may be contacted for a truancy violation if absences continue. Contacting the school for every absence may prevent this step. Please communicate with the school.

All students enrolled after the first day of school will start school on the following day. This will decrease classroom interruptions and give the teacher time to prepare for the student.

**ANY ABSENCE** - Please notify the school at 690-3420 by 8:30 A.M. on the day your child is absent. This allows us to account for each child.

## Bell Schedule

### Arco Elementary

8:00 – Breakfast

8:15 – Classes Begin

4:10 – End of School Day

4:30 - End of Teacher Work Day

### Howe Elementary

7:25 – Breakfast

7:45 - Classes Begin

3:00 – End of School Day

3:30 – End of Teacher Work Day

## Accidents & Illnesses at School

If a student is seriously ill or has a serious accident, we will contact the parents. If this is unsuccessful, we will notify the emergency contact number listed in PowerSchool. If emergency contact information changes, please update it in a timely manner.

**All students with a health issue (diabetes, asthma, epilepsy, etc.) must have an emergency treatment plan from the doctor on file at the school.**

## Arriving & Leaving School

Students should not arrive at school before 7:50 AM. Playground areas are only supervised during school hours. Students should ride their assigned bus home. All students that walk home

must do so promptly. Please notify the elementary school office if your child's plans for going home changed. The later in the day it gets, the harder it is to notify your child.

### **Busing**

It is important that the school be accountable for students while being transported on school busses. Therefore, all students must ride their designated bus unless parents provide written notification to the teacher or school and the student will be issued a bus pass from the teacher. The bus driver will notify parents and issue a citation to students who misbehave on the bus. Inappropriate bus behavior may result in being suspended from riding the bus.

### **Bicycles**

Bicycles must be walked on sidewalks and roads around the school and on the school grounds. NO bikes, skateboards, scooters or other wheels may be ridden on campus grounds during school hours. NO bikes, skateboards, scooters or other wheels may be ridden on the track at any time.

### **Checking Students In/Out**

Students taken out of school prior to the dismissal bell will need to be checked out from the office. Once a student is in school, parent/guardian permission is required to check them out of school. Students will not be released to anyone under the age of 18. Students arriving to school after the tardy bell must check in at the office.

### **Cold Weather**

When the weather becomes extremely cold, students stay indoors. When the temperature is zero degrees (with wind chill) or below, the children do not go outside for recess. Please see that your child is dressed appropriately for our cold Idaho winters by wearing a heavy coat, warm hat, boots, and gloves

### **Communicating between Staff & Parents (Chain of Command)**

Communication between parents and Faculty is essential for student success. We welcome and encourage communication. Teachers will frequently communicate with parents at least once a week through a classroom newsletter and a variety of other ways. Parents can communicate with faculty by making appointments to arrange for a meeting, email, a phone message. Per Policy 4120, any concern with the teacher or an event in class must be addressed to the teacher first before going to the principal. By following these procedures it will ensure the safety of all students and that instructional time is not interrupted. Please do not interrupt teachers and classrooms during the school day.

### **Dress Code**

Dress and appearance must not present health or safety problems or pose potential disruption to the learning environment as judged by school personnel. Students are encouraged to dress for success and learning. These guidelines apply to all students while on campus. They include:

- Dress appropriately for the weather (hats, coats, gloves, boots, may be worn when the weather calls for it.)

- Shirts must have a sleeve or be worn with a t-shirt underneath
- Midriffs must be covered
- Short shorts are not allowed
- Shoes should be appropriate for PE and the playground
- Haircut, color, or style, dog collars, studded, spiked accessories or jewelry/accessories that distract and interrupt the learning environment.
- Spaghetti straps

### **Electronics**

Electronic devices are discouraged. The school district and staff are not responsible for any lost or stolen items brought to school. If teachers and staff confiscate student electronics, the electronics will be stored in the office until a parent or guardian retrieves it.

### **Immunizations**

State law **requires** all elementary children enrolled in a public school to complete immunizations and **have immunization dates on file before admission to school**. Failure to have your child immunized or have an exemption on file can result in your student not being allowed to attend and a misdemeanor.

### **Medications**

Students are not allowed to have medications of any type on their person or in their classroom. If a child has medications that need to be taken during the day, you can fill out a medication form. Please contact the school secretary for forms and more information.

### **Money & Valuables**

Students and parents are hereby notified that Butte County Schools are not responsible for personal property of students. Students are encouraged to take steps to secure their property. Teachers are not responsible for student's money or personal items.

### **New Student Identification & Registration**

According to state law, all new students enrolling in an elementary school must provide a state issued certified copy of their birth certificate within 30 days.

### **Playground Safety Rules**

Playground safety is important at Butte County Schools and the following rules apply to all students.

- Students must remain on school grounds
- Avoid parking areas
- Ask the duty for permission to re-enter the building
- Keep doorways and entry areas clear
- Leave rocks, gravel and bark in the play area and on the ground
- Play safely without hitting, kicking or shoving others
- Leave electronics at home

- Wheeled items such as rollerblades, skateboards, wheelie shoes or scooters are to be stored during the school day, until it is time to bring them home
- Remember that games such as “Chicken Fight” or “King of the Hill” are not permitted at school
- On swings, one person can swing front to back only, no side-to-side or spinning, slow down before leaving swing.
- Slide down the slides feet first, one person at a time.
- Travel across the monkey bars one person at a time
- Students should wear appropriate attire when using play equipment and dress for weather conditions.
- Keep balls in designated paved or grassy areas
- Soccer posts or tetherball ropes are not for swinging or hanging.
- One finger touch for physical contact when needed for tag or other games

### **Public Concerns Procedure (Chain of Command)**

According to the Board Policy, the Board recognizes that situations may arise, which are of concern to parents and the public. Such concerns are best handled through communication with the appropriate staff members and officers of the District and the Board. The following procedures shall be used by persons with complaints:

- Any concern involving a teacher will first be addressed between the teacher and the concerned party. If the initial concern is expressed to an administrator or a counselor, the administrator will visit with the teacher and facilitate communication between teachers and the concerned party as soon as possible, but no later than five working days.
- If the parties are not able to resolve the concern, it will be resolved in an administrator-mediated conference between the teacher and the concerned party.

### **Telephone Messages**

To avoid interruptions in the classroom, teachers and students will not be called out of the classroom for a phone call unless there is an emergency. Necessary messages will be taken at the office and relayed to the teacher.

### **Toys**

Toys and trading cards (such as Pokemon, sports, etc.) can be disruptive to the educational environment and meals. These items are not allowed at school unless a teacher sends a notice home. Please check your student’s backpacks for these items.

### **Translations**

At this time, we do not have the resources to offer interpreting or translation services without advance notice and an appointment. Spanish speaking staff are only at Arco Elementary.

### **Transferring/Withdrawing**

If you move out of the district boundaries, please notify the office and your child’s teacher in advance. This will allow time to complete the checkout procedure. Please return all school

property prior to the student's last day. The new school will send a request to the elementary school for your child's records.

### **Visitors**

Visitors must check in and out at the office and wear a visitor pass. Parents are asked to schedule meetings with teachers in advance so they will not interrupt the school day. Parents are always welcome at school.

### **Zero Tolerance for Weapons/Explosives**

It is the policy of the Board of Trustees that any student who has a firearm or explosive in their possession or who uses other deadly or dangerous weapons as defined in Federal Law Section 921 of Title 16 of the United States Code, will be immediately suspended from school. The administration of the building where the offense occurred will hold a Due Process hearing within five (5) days of the incident and make a written recommendation for expulsion to the Board of Trustees, if appropriate. If petitioned for expulsion, the Board will hold said hearing at the next regularly scheduled meeting, or at a special meeting if the Board deems necessary. Any student expelled under this section may not apply for re-admission for twelve months from the date of expulsion. If re-admission is granted after proper application, it will not occur until the start of the next grading term following approval of re-admission.

## **Annual Notice to Parents**

### **Annual Notice of Student Education Record Privacy (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still declines to amend the record, the parent or eligible student has the right to place a statement with the record, stating his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties pertaining to financial aid for a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

If you wish to file a complaint with the U.S. Department of Education concerning alleged failures of the District to comply with this policy, contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5901

### **13 Section 504/Title II**

Section 504 is the part of the Rehabilitation Act of 1973, which applies to persons with disabilities. It is a civil rights act that states that no otherwise qualified individual with a disability can be excluded from or denied benefits of any program receiving federal financial assistance.

A person who qualifies for a 504 plan has a mental or physical impairment which substantially limits one or more of a person's major life activities. For an impairment to be substantially limiting, it must impede student access to a "large or considerable degree". This includes functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

At school "learning" is frequently identified as the area of difficulty. Referrals to consider eligibility for Section 504 accommodations should be made to the principal.

### **Annual Notice of Rights to Request Teacher Qualifications**

Our schools receive federal funds that are part of the No Child Left Behind Act of 2001. Due to this, you have the right to request information regarding your child's classroom teacher's professional qualifications. If you request information, the District or school will provide the following information as soon as possible:

- If the teacher has met state licensing requirements for the grade level and subject they are teaching.
- If state licensing requirements have been waived for the teacher temporarily.
- The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate.
- If your child is receiving services in a federal program from a paraprofessional and, if so, their qualifications. If you would like to make such as request, please contact your child's school.

# **Public Notice Butte School District Title IX**

## **Annual Notice of Nondiscrimination**

Butte County School District is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the **Title IX and Section 504 Coordinator, Counselor Sandra Walls**, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and District employees.

Title IX/Section 504 Coordinator: Sandra Walls, K-12 Counselor  
Elementary Office: 208-690-3424  
MS/HS Office: 208-690-3410  
Arco Elementary, 250 S. Water Street, Arco ID 83213  
Butte MS/HS, 120 S. Water Street, Arco ID 83213

# **Public Notice Butte School District Civil Rights**

Federal law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, or handicap in any educational programs or activities receiving federal financial assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.)

It is the policy of Butte School District not to discriminate on the basis of race, color, national origin, sex, disability, or age in any educational programs or activities or in employment practices.

Inquiries regarding compliance with this non-discriminatory policy may be directed to:

Joe Steele  
250 S. Water  
Arco, ID 83213  
208-690-3404

or to:

Dir. of Office for Civil Rights  
Department of Education  
Washington, D.C



## Butte County Joint School District No. 111

### STUDENTS 3270P

#### Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District'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 the District's electronic networks must be:
  - A. For the purpose of education or research and consistent with the educational objectives of the District; or
  - B. For legitimate business use.
2. Privileges: The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator, building principal, or Internet Safety Coordinator will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. An appeal of such decisions may be made to the Superintendent within seven days. His or her decision is final.
3. The computer network service may occasionally require new registration and information from users to continue the service. Users must notify the designated administrator of any changes or deletions in user information, such as their address, phone, or name.
4. Unacceptable Uses: The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are the following:
  - A. Using the network for any illegal activity, or to access websites encouraging illegal activity including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - B. Accessing information pertaining to the manufacture of weapons;
  - C. Uses that cause harm to others or damage property;
  - D. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - E. Downloading copyrighted material;
  - F. Using the network for private financial or commercial activities;
  - G. Wastefully using resources, such as file space;
  - H. Hacking or gaining unauthorized access to files, resources, or entities; uploading a worm, virus, or other harmful form of programming;
  - I. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - J. Using another user's account or password or some other user identifier that misleads message recipients into believing that someone other than you is communicating;
  - K. Posting material authored or created by another, without his or her consent;
  - L. Posting anonymous messages;
  - M. Using the network for commercial or private advertising;

- N. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, bullying, objectionable, or illegal material; and
  - O. Using the network while access privileges are suspended or revoked;
  - P. Promotion of political, personal, or religious causes in a way that presents such opinions as the view of the District;
  - Q. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications;
  - R. Any other unacceptable uses as outlined in District Policy 3270; and
  - S. Any conduct that is determined by the system administrator to constitute an inappropriate use.
5. 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 staff.
  - D. Recognize that 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.
6. No Warranties: The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District 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. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Users may encounter information that is controversial or potentially harmful. Because the information and sources of information on such computer network services is continually changing, it is impossible for the District to monitor all the content. Some computer systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials.

7. Indemnification: The user agrees to indemnify the District for any losses, costs, or damages (including reasonable attorney fees) incurred by the District, relating to or arising out of any violation of these procedures.
8. 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, Internet Safety Coordinator, or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Users will change their passwords regularly, using combinations of letters and numbers and avoiding the using standard English words and names. Users will immediately notify a school administrator if their password is no longer secure or if they have reason to believe that someone has obtained unauthorized access to their account

Do not use another individual's account. 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. Users are responsible for taking reasonable precautions against computer viruses on their own equipment and the District's equipment

9. Vandalism: Vandalism will result in the cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, an agency, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
10. Telephone Charges: The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, or equipment or line costs.
11. Copyright Web Publishing Rules: Copyright law and District policy prohibit the republishing of text or graphics found on the internet or on District 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 website address of the original source.
  - B. Students engaged in producing website pages must provide library media specialists with e-mail or hard copy permissions before the website 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.
  - F. Violation of the copyright web publishing rules may result in denial of access to the network.
12. Use of Electronic Mail.
  - A. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students in fulfilling their duties and responsibilities and as an education tool.
  - B. Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email.
  - C. The District 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 to an electronic mail account is strictly prohibited. The District will cooperate fully with local, State, or federal officials in any investigation concerning or relating to any e-mail transmitted on the District's computer network service.

- D. Each person should use the same degree of care in drafting an electronic mail message that 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.
- E. Electronic messages transmitted via the District'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 the District. 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 District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- F. 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.
- G. A canceled computer network service account will not retain its e-mail. Users must remove old messages in a timely fashion.
- H. The system administrators may remove e-mail messages if not attended to regularly by the users.
- I. Use of the District'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.
2. Staff members shall supervise students while students are using District internet access at school, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. Students must use the District's filtered network for all online activities on school grounds or using District equipment.
4. The system administrator, Internet Safety Coordinator, and/or building principals shall monitor student Internet access.

#### Student Use of Social Media

Students will be held accountable for the content of the communications that they post on social media locations and are responsible for complying with District policy and procedures for content posted using a District computer, network, or software or when posted during school hours when the student is in attendance at school. Student posts on social media locations outside of school hours and school grounds using a personal computer, network, and software shall be private as long as they do not enter into the educational setting and interfere with the orderly operation of the school. Posts to social network sites using a District computer, network, or software may be subject to public records requests. Students may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others.

All of the requirements and prohibitions in District policy and procedure apply to the use of social media on school grounds, through the District network or using District equipment, or as part of a class assignment.

### File Storage

The system administrators reserve the right to set quotas for disk use on the computer system. Users exceeding their quota will be required to delete files to return to compliance. Users may request that their disk quota be increased by submitting a request stating the need for the quota increase. In determining whether to grant the request, the designated administrator will review the space available and the reason for the request. The decision of the administrator regarding disk use is final and not appealable. A user who remains in non-compliance of disk space quotas after seven days of notification will have his or her files removed by a system administrator.

An account that is inactive for more than 30 days may be removed along with that user's files without notice given to the user. The District's administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user access.

Users are responsible for making back-up copies as needed.

All works on the network, computers, or storage devices may be subject to the monitoring and scrutiny of District and building administrators, information system personnel, and/or designees of administrators. All files, materials, or documents may be reviewed and may be deleted by designated technology staff.

### Procedure History:

Promulgated on: 6-14-2016

Revised:

## **Butte County Joint School District No. 111**

### **NONINSTRUCTIONAL OPERATIONS 8140P**

#### Student Conduct on Buses

Proper conduct by students contributes greatly to the safety of this District's transportation program. Therefore, the following rules of student conduct must be observed:

1. Students must obey the bus driver's directions promptly and courteously;
2. Students must avoid loud talking and must be absolutely silent when the driver stops the bus at a railroad crossing;
3. Students must keep hands, arms, and heads inside the bus at all times. Windows may not be opened more than half way;
4. Students must be on time to board the bus. It is recommended students arrive at the bus stop five minutes before the scheduled arrival of the bus;
5. Students approaching bus stops must stay well off the roadway when waiting for the bus and respect the property at the bus stop;
6. Students must not try to board the bus until it comes to a complete stop and the door is opened;
7. Students must remain seated while on board;
8. If a student needs to cross the road after leaving or before boarding the bus, he or she must wait 15 feet in front of the bus until the "all clear" signal is given by the driver before crossing carefully;
9. Students must board and leave the bus at their established stop, except when they have a request signed by their parent/guardian to do otherwise;
10. When assigned to a bus, a student must continue to ride that bus unless reassigned by the respective school building principal;
11. Students must strive to keep the bus clean and neat. No materials are to be thrown from the bus. Eating and drinking are not allowed on a school bus unless permitted by the District during transportation to or from an activity;
12. No smoking or tobacco will be permitted on any bus transporting students to sponsoring functions;
13. No items are to be stored in the aisle. Any large items carried on the bus must be held on the students' laps. Items such as large musical instruments, shop projects, or pets will not be transported with students on the bus; and
14. A bus driver has the same status and authority as a teacher insofar as discipline is concerned.

#### Procedure History:

Promulgated on:4-12-2017

Revised on: