



BLAINE COUNTY SCHOOL DISTRICT  
**FAMILY HANDBOOK**  
2024-2025

118 Bullion Street  
Hailey, ID 83333  
208-578-5000  
[blaineschools.org](http://blaineschools.org)

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## GENERAL INFORMATION

### Philosophy

#### Mission

The mission of Blaine County School District is to inspire, engage, educate and empower every student.

#### Values

Balancing rigorous, evidence-based instruction with an environment of collaboration, compassion, humility and inclusion to help every student succeed at the highest level.

## Contact Information

### District Schools

SCHOOL	GRADES	ADDRESS	PHONE
Alturas Elementary - Dual Immersion	K-5	1111 Alturas Elementary Ln, Hailey	(208) 578-5090
Bellevue Elementary	PreK-5	305 N. 5th St, Bellevue	(208) 578-5080
Carey School	PreK-12	20 Panther Lane, Carey	(208) 578-5040
Ernest Hemingway STEAM School	PreK-8	111 8th Street West, Ketchum	(208) 578-5050
Hailey Elementary	PreK-5	520 S 1st Ave, Hailey	(208) 578-5070
Silver Creek High School (Alternative)	9-12	1060 Fox Acres Rd, Hailey	(208) 578-5060
Wood River High School	9-12	1250 Fox Acres Rd, Hailey	(208) 578-5020
Wood River Middle School	6-8	900 2nd Ave North, Hailey	(208) 578-5030

### District Departments

DEPARTMENT	ADDRESS	PHONE
District Office	118 W Bullion Street, Hailey	(208) 578-5000
Human Resources	118 W Bullion Street, Hailey	(208) 578-5000
Finance	118 W Bullion Street, Hailey	(208) 578-5000
Facilities	1630 Aviation Drive, Hailey	(208) 578-5401
Technology	719 3rd Ave S, Hailey	(208) 578-5410
Transportation	1060 Fox Acres Rd, Hailey	(208) 578-5420

### BCSD Board of Trustees

MEMBER NAME	POSITION	EMAIL ADDRESS
Lara Stone	Chair	<a href="mailto:larastone@blaineschools.org">larastone@blaineschools.org</a>
Dan Turner	Vice Chair	<a href="mailto:danturner@blaineschools.org">danturner@blaineschools.org</a>
Amber Perkes	Trustee	<a href="mailto:amberperkes@blaineschools.org">amberperkes@blaineschools.org</a>
Blanca Romero	Trustee	<a href="mailto:blancaromero@blaineschools.org">blancaromero@blaineschools.org</a>
(Vacant)	Trustee	
Vicki Pitcairn	Clerk	<a href="mailto:clerk@blaineschools.org">clerk@blaineschools.org</a>

### District Leadership Team

NAME	POSITION	PHONE	EMAIL ADDRESS
Jim Foudy	Superintendent	(208) 578-5000	<a href="mailto:jfoudy@blaineschools.org">jfoudy@blaineschools.org</a>
Adam Johnson*	Assistant Superintendent	(208) 578-5002	<a href="mailto:ajohnson@blaineschools.org">ajohnson@blaineschools.org</a>
Kandy Blackburn*	Human Resources Director	(208) 578-5011	<a href="mailto:kblackburn@blaineschools.org">kblackburn@blaineschools.org</a>
Mandy Crow*	Finance Director	(208) 578-5009	<a href="mailto:mcrow@blaineschools.org">mcrow@blaineschools.org</a>
Shawn Bennion*	Buildings/Maintenance Director	(208) 578-5402	<a href="mailto:sbennion@blaineschools.org">sbennion@blaineschools.org</a>
Paul Zimmerman*	Director of Technology	(208) 578-5417	<a href="mailto:pzimmerman@blaineschools.org">pzimmerman@blaineschools.org</a>
Christy Castro*	Director of Special Programs	(208) 578-5006	<a href="mailto:ccastro@blaineschools.org">ccastro@blaineschools.org</a>
Colton Metzler*	Transportation Director	(208) 578-5425	<a href="mailto:cmetzler@blaineschools.org">cmetzler@blaineschools.org</a>
Toni Boush	Principal, Silver Creek HS	(208) 578-5061	<a href="mailto:tboush@blaineschools.org">tboush@blaineschools.org</a>
Kayla Burton	Principal, Carey School	(208) 578-5041	<a href="mailto:kburton@blaineschools.org">kburton@blaineschools.org</a>
Lydia Flynn	Principal, Hemingway STEAM	(208) 578-5053	<a href="mailto:lflynn@blaineschools.org">lflynn@blaineschools.org</a>
Julia Grafft	Principal, Wood River HS	(208) 578-5023	<a href="mailto:jgrafft@blaineschools.org">jgrafft@blaineschools.org</a>
Brad Henson	Principal, Alturas Elementary	(208) 578-5091	<a href="mailto:bhenson@blaineschools.org">bhenson@blaineschools.org</a>
Donna Pierson	Principal, Wood River MS	(208) 578-5031	<a href="mailto:dpierson@blaineschools.org">dpierson@blaineschools.org</a>
Colton St. Peter	Principal, Bellevue Elementary	(208) 578-5081	<a href="mailto:cstpeter@blaineschools.org">cstpeter@blaineschools.org</a>
Stephanie Wallace	Principal, Hailey Elementary	(208) 578-5074	<a href="mailto:stephaniewallace@blaineschools.org">stephaniewallace@blaineschools.org</a>
Samantha Johnson	Vice Principal, Wood River HS	(208) 578-5022	<a href="mailto:sjohnson@blaineschools.org">sjohnson@blaineschools.org</a>
Chris Koch	Vice Principal, Wood River MS	(208) 578-5032	<a href="mailto:ckoch@blaineschools.org">ckoch@blaineschools.org</a>
Jason Leforgee	Vice Principal, Hemingway	(208) 578-5053	<a href="mailto:jleforgee@blaineschools.org">jleforgee@blaineschools.org</a>
Madeline Muschamp	Vice Principal, Wood River HS	(208) 578-5021	<a href="mailto:mmuschamp@blaineschools.org">mmuschamp@blaineschools.org</a>
Clara Martin	Custodian Manager	(208) 578-5404	<a href="mailto:cmartin@blaineschools.org">cmartin@blaineschools.org</a>

\*Member of the Superintendent's Cabinet.

## College and Career Counseling

NAME	SCHOOL	PHONE	EMAIL ADDRESS
Liz Clark	Carey School/SCHS/WRHS	(208) 578-2260	<a href="mailto:lclark@blaineschools.org">lclark@blaineschools.org</a>
Hallie Star	WRHS	(208) 578-2129	<a href="mailto:hstar@blaineschools.org">hstar@blaineschools.org</a>

## Online Resources

**District Website:** <https://www.blaineschools.org/>

**School Websites:** Select from the BCSD SCHOOLS drop-down menu at the top.

**District Calendar:** Click on Our District and select [School Year Calendars](#).

**Find an Employee:** Click on Our District and select [Staff Directory](#).

**Find a District Policy:** Click on School Board and select [BCSD Policies](#).



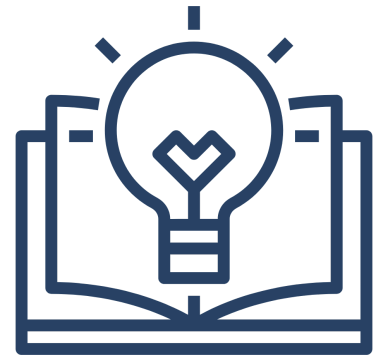
## STUDENT RESOURCES

### Student Achievement

*Blaine County School District is committed to helping each student achieve at the highest level. We believe in setting high expectations for all students and providing students with the support they need to be successful.*

### Educational Community

The staff in Blaine County School District is exceptional! Every staff member is committed to providing you with the best educational experience possible. We encourage open communication between families and schools. We encourage our educational community to be involved in our students' academic experiences. We recognize that without the support of the entire community we could not do our job to the best of our abilities.



### Professional Learning Communities

Professional Learning Communities (PLCs) are one of the primary strategies the Blaine County School District implements district-wide to ensure all students are learning at high levels. PLCs group educators in each school and in each subject/grade level into teams that focus on learning, collaboration, and data-driven results. PLCs work together to analyze data to determine whether students are learning critical concepts and determine how to address any learning gaps. The district provides extensive, ongoing training and school-day scheduling to support PLCs and drive student learning outcomes.

### Student Support Services

Students identified by school personnel as being in need of additional assistance receive some of their instruction from a trained specialist. Programs available include counseling, Gifted and Talented Education (GATE), Special Education, English Language Development (ELD), 504 plans, Speech and Language Instruction, and occupational services. Referrals can be from staff or parents. If you feel your child should be considered for any of these services, please contact the principal or your child's classroom teacher. A Student Study Team recommendation and parent permission are required before these services can begin.

During the school year, family circumstances and student needs sometimes change (i.e., death of a family member, divorce, or family illness). It is helpful if parents contact their child's teacher or the principal if they feel these changes may affect their child's school life.

## PowerSchool

Blaine County School District uses the PowerSchool student information system to register students for school each year, seamlessly track student progress, attendance, emergency contacts, and manage student meal programs and fees. Parents can access this platform through a browser or by downloading the PowerSchool app on their phone. Go to <https://bcsd.powerschool.com/public/> to create an account.

## Schoology

Current grades, assignments, and daily announcements for secondary students are accessible on the digital learning platform, Schoology. Parents and students can access information using the Schoology tab on the school website or through their PowerSchool login.

## Attendance

### Punctuality and Attendance

*Blaine County School District is committed to fostering its students' academic and personal growth at the highest level. We encourage punctuality and 100% attendance, which are critical for optimal learning. Every child in the District is required to attend school regularly in order to make a successful transition to the next grade level and to graduate with a high school diploma.*

Students are required to be in attendance at school at least 90% of the time school is in session during each school term. This equates to a maximum of six absences per trimester (see Board [Policy 522 - Student Attendance](#)).

### Parental Notice of Absence

*Parents are asked to call or email the school office before 9:00 a.m. if their student will not be attending school that day and provide the reason for the absence so it can be coded properly in PowerSchool.*

For an absence to be parent verified, oral or written communication from the student's parent/guardian must be received within 48 hours of the last day of the absence, except for school-approved activity absences. If the parent or guardian has not called to excuse the absence, they will receive an automated call from the attendance system that day inquiring about the absence, and they must provide the student with a note for the school on the day they return. The student is considered unexcused when absences are not cleared within 48 hours.

If a student violates the attendance policy, a plan will be developed with the school to improve attendance. If absences exceed state law and District policy requirements, families may be subject to Attendance Court proceedings and required to follow all components of a plan determined by a



judge leading to compliance with state law and may be subject to district attendance contracts and progressive discipline procedures.

## Early Departures

If possible, visits to the dentist, doctor, orthodontist, etc., should be scheduled outside of school hours so as not to disrupt the classroom and the student's education. Whenever possible, use holiday vacations, three-day weekends, and summer to schedule appointments. When appointments are scheduled ahead of time that will interrupt the school day, please inform the classroom teacher and office as soon as possible. Parents are discouraged from picking up their children and interrupting classes the last 20 minutes of school unless an emergency arises. Students who miss more than 10 minutes of any class period may be counted as absent from that period.

Students who are checked out of school by their parents must leave school grounds. Students at school are required to be in their scheduled class. A student will not be allowed to check out of school and then remain at school to work on assignments from another class or other work.

To ensure that students miss as little instruction as possible, they will not be called to the office until a parent/guardian arrives to sign them out. See Board [Policy 529 - Open/Closed Campus](#) for details.

## Extended Absences

*We adamantly discourage long absences from school and access to learning. Extended absences interrupt the continuity of student learning and should be avoided whenever possible. We encourage families to plan vacations when school is not in session. Children who miss 10 or more consecutive days of school may be disenrolled from school per [Board Policy 522 - Student Attendance](#), unless it is due to an extended illness and verified by a doctor's orders.*

Parents/guardians should contact the teacher several days prior to an absence to receive school work. Note, however, that homework may not always be available. When skills are just being introduced, it is not possible to provide homework on information a student has not yet learned. Students are encouraged to read at least 20 minutes daily (longer for secondary students) and to keep a written journal when they are on an extended leave from school.



Extended absences could result in the student losing placement in academic and/or extracurricular programs, and gives students on a waiting list the option to move into that spot. Students returning from an extended absence will need to be re-enrolled upon their return. At that time, it will be determined whether the student may remain in the programs and activities they were in prior to the extended leave.

## **Excused Absences**

Excused absences from school are those that the parent or guardian has knowledge of and approves. Excused absences may include, but aren't limited to: student illness, illness of a family member, family conveniences, or pre-approved absences. Excused absences will be counted toward the six absences per class per trimester when determining loss of credit.

## **Exempt Excused Absences**

Exempt excused absences occur when a student is absent from school to attend an appointment with professional personnel, and the appointment is confirmed with documentation from the professional. Professional appointments include medical doctors, dentists, counselors, attorneys, or court. Exempt excused absences will not be counted toward the six absences per class per trimester when determining loss of credit.

## **Unexcused Absences**

Unexcused absences are those without the knowledge and approval of a student's parent or guardian. Unexcused absences may include but are not limited to: being absent without the knowledge or approval of a parent or guardian or leaving class or campus without the express permission of a teacher, supervisor, parent or guardian. Unresolved unexcused absences will be considered truant and subject to disciplinary action and/or after-school detention. Unexcused absences will be counted towards the six absences per class per trimester when determining loss of credit.

## **School Sponsored Absences**

School-sponsored absences are those for any school-sponsored activity. School-sponsored absences may include, but are not limited to, field trips, athletics, music activities, theater productions, and social worker/counselor meetings. School-sponsored absences will not be counted towards the six absences per class per trimester when determining loss of credit.

Seniors and juniors are allowed three college visit days per year with a pre-excuse form from their school's main office and after making prior arrangements with teachers. The student must bring back a dated official document signed by the college representative saying they took a college tour. If a student doesn't clear an absence within three days the absence will be considered a truancy.

## **Extraordinary Absences**

Extraordinary absences are those absences for unique or unusual circumstances. Extraordinary absences may include, but are not limited to: death of a family member or close friend, or club sports. Extraordinary absences may be counted towards the six absences per class per trimester when determining loss of credit.

## Finals Week Attendance

Students are discouraged from missing school at any time, especially during finals week at the end of the trimester. Finals are not offered prior to finals week. Students not present for finals week may receive an “incomplete” and have to return on a date selected by the administrator or designee to make up their finals.

## Tardies

Tardies are a disruption to the learning process. Tardies occur when a student is not in the assigned classroom when the bell rings for class to start. Board [Policy 522 - Student Attendance](#) dictates how many minutes a student can be late before the tardy becomes an absence and the number of tardies that equal an absence. Absences derived from tardies will be counted towards the six absences per class per trimester when determining loss of credit.

## Truancy

Students who are absent without the knowledge and consent of a parent/guardian or the school will be classified as truant. This classification shall also apply to any student who fails to report to class within the school day or who leaves school without authorization from the school principal. If a student is determined to be a habitual truant, the Board may expel or disenroll the student ([Idaho Code Section 33-205](#)). Truancy will be dealt with in accordance with Board [Policy 522 - Student Attendance](#). The student will be encouraged to continue to attend classes pending the Board’s determination in this matter.

## Making Up Missed Schoolwork

*Students are responsible for gathering and completing any work they missed during their absence.*

Students will be granted reasonable time to complete missing work due to an absence. When appropriate, it is the responsibility of the student to communicate their absence and make up work needs with the teacher. A reasonable period of time shall be defined as at least one school day per day of excused absence. Excused absences include, but are not limited to, field trips, sports and other school-sponsored activities.



Upon timely request, students shall be given the opportunity to complete all homework assignments for full credit. As determined by the teacher, the homework assignments can be reasonably equivalent to, but not necessarily identical to, the homework assignments missed during the absence. See the elementary, middle school and high school homework procedures on Board [Policy 628 - Homework](#) for more details.

## Loss of Credit

Students who accumulate more than six absences in any class may lose credit for the course in question. In enforcing the attendance requirements, the Board may deny a promotion to the next grade or deny credit to any student who is not in school at least 90% of the days that school is in session. When a student is nearing the 90% attendance rate and in danger of losing credit, the school will provide written notice of the absences to the student and their parent/guardian. Absence from class will be considered as noted above when making denial of promotion or credit and habitual truancy determinations.

## Loss of Credit - Appeal Process

Credit denied because of absences may be appealed through the following process: A parent/guardian who has valid reasons to believe that all or part of the absences are the result of extraordinary circumstances may file a written request for review by the school's Attendance Committee within 5 days of receiving notice of the denial. The Attendance Committee will review the records and the circumstances and determine whether the student will receive credit.

## Loss of Driving Privileges

Students with driving privileges may be referred to the Idaho Department of Transportation for the revocation of driving permit/license ([Idaho Code 49-303A](#)).

## Homework

### Student Achievement

*The purpose of homework is to promote high quality student learning and achievement and to nurture a desire for students to extend their learning. Research provides strong evidence that students can make significant educational gains through well-defined homework experiences directed by teachers and supported by parents/guardians. Homework supplements and complements the teacher's instruction and does not replace it.*

### Benefits

Research provides strong evidence that, when used appropriately, homework benefits student achievement. Homework should have a positive impact on learning and achievement and a positive impact on student attitude and self-esteem.

### Appropriately Designed

Appropriately designed homework develops student responsibility and study habits, builds confidence and independence, increases students' skills, and is mindful of the need for students to live balanced lives so they may achieve optimal health, development and learning.

## Reasonable

Homework shall not place an undue burden on teachers, students, or families. Whenever possible, homework should take into consideration individual student needs and abilities through various forms of differentiation.

Daily amounts of homework shall be based upon the teacher's estimation of completion time for an average student. Total daily amounts shall include time for long-term homework assignments. Homework time limits shall apply to GATE assignments so as not to overburden students with excessive work. As an extension of the classroom, homework shall be planned, organized, purposeful, grade appropriate and achievable for each student. Instruction shall include opportunities for development of organizational and study skills. Whenever possible, teachers shall provide assignments in weekly increments to allow flexible time management opportunities to students and their families. Teachers are not required to assign homework.

## Communication

Teachers shall provide multiple ways for students and parents to access homework assignments. For example, websites, classroom postings, weekly assignment handouts, and use of planners/calendars. Homework expectations for high school courses designated as Advanced Placement (AP) or Honors shall be communicated in the school's course catalog and/or course syllabi, and all other elements of the policy apply to these classes.



## Feedback

Teacher feedback and evaluation shall be timely and clear so the student may meaningfully incorporate that feedback into subsequent, related class/course work.

## Roles and Responsibilities

**The student's role** is to understand the homework assignment, find a quiet study area, complete assignments independently and return them on time, and communicate with the teacher and parents about homework.

**The parent's role** (usually more with elementary school students) is to check communications from your child's school daily, set up a quiet study area, plan homework time, go over homework assignments with your child, read with your child daily, and communicate with your child's teacher with concerns or questions about homework.

**The teacher's role** is to design appropriate homework assignments, communicate with parents and students about homework, provide prompt feedback on homework, and support students in need of homework assistance of any kind.

## Access to Resources

If computer or internet-based research is assigned with homework, then an adequate amount of time in school or access at school or in a library shall be scheduled to accommodate those students who do not have access to computers or the internet at home.

## Teacher Collaboration

Teachers should evaluate the value and rigor of all assignments based on the appropriateness to course content and to the student. To this end, the District shall ensure that adequate time and tools are provided for teachers to collaborate and coordinate assignments. One of the goals of this collaboration is to establish common philosophies and practices across school sites, grade levels, and courses that focus on the quality of homework.

## Other

Additional teacher-guided or self-directed enrichment work is encouraged, provided no grade is assigned. This policy does not apply to continuation school and independent study programs; homework expectations for those programs may be described in the enrollment agreement.

## Grading

### Assessment Literacy

The Blaine County School District remains committed to implementing and practicing evidence-based instruction that is consistent with emerging research. Assessment literacy is a broad term that describes the many practices we use to understand what students know and are able to do. It informs teaching and learning on a daily basis and is based on actual academic achievement, not behavior, accountability, or compliance.

### Formative Assessments

*Formative assessments are essential assessments used to aid learning. They are designed to continuously monitor student progress, enabling instructors to assess whether students have grasped specific learning targets.*



Information for the formative assessment comes from discussion with students, from their work (quizzes, assignments, homework), or from direct observation of students doing their work. These assessments are low stakes—they have low or no point value.

Formative assessments are an integral part of effective teaching. Teachers use a variety of methods to identify how students are doing during instruction (their learning needs and problems) in order to inform instructional modifications that will lead students to mastery.

These assessments help students develop a stronger understanding of their own academic strengths and weaknesses so they can take greater responsibility over their own learning and academic progress.

For teachers to effectively use the formative assessment process, they must clarify learning goals and success criteria, elicit and analyze evidence of student thinking, engage in self-assessment and peer feedback, provide actionable feedback, and use evidence and feedback to move learning forward.

### **Summative Assessments**

*Summative assessments are an assessment of the learning that has taken place. Summative assessments aim to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark.*

Summative assessments are used to evaluate student learning progress and achievement at the conclusion of a specific instructional period, usually at the end of a project, unit, course, or trimester. Summative assessments are often high stakes—they have a high point value, such as a midterm exam, a final project, a paper, or a senior recital.

### **Learning Standards**

Learning standards are concise, written descriptions of what students are expected to know and be able to do at a specific stage of their education, such as at the end of a course, grade level, or grade span.

### **Essential Standards**

Essential standards are a carefully selected subset of the total list of the grade- or course-specific learning standards that students must know, understand, or be able to do by the end of each school year. Most essential standards are selected and agreed upon by all teachers of the same course, and are then taught, measured, and monitored for all students.

### **Learning Targets**

*“Students who can identify what they are learning significantly outscore those who cannot.”*  
— Robert Marzano, nationally recognized education researcher

Just defining essential standards does not ensure students know what they are expected to understand and do. Because standards are broad and complex, teachers break them down into specific learning targets. Learning targets tell students what they will learn, how deeply they will learn it, and how they will demonstrate their learning. Learning targets are shared by both the teacher and the student and guide the student’s learning.

Learning targets are framed as what students will learn, not the activity students will engage in. Teachers describe these to students using the words “I can...” to begin each learning target statement. For example: “I can describe ways that human activities have altered places and regions.” (NOT “I can work in a small group to read and discuss an article about Westward expansion.”)

When well-crafted learning targets are used, they provide evidence of learning and criteria for success. Learning targets are not intended to be taught, checked off, and forgotten. Rather they are a way to make student learning clear, focused, and transferable.

### Incomplete Grades

Students who receive an Incomplete (I) on their grade report for a trimester will be responsible to clear up incomplete grades with their teachers. Incomplete grades not resolved by the predetermined deadline may result in an F.

### Academic Resources

All library books, textbooks and Chromebooks are loaned to the students for their use during the trimester. They are to be kept clean and handled carefully. Students will be required to pay for damages to books, Chromebooks and chargers, or pay for them if lost.

### Chromebooks

All students are issued their own Chromebook and a charger (Chromebook Set) enabling them to access the curriculum and content activities assigned by their teachers. All Chromebook Sets, textbooks and school library books are loaned to students free of charge. The Chromebook Check-Out Agreement must be signed by the student and a financially responsible parent/guardian before the student may receive a Chromebook Set. Check in and check out procedures vary from school to school - see School Handbook for details and Board [Policy 942 - Responsible Use of District-Provided Technology Resources](#).



Total Chromebook Replacement	\$300
Screen Replacement	\$90
Keyboard/Palmrest Replacement	\$35
Hinge/Cover/Screen Bezel	\$25
Charger Replacement	\$40
Trackpad Replacement	\$25



\*School principals are the decision makers and will need to decide whether or not to enforce payment.

If a student forgets their Chromebook or charger, they can check out one additional Chromebook or charger for the day. If a student already has two Chromebooks or chargers checked out, no more additional Chromebooks or chargers will be issued.

## Libraries

School libraries foster an environment of inquiry and literature appreciation to develop career and college-ready learners who are effective users and producers of information and ideas. An outstanding library has been developed at each of our schools. Students can access the library catalog on each school's website. Audio and eBooks are available digitally through the Sora app, which can be accessed with Chromebooks, smartphones, or tablets. Check with the school librarian for the school's policy on checking out library resources.

## Textbooks and Library Materials

Students check out required textbooks in the library or Book Room at their school using their Student ID number. Each student is responsible for returning the textbooks and library books checked out to them in the same condition as they were received.



Students who fail to return a library book on the due date may not check out another until the first book has been returned. Books that are returned damaged will be assessed a fine based on a percentage of usability or the book's replacement cost. If a student misplaces or loses a book, they will be charged the replacement cost of the book. Students may check out another textbook provided there are additional copies in the Book Room.

## School-Sponsored Field Trips



Students occasionally have the opportunity to benefit from educational experiences outside the classroom by attending school-sponsored field trips. Prior to the field trip, a permission slip prepared by the teacher: 1) must be signed by the parent/guardian of the student who will be leaving school grounds and 2) must be turned in to the teacher.

When students travel using anything other than District vehicles, special transportation arrangements must be cleared through the business office for insurance and liability purposes.

Absences due to school-sponsored field trips do not count towards the six absence totals allowed per trimester (see [School Sponsored Absences](#)). Upon returning from the field trip, students are

responsible for turning in missed work, taking quizzes, and participating in the daily activities of class (see [Making Up Missed Schoolwork](#)). Students with excessive absences or failing a class will not be allowed to attend.

## Middle School/Junior High Academics

Beginning in seventh grade, students will be required to obtain the minimum credit requirements, or achieve the standards via an alternate mechanism, and comply with the District's attendance requirements to be eligible for promotion to the next grade.

### Minimum Credit Requirements

Per Board [Policy 609 - Middle School - Junior High School Credit](#), each middle/junior high school student will be required to do the following to be eligible for promotion to the next grade level:

- Attain 80% of the total credit attempted;
- Attain a portion of the total credits attempted in each content area in which courses are taken, except for areas in which instruction is less than a school year; and
- Comply with Board [Policy 522 - Student Attendance](#). In the event that a student fails to attend 90% of the days, they may not receive credit for the class.

## Secondary Academics

### College and Career Counseling

*College and Career Counselors are available to answer questions regarding graduation requirements, state and national testing information, college and career orientation, scholarship information, report cards, transcripts, and counseling services. To set up an appointment, students may stop by the College and Career Counseling office at school, or students and parents can contact [College and Career Counseling](#) by phone or email.*

### Scoir

Scoir (pronounced "score") is a college management platform that the District uses to coordinate and organize post-secondary planning. Each high school student has a Scoir account. This account is used primarily by 12th-grade students. Students can invite parents to view their Scoir accounts. Log in at [www.scoir.com](http://www.scoir.com) and proceed by using Google credentials provided by the District.

For more information, please contact Liz Clark ([lclark@blaineschools.org](mailto:lclark@blaineschools.org)).

## Grading scale

Dual Credit college classes and Advanced Placement (AP) classes are counted on a 5 point scale. All other credits are counted on a 4 point scale:

Grades	Regular Classes	Weighted Classes
A = 100 - 90	4 GPA Points	5 GPA Points
B = 89 - 80	3 GPA Points	4 GPA Points
C = 79 - 70	2 GPA Points	3 GPA Points
D = 69 - 60	1 GPA Points	2 GPA Points
F = 59 - 0	0 GPA Points	0 GPA Points

## Honor Roll

Honor roll is calculated on the day that report cards are printed. No changes will be made to the published list after that date. Any student who has an incomplete at that time will not be added to the honor roll. Students must have 3 classes that issue grades towards GPA and a minimum GPA (determined by the school) to be eligible. Pass/Fail classes and Idaho Digital Learning Alliance (IDLA) classes do not qualify. Students receiving an NC grade may be exempt from being reported on the honor roll.



## Advanced Opportunities

The Advanced Opportunities program allocates funds to every student attending an Idaho public school to use toward Advanced Opportunities in grades 7-12. The funds can be used for a variety of offerings: overload courses, dual credit courses, college or CTE exams, and workforce training. To learn more about these funds and how to access them, schedule an appointment with the school guidance counselor (see [College and Career Counseling](#)).

To participate in Advanced Opportunities:

1. Meet with the AO counselor, Liz Clark, at [lclark@blaineschools.org](mailto:lclark@blaineschools.org) to learn more about the AO program and to create a learning plan.
2. Create an AO account (<https://advancedops.sde.idaho.gov/>) to request and track funds. Note: students need approval from the AO coordinator to access the account.
3. Register for qualified courses, exams, or training, and then request funding.

## Online Class Fees

In the effort to provide the very best education possible for each student, it may be necessary or desirable for students to take online classes. Subject to approval by the principal, the District will pay for the online IDLA class if, due to a conflict in the school schedule, the school cannot provide a graduation requirement class for a student.

The student will be responsible for paying for the online class upon registration if:

- The student chooses to take an IDLA online class, and there is a class offered at their school during the same period that the student has not taken;
- The student wishes to take online classes from an institution other than IDLA, including dual credit classes; or
- The student's schedule is not working because either the student failed a class or the student chose not to take a class at the recommended time.
- The student is retaking a class as a result of an NC grade.

If a student receives scholarship funds to pay for an online class, and the student doesn't complete the class or gets an F in the class, the student will be responsible for repaying the scholarship amount.

### **Work Based Learning**

Work Based Learning (WBL) provides cooperative learning opportunities in a work-based setting. Students at Wood River High School and Silver Creek High School can participate in any of the four WBL veins: employment, internships, job shadowing, or certifications. Each vein has minimum requirements to earn credit. Attendance will be required in one class period per week. Students can choose from WBL opportunities provided by the school or establish their own WBL option. This course may be repeated for credit.

### **Challenging a Course**

High school students may be granted credit, subject to approval by the principal, by completing the end of course examination which covers the content included in the specified school course. The end of course examination must be passed with at least 75% mastery. (See [Policy 622 - Credit by Examination](#).) If enrolled in the course, the student must challenge within the first five school days of the trimester. The student will receive a passing grade only.

### **Class Changes/Withdrawal**

Class changes, meeting the criteria below, will only be made on or before the first three school days of the trimester. After that, any class changes or drops will result in a grade of Withdraw/Fail (W/F) and be factored into the student's GPA. All changes require counselor, administrator, and parent approval. When appropriate, teacher input may be required. Class changes will be made only if one of the following is applicable:

- improper placement
- class failure
- earned credit online over the summer

- has not met the prerequisite
- incomplete schedule/missing classes
- remediation course required
- student is at a credit deficit
- a change is needed to meet graduation requirements
- the student is requesting an IDLA or online class (W/F)
- extenuating circumstances at the discretion of administration.

### **Credit Recovery**

Students who fail a class required for graduation will be required to repeat the class the next trimester/year or be required to enroll in a credit recovery class, at a potential cost to the student. Students who fail a class not required for graduation may qualify for credit recovery if that course is offered. Students completing credit recovery classes must follow the identified procedures for the credit recovery program (i.e. proctored exams, minimum performance/grade standard, course completion dates, etc.). Completed credit recovery courses are transcribed as a Pass (P) on the transcript. See more details about the credit recovery process in the procedure attached to Board [Policy 684 - Grading and Reporting](#).

### **High School Grade Placement**

To move to the next grade level, a high school student must successfully complete the following credits for placement: 10th = 11 credits (earned at the high school), 11th = 25 credits, 12th = 39 credits. **Credit deficient students may stay at grade level and will be required to maintain a full schedule.**

### **Graduation**

#### *Graduation Status*

**Seniors who are not on track to graduate three weeks before graduation will not participate in the commencement ceremony.**

Students who are not on track to graduate by the end of second trimester in their senior year will be notified of this risk and will have until three weeks before graduation to get back on track. Failure to do so will result in not participating in the commencement ceremony.

Students who are unable to participate in the commencement ceremony can still earn their diploma by completing the graduation requirements by the end of summer.



#### *Graduation Requirements*

Graduation requirements vary slightly from school to school and can be found in the School Handbook and in [Board Policy 610 - High School Graduation Requirements](#).

### *Early Graduation*

Students who desire to pursue college or career technical education programs and who meet the eligibility requirements as described by [Idaho Code §33-6104](#) are eligible to graduate early. See Board [Policy 616 - Early Graduation](#) for details.

## **Withdrawal from School**

If it becomes necessary for a student to withdraw from school, a checkout sheet must be obtained from the guidance office in secondary or the school office in elementary. The sheet must be completed and returned for clearance. The student is expected to return all books and electronics, obtain all signatures for fee amounts and grades, and pay all fees.

## **Parent Involvement**

### **Parent/Teacher Conferences**

*Conferences provide an excellent opportunity for parents and teachers to communicate. We ask parents to make every effort to attend these specially planned parent meetings. Parents are encouraged to call a teacher if they feel a conference is needed at any other time.*

Parent/Teacher conferences are held during the first and second trimesters to discuss each student's progress. Only end-of-trimester grades are recorded on the permanent records. Final report cards will be sent home at the end of the school year. Parents can request a hard copy of their student's report card through the school office.

Parents and guardians of children enrolled in Blaine County School District have certain rights, as specified in [Policy 639 - Parental Rights in Education](#)

### **Accessing Grades**

*Parents are highly encouraged to access daily "real time" grade reports, attendance and discipline records, and the student's personal information by signing up for the learning management system and parent portal, [PowerSchool](#).*

You may contact the school office to get your PowerSchool ID and password. More information is available by calling the school office.

## **Volunteers**

Volunteers and chaperones serve as good role models to our students while providing them with support, care, and supervision. Being a good role model includes valuing education, embracing diversity, and supporting a safe school community. We encourage all parents to become actively

involved in their child's school and education. If you would like to volunteer in the classroom, please contact your child's teacher to arrange a schedule or inquire about opportunities for you to be involved.

### **Background Checks**

*Our first commitment is to the safety of our students. We are required to conduct background checks (which includes fingerprinting) for all volunteers and chaperones, including parents, if working alone with a student without the supervision of a BCSD employee. The paperwork and volunteer handbooks can be found in [Policy 576.10 - Volunteers and Chaperones](#) or by asking the school secretary. After the necessary paperwork is complete, volunteers will be given a badge. This process can take up to two weeks for final approval, so please plan accordingly.*

### Possible Volunteer Opportunities

- Reading stories to students
- Assisting with supervising on the playground or with the loading and unloading of buses
- Helping in learning centers, computer labs, libraries, cafeterias, and offices
- Presenting on special topics within your area of expertise or providing exhibits
- Helping set up science experiments and other labs
- Acting as a host for a school function or organizing special projects
- Assisting with field trips
- Tutoring or mentoring students

### **Parent Teacher Organizations**

*Each school has a parent/teacher organization that helps the school and classrooms organize events, purchase materials, and find fundraising opportunities. They also help plan special activities to engage our school community. These groups are made up of caring parents who support the social and emotional health of our schools. For more information as to how you can get involved, please call the school office and we will put you in contact with the current president of your school's parent/teacher organization.*

### **School Records**

Parents have a right to inspect school records. Please contact the counselor for an appointment. Transcript requests, requests for copies of vital documents, or official letters of school attendance require a 24-hour notification period.



At the age of 18, individuals with or without disabilities are legally responsible for making decisions for themselves. However, if a student lacks the ability to provide informed consent, a parent or other interested person may wish to explore options to assist that individual with making decisions.

However, although the rights under FERPA have now been transferred to the student, a school may disclose information from an "eligible student's" education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant.

If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. (See [34 Code of Federal Regulations Part 99.31\(a\)\(8\)](#)). Please ask the school principal for more information about student records, educational rights, guardianship, conservatorship, and power of attorney.

### **Submit an Accolade**

*The Board welcomes notes of appreciation for staff members, students, coaches and volunteers and has provided an [online form](#) to submit accolade nominations. Alternatively, you may email the Board clerk at [clerk@blaineschools.org](mailto:clerk@blaineschools.org) with nomination information. Accolades are shared by the Board on social media and the District website.*



# STUDENT CONDUCT

## Expectations

### Philosophy

All students have the right to learn. All teachers have the right to teach. [Policy 540 - Student Conduct Code](#) is based on this philosophy.



### Positive Behavior

We believe in a positive behavior approach. Recognizing positive student behaviors and meeting or exceeding expectations is emphasized, and we do our very best to honor the appropriate choices students make in maintaining healthy relationships and behaving appropriately at school.

### Items to Leave at Home

Certain items are not beneficial to student learning and hinder the successful operation of a classroom. Game cards, electronic games, toys, trading cards, stuffed animals, blankets or other distractible objects are not to be brought to school. Please be aware of what your child is putting in their pockets and backpack and help them make the right decision as to what is appropriate and not appropriate to bring to school. Items that are not allowed are subject to confiscation by a staff member. See [Policy 518 - Electronic Communication Devices](#) for more details.

No weapons of any kind are allowed on school premises, including all toys that resemble such: knives, swords, guns, water guns, lasers, bombs, etc. This includes costumes during Halloween or other celebrations. See [Policy 541 - Prohibition of Weapons](#) for more details.

## Concerns at School and Solving Problems

*We want students to feel safe at school and for parents to feel that their children are safe at school. We value open communication between home and school so that we can address challenges and answer your concerns. We highly encourage parents to stay actively engaged, as your input is critical when solving problems.*

Do not hesitate to contact your child's teacher with questions or concerns regarding classroom dynamics. If you feel your concerns were not addressed appropriately, please contact the principal to assist further in problem solving the situation and coming to a workable solution.

Please do your best to communicate concerns to the office or classroom teacher in a timely fashion. Asking children to reflect on events that happened a few days before, or the prior week, often results in facts or details becoming blurred.

If a child is hurt at school, barring the normal daily playground bumps and skinned knees, parents or guardians will be immediately notified and given the option of how to proceed. They may decide to come in and check on the child to assess the injury, provide a reassuring parental loving hug, check them out of school to rest for the day, or even take them to the doctor just to be sure nothing is broken.

### **Academic Honesty**

*Students are expected to do their own work and no one else's. Cheating in school deprives everyone involved of the full benefits of education.*

Examples of cheating or plagiarism include, but are not limited to:

- Allowing others to do the research and/or writing of an assignment, including use of the services of a commercial academic paper company
- Communicating exam answers with other students during an examination
- Copying from others during an examination
- Offering another person's or artificial intelligence's (AI) work as one's own, in whole or in part
- Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor
- Taking an examination for another student or having someone take an examination for oneself
- Tampering with an examination after it has been corrected, then returning it for more credit.
- Using a cell phone/electronic device during testing or to look up answers
- Using copied Internet-based materials without citing the source
- Using unauthorized materials, prepared answers, written notes, or concealed or unauthorized information during an examination.

Students who engage in academic dishonesty will be subject to Board [Policy 685 - Academic Adjustments](#). Repeated occurrences of cheating could result in the loss of assignment or class credit. In the event a student engages in academic dishonesty on a summative assessment, the student will complete the alternative assessment.

A student who takes the liberty of having someone call in posing as their guardian, or forges a faculty member's, a parent's, or another person's signature will receive disciplinary consequences and the parent or guardian will be contacted.

## Open vs. Closed Campus

To keep our students in a supervised, safe, and orderly environment, the Board has established a "closed campus" at all elementary, middle, and junior high schools as described in [Policy 529 - Open/Closed Campus](#). Once students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parent/guardian and/or received permission from the school office to leave campus during school hours for a specific purpose. Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action.

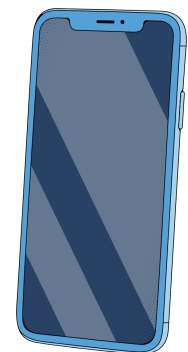
"Open Campus" is a privilege available to high school students in good standing. Open Campus is an incentive-based program aimed to encourage increased student achievement while offering a learning environment that provides students freedom with respect and responsibility. Students with Open Campus privileges may leave campus when they do not have a class or other academic obligation.

Parents will assume the responsibility for their child during their time off campus. Students are expected to be present and on time for class and all academic obligations. Students are to conduct themselves as good citizens and comply with the student code of conduct when off campus. Students' privileges may be revoked, as described in the procedures, for failing to follow, being accessory to, or having knowledge of a student who breaks the Open/closed Campus rules without reporting the violation.

## Use of Electronics

### Phone Use

The use of cell phones at school is not allowed. Board [Policy 518 - Electronic Communication Devices](#) explains the District policy around the use of personal electronic communication devices, which includes cell phones, smart phones, Airpods, headphones, smartwatches, personal digital assistants, earbuds, headphones, video recording devices, iPods, iPads, laptop or tablet computers, etc. Personal electronic communication devices must be turned off, out of sight, and stored not on the student's person while on school campus for the duration of the school day. The only exception is that high school students may use them during their lunch period.



Parents who need to communicate with their child in the case of an emergency should call the school office and explain to school personnel the nature of their emergency. School personnel can then communicate, as appropriate, with the student impacted by the emergency.

District personnel will confiscate any personal electronic device that is not turned off or stored properly and send it to the school office. It can be picked up at the school office by the parent or guardian after the end of the school day. Repeated offenses within the same school year will result in the confiscation of the phone, to be returned only to the parent after a meeting with the parent and student and appropriate disciplinary action is determined.

### Internet Use Guidelines

- ❖ **Respect Oneself** - Users will select appropriate online names and carefully consider the information and images they post online.
- ❖ **Respect Others** - Users will not use technologies to bully, tease, or harass other people.
- ❖ **Protect Oneself and Others** - Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- ❖ **Respect Intellectual Property** - Users will cite all use of websites, books, media, AI, etc.
- ❖ **Protect Intellectual Property** - Users will request to use the software and media others produce, as required by copyright laws.

### Lost Devices

The District is not responsible for lost or stolen technology devices that students bring to school and will not be responsible for recovering or replacing these items.

### Network Responsible Use Agreement

Each student and parent/guardian will be required to sign a [Network Responsible Use Agreement](#) (RUA). The RUA outlines the acceptable use of the school internet and computers. As responsible digital citizens, users are expected to follow the rules of the RUA. Failure to do so will be cause for loss of computer privileges, discipline, suspension, and/or expulsion. Infractions that include unauthorized entry or altering of the District, school, or student information systems may be cause for referral to law enforcement for prosecution under the Computer Crimes Statutes of the State of Idaho and referral to the Board for Expulsion. The Responsible Network Agreement includes monitoring of district device usage activity.

### Electronic Use Policy During Testing

The District has adapted the following from the College Board's current SAT test administration policy. It applies to all testing: "The use of phones or other prohibited electronic devices (including smartwatches, fitness trackers, or ear buds) at any time during a testing period is prohibited. If a student has a phone, handheld computer, or any other personal electronic device in their possession, as usual they will need to completely power it off and put it away in their backpack. If a student uses any prohibited device at any time during a testing period, their test will be invalid and subject to disciplinary action."

## Social Media

The district or school's use of social media is meant to help build our brand and identity, promote our schools, students, clubs, and teams, and help build networks and connections.

Student use of social media can have a disruptive impact on learning and is prohibited during school hours under the same guidelines as the district's cell phone policy. Examples of socially media use that is specifically prohibited include, but are not limited to:

- Sexually explicit, profane, lewd, indecent, or defamatory language.
- Derogatory language regarding school personnel or other students.
- The TikTok application on all school or district-issued devices.
- Comments or images designed to harass or bully students or school personnel.
- Nude, sexually oriented, or indecent photos or images as well as altered pictures.

## Responsible Behavior

### Learning from Mistakes

*When children make a mistake, we will help them understand why the choice they made was inappropriate and provide them with the opportunity to make the correct one. If they make a poor choice, they will be removed from the situation and allowed to problem solve with a staff member.*

When children see or experience behavior that makes them or other students feel unsafe, they should immediately contact a classroom teacher, school social worker, principal, or other staff member. When a threat occurs, regardless of form or intent, the District will initiate the Threat Assessment Procedure, as explained in Board [Policy 550 - Assault and Battery](#).



For any major infractions, the principal or school social worker will handle the situation according to building procedures, and parents will be notified. The following types of misconduct may result in disciplinary action, including suspension, alternative placement, or expulsion.

### Discipline

*The Blaine County School District is committed to creating and maintaining school environments in which the emotional and physical safety of students, staff, parents and others is a top priority.*

*Physical, verbal and emotional abuse of any kind is not tolerated and schools cannot ignore any threat of violence.*

- 1. Bullying or Harassment** – A student shall not physically or verbally intimidate or harm another student. Students may not follow other students home for the purpose of bullying or harassment. Students who bully or harass other students in the Blaine County School District may face disciplinary action as outlined in Board [Policy 506.5 - Bullying, Intimidation, and Harassment](#) and/or law enforcement may be notified.  
  
Cyberbullying, whether at school or at home, is a criminal act. A student shall not use technology (i.e., email, blogs, personal web pages, social media, or text messages) to intimidate, slander, demean, bully, harass, or threaten another student.
- 2. Sexual harassment** - Sexual harassment of any student or school personnel is a violation of Board [Policy 296 - Title IX](#). Sexual harassment is unwelcome sexual behavior that makes someone feel uncomfortable or unsafe, and it can significantly interfere with learning. Persons who engage in sexual harassment will be subject to the penalties dictated by state and federal law and Board [Policy 506.5 - Bullying, Intimidation, and Harassment](#). Harassment includes deep fake images generated by AI.
- 3. Cheating or Plagiarism** – Cheating or plagiarism may have behavioral consequences. (see [Academic Honesty](#)).
- 4. Damage, theft or destruction of school property or personal property** – A student shall not cause or attempt to cause damage to school or personal property or steal or attempt to steal school or personal property. Students who damage property accidentally are responsible for paying for the damage. Damage of a malicious nature will be considered vandalism and must be repaired or replaced at the expense of the student at fault or his/her parent. Appropriate disciplinary action will also be taken.
- 5. Disruption of school** – Any disruption of a school function is forbidden. Behavior on school grounds shall be safe and orderly. Students may lose class privileges if their behavior is deemed unsafe.
- 6. Illegal or Controlled Substances** – A student shall not possess, use, distribute or be under the influence of any illegal, controlled or abused substance (please refer to school handbook procedures). Students shall not possess drug paraphernalia on school property (including other schools), off school property during any school activity, or on school buses or at bus stops.
- 7. Threats or Physical Violence** – Idaho Law forbids any person from making a threat towards a school, a student or students, or staff. If a community member or student makes a threat against the school or any members of the school community, they may be charged with a misdemeanor or a felony as aligned with the law. A student shall not fight with or intentionally do serious bodily injury to any person on campus or off campus (on the way to

or from school). Any student engaging in physical violence with the intent to harm or make threats of harm will be subject to an automatic suspension, possible schedule changes to ensure limited contact with the victim or mutual combatant, and/or may be recommended for expulsion.

8. **Possession of Weapons or Dangerous Instruments** - As per Board [Policy 541 - Prohibition of Weapons](#), student shall not knowingly possess, handle, or transmit any object that can be reasonably considered a weapon, an explosive device, or objects such as laser pens, matches, lighters, leatherman tools, pocket or pen knives on any school property, at a school bus stop, or on a school bus nor at any school activity, function, or event on or off the school property.

## Search and Seizure

Students have a right to be protected from unreasonable searches by school officials. There must be reasonable cause to believe that prohibited articles are contained on school property before school officials undertake a search. See Board [Policy 542 - Searches by School Officials](#) for details. In the event of a search and seizure:

1. The search of school property assigned to the student (locker, desk, etc.) shall be conducted in an appropriate manner, in private and witnessed by another adult.
2. School officials may search a student's person or possessions (backpack, purse, etc.) under reasonable suspicion that the student may possess illegal materials or evidence of a crime or violation of District policy.
3. Illegal items, which present a reasonable threat to the safety and security of others, may be taken into custody by school authorities.

## Other Student Conduct

### Student Dress Code

*Students are expected to dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process.*

### Dress Code Guidelines

- As described in more detail in [Board Policy 517 - Student Dress Code](#), students are prohibited from wearing or carrying, clothing, accessories or jewelry, or displaying piercings or tattoos, which, by picture, symbol, or word, depict or allude to drug usage, including alcohol and tobacco, violence, sexually explicit material or illegal acts.

- Students are prohibited from wearing clothing which reveals a student's breasts, abdomen, or buttocks.
- Students are prohibited from wearing head coverings in school buildings during class hours, unless specifically authorized by the building administrator. Head coverings based on religious dress and practices are allowed.
- Students are required to wear shoes or other footwear in school buildings, unless the building administrator indicates otherwise.

Elementary schools hold outside recesses nearly every day and the playground can be cold or muddy. Children need to wear boots and snow pants on the playground in the winter. Please try to label all clothes and check that zippers and buttons work properly. If possible, try to arrange for an extra pair of old footwear to be left at school in case feet get wet.

### **Public Displays of Affection**

Students are expected to refrain from unacceptable public displays of affection in school, on school grounds, on school buses, or at any District-sponsored event. Examples include, but are not limited to, prolonged embracing and/or kissing or any touching of a sexual nature. Unacceptable public displays of affection in school are in poor taste, are disruptive to the educational environment, and may violate sexual harassment laws. Students who violate this policy will be subject to disciplinary action.

### **Inappropriate Language**

Students are expected to use school-appropriate language at school, on the bus, and on school grounds. Inappropriate language, including swear words and demeaning language, will not be tolerated in any form, whether written, spoken, or gestured. Every staff member has the right to regulate the language used.

### **Hall Passes**

Each school's goal is to focus on classroom instruction and limit the time students spend in the hallway or outside of class. Students in the hall will be required to have an approved hall pass from their teacher's classroom.

### **Restrooms**

Students are encouraged to use the restroom before and after class whenever possible and to help keep the restrooms clean. Students feeling sick should report to the office as soon as possible rather than stay in the restroom.

### **Assemblies**

Attendance at all assemblies is mandatory and students are asked to be courteous and quiet during all assembly programs. Failure to attend school assemblies will be considered a truancy.





### **Snowball or Water Balloon Throwing**

Snowballs and water balloons should never be thrown in the school building or on school grounds. The only exception is if the principal has provided prior permission to throw water balloons outdoors for special occasions.

## TRANSPORTATION

### Bus Service

*The transportation department aims to provide safe and timely transportation for students residing in Blaine County. Parents can sign up for the My Ride K-12 App for secure access to student routing information, current bus location, and planned bus paths. For more information, go to Departments > [Transportation](#) on the district website.*

The board may transport students living less than 1½ miles from their attended school when, in its judgment, the age, health, or safety of the student warrants such transportation. The board acknowledges that students who reside within 1½ miles of the nearest appropriate school of attendance may encounter some hazards while walking to and from school. If the hazard(s) encountered as a pedestrian are determined to be so severe that the student is not safe, the board will seek approval from the state department of education to provide transportation for the student (see Board [Policy 726 - Safety Bussing](#)).



If your child misses the bus after school, they must report to the school office to arrange for alternative transportation. Use the My Ride K-12 app or contact the school office for current bus schedules. If your address has changed, or for more information about school transportation, call the transportation department directly (see [Contact Information](#)).

### Common Expectations for Bus Behavior

Students are expected to follow acceptable behaviors while waiting for or riding on the bus, as described in Board [Policy 730 - Student Bus Conduct](#). Transportation will incorporate a Positive Behavior Systems (PBIS) approach to conduct expectations. All buses are video monitored. Anything that distracts the driver endangers the lives of other bus riders. Our goal is to reduce the number of safety hazards so that your student will be able to ride the bus in the safest environment possible. All students have the responsibility to help maintain a safe transportation system and are expected to follow the bus behavior guidelines:

- Maintain a safe environment on the bus:
  - Board the bus, take your assigned seat, and stay seated
  - Keep hands and feet to yourself
  - Keep all hands, feet, and objects inside the bus.
- Follow the direction of the bus driver at all times:

- Treat the bus driver and passengers with the same respect you would treat your teacher and classmates.
- All school rules apply to riding the bus, including:
  - No eating on the bus (this could cause other students to have an allergic reaction)
  - Drink water only
  - Use appropriate language
  - Use earbuds or headphones if using a device that makes noise
  - Personal items beyond normal school supplies will be restricted.

Student misbehavior on the bus may be reported to the building principal. The principal or designee will seek to impress upon the student the need for improvement in bus conduct and may utilize various consequences for initial misbehavior on the bus including, but not limited to, a warning, an in-school suspension and/or a conference with the student, parent/guardian and bus driver. Persistent or serious violations of bus conduct procedures may result in the suspension of the student's transportation privileges.

## **Bicycles, Rollerblades, Skateboards, Scooters, Wheeled Shoes**

We encourage students to walk and ride to school with safety. Students may use their bicycles, rollerblades, scooters, skateboards or wheeled shoes to get to and from school, but are not to use them during the school day on school grounds or at any school-sponsored event. We strongly encourage students to wear helmets when riding to school. Bicycles need to be parked in one of the bike racks located by the playground. The school will not be responsible for lost, stolen, or damaged items.

If a student rides a bicycle or skateboard to school and then opts to ride the school bus home, the bicycle or skateboard will not be allowed on the bus.

## **Mountain Rides**

Mountain Rides provides free transportation to all Blaine County School District students and staff. For a detailed schedule showing all of the bus stops, please call Mountain Rides at (208) 788-7433 or visit [www.mountainrides.org](http://www.mountainrides.org) for more information.

We appreciate parents who arrange daily student transportation and after school plans prior to the start of the school day. Last minute changes are difficult for school staff to handle for the following reasons:

1. We run the risk that the message to the student regarding a change of plans will not be delivered in a timely manner.

2. We cannot always verify the source of the message.
3. Students can become confused or upset when receiving multiple contradicting messages and unsure what to do.

If you have a last-minute change, we will do all we can to accommodate you and your child. Please call in the change to the school office by 1:30 p.m.

## HEALTH & SAFETY

### Emergency Contact Information

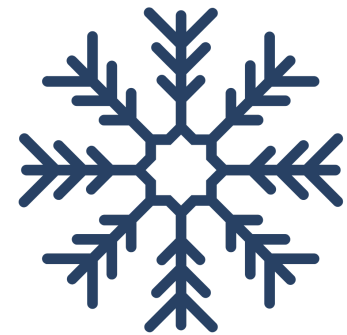
*Emergency contact information is kept in PowerSchool. It is critical that parents and guardians update this information at the beginning of each school year and whenever there are changes. At least two contacts must be listed. Schools will use this information to reach parents or guardians in case of an emergency.*

### School Closures

School may be closed, have a 2-hour delayed start, or students may be dismissed early due to inclement weather or other emergencies.

In the event school needs to be delayed or canceled, we will:

- Send a message through the District messaging system to all parents and staff.
- Post information on the District website home page, [blaineschools.org](http://blaineschools.org), and create a pop-up message on the website.
- Post on Facebook.



A delayed start will be broadcast beginning at 6:00 a.m. and the final decision whether to close school will be made by 7:45 a.m. Please do not call the school relating to closures, as we need to keep our phone lines open for emergency use. Additional information about emergency procedures can be found on the District website in Our District > [School Closure Information](#).

### District Messaging System

*School closure and other emergency announcements are made through our District messaging system. Make sure your contact information is always current in PowerSchool so that you can receive notifications. If you need help doing this, contact the school secretary. We will only use the messaging system to notify parents and staff if and when we have a delay or closure. It is important to listen to/read the entire message.*

### Emergency Drills

Emergency drills are required by law at regular intervals, and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and follows the guidelines of the specific drill. Evacuation routes are posted in each room. Students are expected

to participate appropriately in the drill until a signal is given to return to the building. Any student who disrupts a drill may face disciplinary action.

False alarms are illegal, and anyone who is responsible for one will be disciplined and referred to law enforcement for prosecution.

## Gaggle

### SpeakUp for Safety

*The Blaine County School District and Gaggle have partnered to keep students and schools safe by providing a simple way to easily and confidentially report threats of violence, bullying, peers in crisis, and other imminent threats via the SpeakUp for Safety tip line:*

*SpeakUp for Safety Email Address (not anonymous): [speakup@bcسد61.org](mailto:speakup@bcسد61.org)*

*SpeakUp for Safety Phone (anonymous), text or call: 208-725-3211*

Gaggle is a software used by BCSD to monitor student activity on school-issued devices during the school day. It scans emails, documents, and other online activity for signs of potential harm to the student or others. This could include bullying, self-harm, or threats of violence.

Trained Gaggle safety representatives evaluate SpeakUp for Safety tips 24/7/365. During the school day, they send an email regarding non-life threatening issues to designated school or District staff members. In more serious situations, District-appointed contacts are notified immediately. In the most imminent cases, Gaggle will contact law enforcement to intervene if unable to notify a District-appointed contact. False reporting will be handled through District policies. A collection of Gaggle activity outside of the school day is sent to District-appointed contacts at 8am each day.

The Gaggle SpeakUp for Safety tip line integrates directly with G Suite for Education from Google, to which students already have access on a daily basis. There's no need for students to download a mobile app or remember a phone number—SpeakUp for Safety's instant replies include a phone number students can use for text messages or phone calls.

## Student Health

### Emergency Care

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. School personnel will give emergency care to sick and injured children. If a child becomes ill or is injured during school hours, the parents or guardian will be called to pick up the child. If a child sustains a serious injury during school hours, 911 will be called



immediately, in addition to parents or guardians. If parents or guardians cannot be reached, the child will be transported to the nearest hospital emergency room.

The District does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of parents and guardians. The District carries only legal liability insurance. Parents can purchase affordable K-12 Voluntary Student Accident Coverage through [K&K Insurance](#).

### Illness

*Please keep sick children at home. Students recover more quickly when rested and cared for. Exposing other students and staff only increases the total school days lost to illness. See [Excused Absences](#) and [Making Up Missed Schoolwork](#).*

## Social and Emotional Support

We have licensed social workers and counselors throughout the District who provide social and emotional support services to students and families as it relates to students' educational success. Our social workers run support groups, work individually with children and families, and use a curriculum called In Focus to provide students in their classrooms with lessons that promote and support healthy and successful relationships. Social workers can also help network with our many community resources to fully support students.

Students are referred to the school social worker or a counselor when they show signs of social or emotional difficulties that interfere with their adjustment and academic achievement at school. Social workers or counselors can be reached by calling the school office.

### Missing Recess

When at school, a child is expected to participate in all activities, including recess. If a child must stay in for recess, a note must be sent from home, and the student will be sent to the office during the recess break. If a child is expected to stay in from recess for longer than three days, a physician's excuse must be sent.

## Medication

### Medical Release Form

*It is the parent's/guardian's responsibility to inform the school of any on-going health concerns which need special attention or medication. Students who need to take a prescription medication during school hours may do so only with parent and provider permission and a completed form. Some over the counter medications will be available at school. They will only be administered after verbal or written consent from the parent. Medication must come to school in the original container with the label identifying the medication and dosage.*

*No medication of any kind will be given to a student when it is in an envelope, baggie, kleenex, Tupperware, or other unmarked or improperly labeled container.*

We encourage, when at all possible, medications be given at times other than at school. Parents/guardians may come to school and administer medications to their child as needed. Students with allergies, asthma, requiring access to an epi-pen, insulin or who receive medications regularly for health reasons will have a health plan established by the school nurse. Please contact the school secretary directly. It is the desire of the school to work in cooperation with parents and guardians should the need arise for students to take medications at school.

Unless otherwise noted, medication will be stored in the office and administered by the school nurse per Board [Policy 561 - Administering Medications](#). Over-the-counter medications such as Tylenol, Ibuprofen, Tums, and Benadryl can be dispensed with parent permission via phone or email.

If a child needs medication due to an illness or surgery, parents must fill out a [Physician's Order and Non-Prescription Medications Given in School](#) form. This form must be signed by the prescribing physician prior to any medications being administered. Forms can be picked up at the school office.

## Nut Allergies

*Please be aware that several students in our schools have SEVERE nut allergies. We ask for your cooperation in not sending nuts or nut products to school for snacks, lunches, classroom parties, or bake sales. Please be alert to any notices teachers may send home.*

## School Nurses

All schools have a registered nurse available. The school nurse provides medical support services to students and families as it relates to educational success. Students are referred to the school nurse as medical concerns arise when they show signs of illness, chronic concerns, or other medical needs. In addition, the school nurse will supervise the administration of medications and continued care. Please contact the school nurse for further information.

## School Meals

Nutrition is very important to a student's overall growth and performance at school, as detailed in Board [Policy 569 - Student Wellness](#). Our school meals program is administered by Chartwells. We offer breakfast and lunch each school day. All students should bring a healthy morning snack.



You can find menus and nutritional information on the Nutrislice app or from the Menu link on the school homepage. The District website also has links to menus and nutritional information under Departments > [Food Services](#).

Current prices for meals may be found on the District website under Departments > Food Services > [School Meals](#). Children who wish to bring their own lunch may do so. Milk is available to purchase. The first breakfast and first lunch a student receives is charged at the student rate. If a student has a second meal, the meal is charged at the full price. A la carte items may be available and are individually priced. Please discuss the option to have a la carte items and second meals with your student.

Elementary parents are welcome to join their child for lunch at school. Confirm your child's lunch schedule with the school office if you are interested in eating at school with your child.

### Free and Reduced Cost Meals

*Free and reduced cost meals are available to families who qualify. A School Meal Application is available at school, the District Office in Hailey, or online at <http://blaineschools.schoollunchapp.com>.*

***A new application needs to be submitted each school year.***

### Payment

A meal (or lunch) account is set up in each student's name. Money can be added to a student's account with cash, check, debit card, or credit card. It is the responsibility of the parent/guardian to monitor the student's account in [PowerSchool](#) and to maintain a positive balance (see Board [Policy 771 - Student Nutrition Accounts](#)).

Deposit and payment methods include:

1. Debit card, credit card or e-check online from [PowerSchool](#) (log in from a web browser)
2. Bring cash or check\* to school
3. Cash, check\*, or credit card are accepted at the District Office – 118 W Bullion, Hailey

\* Checks should be made out to "BCSD School Lunch" and should have the student's name in the memo.

Account balance and meal transactions can be viewed in PowerSchool > Balances. For assistance with [PowerSchool](#), contact the school office.



## Gender Inclusion

The District has developed a Gender Inclusion Policy to ensure safety for all students. Please refer to Board [Policy 519.5 - Gender Inclusion Policy](#) for more information.

# ATHLETICS & OTHER EXTRACURRICULAR ACTIVITIES

## Extracurricular Activities

***Participation in athletics and other extracurricular activities is a privilege, not a right. Extracurricular activities give students opportunities for learning that cannot be duplicated in a regular classroom. Not only is it fun to participate, but being part of a team instills a sense of pride and being a part of something. Participation in athletics and other extra-curricular activities has been shown to improve grades, test scores, attendance in school, and self-confidence.***

The purpose and objectives of interscholastic athletic and activities programs are the development and maintenance of individual health and vigor, perfection of playing skills, enjoyment of competitive play, development of sportsmanship and citizenship, and contribution to school and community spirit and morale. Students participating in the interscholastic athletic or activities programs commit themselves to the following personal goals:



- a primary focus on academic development and attendance;
- avoidance of any action which would bring embarrassment or disrepute to themselves or their team;
- the development of desirable personal health standards (which includes the abstinence from tobacco of any kind, alcoholic beverages, and illegal drugs and substances);
- development of skills; and
- the growth of a competitive philosophy which includes sportsmanship and a consistent awareness of school and community pride.

Students must attend school for more than half of their academic school day to participate in extracurricular practices, competitions, or other after-school activities. Information about athletics and schedules are posted on the Athletics tab of the school website. Questions regarding athletics should be directed to the school athletic director.

If an absence is due to a doctor's appointment or illness, the student is required to provide the school athletic director with a note of clearance from the doctor before the competition or practice is permitted.

The players on each team will be governed, at a minimum, by the following Athletic and Activities Department rules. Each head coach may establish additional, individual rules for their specific

activity such as a curfew on overnight stays, attendance at practice sessions, personal conduct, and personal appearance.

### **Athletic and Activity Department Code of Conduct**

*The Athletic and Activity Department Code of Conduct is in effect from the moment a student and parent/guardian sign the document through the student's graduation date. These rules are also in effect year-round, when school is in or out of session including summer, holidays, spring breaks, and weekends. Students involved in athletics and/or activities, and their parents/guardians, will re-sign the Athletic and Activity Department Rules of Training and Conduct each school year.*

Student leaders, which include student body officers, class officers, cheerleaders, and those students participating in extracurricular activities, are expected to set a positive example for the student body.

### **Eligibility**

Student athletes are required to meet standards to be eligible for participation (see Board Policy 540 - Student Conduct Code. Students involved in IHSAA activities or athletics are subject to weekly grade checks during the activity season.

### **Required Paperwork**

Students will not be able to participate in practice or games until all of the following paperwork has been completed:

- School Year Athletic Forms
- Student and Parent/Guardian Agreement
- Athletic Emergency Contact Form
- [Athletic and Activity Department Code of Conduct](#) - This form only needs to be done once per year.
- [Interim Health Questionnaire](#) - Complete this form instead of a physical if you have a valid physical on file.
- Proof of health insurance
- [Health Examination and Consent Form](#) - This form must be completed within the last two years and must be on file with the school office. Freshmen must also have a new form completed after May 1 of their 8th grade year.
- Students who participate in a school sport MUST buy a [Student Activity Card](#).

## Insurance

The District requires each student athlete to be covered by insurance. The parent/guardian accepts the responsibility of maintaining an insurance program for their student athlete and will assume full responsibility for all medical expenses incurred by them in the event of injury. Independent company insurance information is available by contacting the school's athletic and activity director for more information.

## Physical Education Credit

Wood River High School and Carey School require two Physical Education (PE) credits as a graduation requirement. Student athletes may satisfy a maximum of one of the required two PE credits by participating in IHSAA sporting activities that include Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, Softball, Soccer, Swimming, Tennis, Track, Volleyball, and Wrestling. One-half (1/2) PE credit will be issued after the completion of each sport season if the student meets both of the following minimum criteria:

1. Athlete completes the entire sport season, is in good standing, and receives a Freshman, Junior Varsity or Varsity Certificate; and
2. Athlete does not miss more than 5 scheduled events, including scheduled practices and formal competitions.

## Student Activity Card

To participate in any extracurricular activity governed by IHSAA, the purchase of an activity card is required to support the program. Student activity cards will be sold during activity registration. The card entitles a student to free admission to all regular season home athletic events, and in most cases, discounts at away athletic events (excluding tournaments).

Activity fees will be charged to student accounts. Scholarships are available if needed. Ask the [Finance Department](#) at the District Office or the student's counselor for more information.

## Parent/Fan Expectations

Parents and fans of youth sports are expected to understand and demonstrate acceptable sporting event behavior. Concerns about playing time, coaching strategies, or officiating should be discussed in a calm manner at appropriate times. Fans or parents who are disruptive, abusive, or confrontational during the season may be removed from the school grounds and the eligibility of the participating student may be revoked. Any parent violating good sportsmanship rules may be issued a letter of no trespass from school grounds for the remainder of the season or up to a full year.

## Activity Trips

Classes or clubs that sponsor an off-campus activity are required to use school transportation rather than private cars for transportation. (Any exceptions must be arranged through the District

[Transportation Department](#) well before the trip.) The class or club advisor will make the transportation arrangements. Students who are not part of the team or group are not allowed to ride the bus to the school activity.

Students who ride to an activity on a school bus are expected to return on the bus. If you want someone other than parents to give your child a ride to or from a District-sponsored event, you must fill out an Athletic & Activity Release and return it to the coach in advance of the event. Anyone on this form must be listed on your child's emergency contact list in [PowerSchool](#) prior to the student leaving on the trip. (Ask the coach for the form or the school office for assistance.)

### **Returning from Activity Trips**

*Students not returning on the bus will only be released to their parents, guardian, or the person who is on the Athletic & Activity Release AND listed under emergency contacts in [PowerSchool](#). The advisor/coach will bring a sign-out sheet that such persons are required to sign in order to take the student from the activity.*

### **Face Painting**

Per IHSAA rules, partial face painting is permitted such as small markings on the cheeks, nose, or forehead. Full and/or half face painting of athletes is not permitted, nor is covering the face or head with a mask or anything that obscures identification.

## OTHER POLICIES

### Finance

Fees and fines are managed by the [Finance Department](#), and monthly statements are sent to families as needed. Fees can include, but are not limited to, Chromebook repair, team travel expenses, Spirit Packs, parking permits, yearbooks, etc. Students who participate in any extracurricular activity governed by IHSAA must also purchase a [Student Activity Card](#), which supports the program.



### Outstanding Fees

All fees must be paid before students receive their yearbook. Seniors will not receive their diploma or transcripts, or participate in commencement, until all fees have been paid, per Board [Policy 610 - High School Graduation Requirements](#). Failure to properly check out will result in all outstanding books, Chromebooks and fees charged to student accounts. The District has the right to send any unpaid balances to collections.

### Facility Use

Fee schedules and regulations governing the use of District facilities are established by the Board and are available from the District Buildings and Grounds office. Groups or persons interested in scheduling the use of school facilities should call (208) 578-5460.

### School Day Interruptions

To alleviate interruptions that disrupt the educational process, items or notes dropped off in the school office may not be delivered to students. Please take extra care to make sure your children leave home each day with everything they need (lunches, homework, water bottles, athletic gear, after-school activity items, money, etc.). Students may use the office phone if they are ill or have an emergency.

If you need to contact a staff member, you may do so via email. The email prefix for almost all staff consists of their first initial followed by their last name. For example, John Doe's would be [jdoe@blaineschools.org](mailto:jdoe@blaineschools.org). Please do not text or contact students on their cell phones during school hours. Please assist your child in following Board [Policy 518 - Electronic Communication Devices](#) during the school day.

### Lost and Found

Clothing items that are found in the building or on the playground are gathered up and placed in the school's lost and found. Students should make a regular habit of checking the lost and found for items they may have misplaced. Other items that are found (money, jewelry, watches, trinkets, etc.) should be turned into the school office. Students and parents can check at the office to

identify and claim lost items. Lost items will be displayed during parent teacher conferences and school performances. Parents are encouraged to look through them to help identify and claim lost items. All unclaimed items will be donated to charity.

## Label Items

We encourage parents to label all coats, mittens/gloves, hats, backpacks, lunchboxes, and common items, like sports jerseys, and school sweatshirts with your child's name so they are not confused with other students'. It is not the teacher's or school's responsibility to keep track of students' personal belongings; it is up to the student and the parent to search the lost and found if students are unable to locate an item.

## Student Property

### Lockers

Secondary students are assigned a school locker at the beginning of the year. Lockers may be assigned systematically (i.e., alphabetically) or randomly. All students participating in physical education classes or athletics will be issued a lock to use on a gym locker.

School-issued locks are to remain on the locker at all times. **Students are not to tell anyone their combination.** Personal locks may NOT be used unless an administrator has approved the change and extra keys are provided to the school for emergency access. Any locker without a school-issued secure lock will be locked and the student will need to pay for the lost lock and be issued another lock to access their locker. Students are not allowed to trade locks or lockers at any time.



The District will not assume the responsibility for articles that are lost or stolen from lockers, rooms, or any other area around the school buildings. Students are responsible for the return of the lock at the end of the school year. If a lock is lost or damaged, the student will be charged a replacement fee.

The locks and lockers are the property of the District and are subject to inspection by authorized school personnel. Students are prohibited from storing weapons, drugs or other contraband or prohibited items in their lockers. Lockers are subject to random or periodic search by school officials, with or without notice, per [Board Policy 542 - Searches by School Officials](#).

### Vehicles

For the necessary protection of personal belongings, it is recommended that students lock their vehicles while on school property. The school will assume no responsibility for the security of any vehicle, or any vehicle-related incident, for vehicles parked on or off the school campus.



## Snacks, Treats, and Invitations

Children may bring treats for birthdays or other occasions if they have prior teacher approval. Please respect teacher requests regarding classroom treats. We would like to see a reduction in the high-sugar treats brought in for snacks, parties and birthday celebrations.

### Healthy Treats

*The District is committed to promoting healthy snack choices as detailed in [Board Policy 569 - Student Wellness](#). The guidelines for snacks shared at school specify that the primary ingredient should be whole grain, protein, vegetable, fruit or dairy. We prefer nutritious snacks such as fruits, vegetables, unsweetened juices, etc.*

*Please be aware that there may be students with specific food allergies; check with your child's teacher for appropriate treats.*

Distributing invitations to birthday parties or other events at school is not allowed unless all of the students from the child's class receive an invitation. This is to ensure that students do not feel left out if not invited. Staff members are not permitted to share student contact information.

## Pets

Pets are not allowed on school grounds during the school day unless prior arrangements are made with the student's teacher as part of a sharing experience. We ask our neighbors to respect the safety, health, and cleanliness of our playground.

## Driving and Parking Violations

Student drivers are expected to operate vehicles in a safe and prudent manner. Unnecessary and reckless driving on or near school property will result in the loss of student driving privileges. Students are expected to observe all traffic laws and the traffic flow in the parking lot.

The school reserves the right to remove vehicles at the student's expense, or to suspend the driver's parking privilege as a result of parking in restricted areas, including visitor, front office staff, and handicapped parking which are identified with appropriate markings. If the student has two driving or parking violations, the car may be booted or towed at the owner's expense, and/or the student's parking permit may be suspended. Students who park in a marked handicapped space are subject to the jurisdiction of the local police department and may be booted immediately.

Traffic accidents or events that result in damage to another vehicle are under the jurisdiction of the local police department.

Any student vehicles on school grounds may be subject to the following consequences for parking or driving violations not addressed by law enforcement: 1st Offense: \$25.00 fine, 2nd Offense: \$30.00 fine, 3rd Offense: \$30.00 fine and vehicle may be booted or towed.

## Public Comments

*The Board welcomes all public comments from staff, students and members of the community. Your input and feedback are a critical part of the District's decision-making process. To make it easier to provide public comment, the Board has created an [online form](#) to automatically send your comments to all Board members, the superintendent, and the assistant superintendent. Public comments are [published here](#) on the District website prior to the next regular board meeting. Additionally, verbal public comment is accepted at regular board meetings. See Board [Policy 262 - Citizen Attendance & Participation](#) for more information about providing written and verbal public comment.*