

# **DONNELLY ELEMENTARY SCHOOL HANDBOOK**

**2026-2027**



Home of the Dragons

“Work Hard, Play Hard”

## DAILY SCHEDULE

Grades K – 5

7:30 A.M.	FRONT DOORS OPEN
7:30 – 7:45 A.M.	STUDENTS IN A DESIGNATED LOCATION
7:40 A.M.	CAFETERIA
8:00 A.M.	SCHOOL BEGINS
8:10 A.M.	TARDY BELL
10:20 A.M.	RECESS
11:30 A.M.	LUNCH/RECESS
2:50 P.M.	DISMISSAL
3:15 P.M.	OFFICE CLOSES

TELEPHONE: 208-325-4433

FAX: 208-325-5030

PRE-SCHOOL: 208-630-5002

### DONNELLY ELEMENTARY SCHOOL STAFF

Tiim Thomas [tthomas@mdsd.org](mailto:tthomas@mdsd.org) - Superintendent  
David Pickard [dpickard@mdsd.org](mailto:dpickard@mdsd.org) – Principal/Curriculum Director  
Wendy Davenport [wdavenport@mdsd.org](mailto:wdavenport@mdsd.org) – Secretary

### GRADE LEVEL TEACHERS

Amanda Lloyd [alloyd@mdsd.org](mailto:alloyd@mdsd.org)  
Angel Hudson [ahudson@mdsd.org](mailto:ahudson@mdsd.org)  
Beth Heflin [bheflin@mdsd.org](mailto:bheflin@mdsd.org)  
Carmen Tatum [ctatum@mdsd.org](mailto:ctatum@mdsd.org)  
Jenny Dempsey [jdempsey@mdsd.org](mailto:jdempsey@mdsd.org)  
Mary Stegner [mstegner@mdsd.org](mailto:mstegner@mdsd.org)  
Virginia Herbst [vherbst@mdsd.org](mailto:vherbst@mdsd.org)

### CERTIFIED SUPPORT STAFF

Carissa Hill [chill@mdsd.org](mailto:chill@mdsd.org) – Resource Room Teacher  
Lisa Andresen [landresen@mdsd.org](mailto:landresen@mdsd.org) – Reading Teacher  
Kelly O’Connell [koconnell@mdsd.org](mailto:koconnell@mdsd.org) - PE  
Katie Morell [kmorell@mdsd.org](mailto:kmorell@mdsd.org) – Music

### CLASSIFIED SUPPORT STAFF

Ashlea Gray [agray@mdsd.org](mailto:agray@mdsd.org) – Head Chef  
Jennifer Jacobsen [jjacobsen@mdsd.org](mailto:jjacobsen@mdsd.org) – Library Assistant/Reading Aide  
Jessie Haws [jhaws@mdsd.org](mailto:jhaws@mdsd.org) – Special Education Aide  
Mary-Jo DePaoli [mdepaoli@mdsd.org](mailto:mdepaoli@mdsd.org) – ~~Special Education~~ Classroom Aide  
Mo Skidmore [miskidmore@mdsd.org](mailto:miskidmore@mdsd.org) – Reading Aide  
Christie Grob [cgrob@mdsd.org](mailto:cgrob@mdsd.org) – Food Service Director  
~~Deidre Hushman~~ [dhushman@mdsd.org](mailto:dhushman@mdsd.org) – Kindergarten Aide  
Warren McCoy [wmccoy@mdsd.org](mailto:wmccoy@mdsd.org) – Custodian

### DISTRICT SPECIAL PROGRAMS

Alisha Fletcher [afletcher@mdsd.org](mailto:afletcher@mdsd.org) – School District Nurse  
Andrew Cochrane [acochrane@mdsd.org](mailto:acochrane@mdsd.org) - Gifted and Talented Program  
Anna Kinney [akinney@mdsd.org](mailto:akinney@mdsd.org) – School District Nurse  
Annika Olson [aolson@mdsd.org](mailto:aolson@mdsd.org) – Speech Pathologist  
Bianca Imel [bimel@mdsd.org](mailto:bimel@mdsd.org)– Special Programs Secretary  
Kim Arrasmith [karrasmith@mdsd.org](mailto:karrasmith@mdsd.org) – Special Programs Director  
Sara Brodhecker [sbrodhecker@mdsd.org](mailto:sbrodhecker@mdsd.org) – Preschool Teacher  
~~Sara Covault~~ [scovault@mdsd.org](mailto:scovault@mdsd.org) - ELL/ESL Teacher  
Molly York [myork@mdsd.org](mailto:myork@mdsd.org) - ELL/ESL Teacher

# MCCALL-DONNELLY SCHOOL DISTRICT MISSION, VISION, AND BELIEF STATEMENTS

## Mission Statement:

Developing Lifelong Learners *Today*.

## Vision Statement:

Provide a safe environment which affords opportunities to:

- Explore, create, and achieve
- Be challenged
- Become independent
- Develop a sense of community, stewardship, and belonging

## Belief Statement:

The McCall-Donnelly School District (MDSD) believes public education provides a learning environment that is challenging, authentic, and current.

## Expectations of Students

Take Care of Yourself (We do our best.)

Take Care of Others (We are kind and respectful.)

Take Care of This Place (We keep our school clean and safe.)

Community meetings, morning announcements, and classroom discussions are utilized by our staff to teach and reteach school-wide expectations.

## Behavior Response to Intervention (RtI)

The following resources may be used to support staff in addressing behavior issues:

- ~~The Great Body Shop~~ **Studies Weekly Health**
- Practice, Activity, Choice, Enrichment (PACE)
- Zones of Regulation
- Gotcha Cards
- Counseling Department "Word of the Month"
- Second Step Curriculum
- ~~Mindfulness Lessons~~ Positive Action Lessons
- Restorative Practices

Behaviors are divided into three different categories:

<u>Minor</u>	<u>Major</u>	<u>Severe</u>
Behaviors that impact the student's ability to learn	Repeat occurrences of minor behaviors that impact the learning environment	Harmful, dangerous, or illegal behaviors that are meant to scare or cause harm

We will provide consequences for inappropriate behaviors with an emphasis on natural consequences. Examples might include a 'Think About It' that will ask students to reflect upon what they did, how others were impacted, and what they think needs to happen to make it right. Staff will continue to focus on opportunities to teach correct behaviors. For 'Major' and 'Severe' behaviors, consequences will adhere to board policies and are designed to avoid repeat behaviors. Students that have, or may receive, a behavior plan may have individualized reinforcements.

\*Teachers will determine individual classroom rules and guidelines.

The following are **not** allowed in school, except under special circumstances.

- Gum
- Wearing hats in the building (exceptions will be made for religious beliefs and practices)
- Personal items, including toys

Note: Communication devices are allowed in school, but they must be turned off and left in the child's backpack during school hours. All communication needs to be done through the office at (208) 325-4433.

## ACADEMIC RESPONSE TO INTERVENTION (RtI)

Donnelly Elementary School uses an academic RtI (Response to Intervention) model as our three-tiered model to support students with academic needs. This mode allows us to identify students who are at risk in a specific area and provide research-based interventions. Progress is monitored and intervention adjustments are made until we find success.

### **Academic Screeners / Assessments**

	<del>iStation</del> IRI Reading w/ Dyslexia Screener  Monthly	<b>Cursive</b>	Vision & Hearing  1x / year	MAP Reading Reading w/ Dyslexia Screener  2 x / year	<del>Iready</del>  <b>iReady</b> Math  2-3 x / year	SBAC / ISAT (ELA and Math)  1x / year	SBAC / ISAT Science  1x / year
<b>Kinder</b>	<b>X</b>		<b>X</b>		<b>X</b>		
<b>1st</b>	<b>X</b>				<b>X</b>		
<b>2nd</b>	<b>X</b>				<b>X</b>		
<b>3rd</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
<b>4th</b>				<b>X</b>	<b>X</b>	<b>X</b>	
<b>5th</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

### DYSLEXIA SCREENER

Dyslexia means a specific learning challenge that is neurological in origin. Idaho Code 33-1802 started in the 2022-23 school year and requires a reliable, valid, and evidence-based screening tool and intervention practices to evaluate the literacy skills of students in grades K-5 for dyslexic characteristics. These standards outline what teachers must know and do to implement effective reading instruction that will prevent and reduce reading difficulties. All parents/guardians of students with identified dyslexia characteristics will be notified and provided with intervention options.

### REPORT CARDS – CONFERENCES

Report cards are issued at the conclusion of each nine-week grading period **and Parent / Teacher conferences will be scheduled throughout the year.** ~~At the end of the 1<sup>st</sup> & 3<sup>rd</sup> grading period a Parent/Teacher Conference will be held.~~

You are encouraged to keep in close contact with your child's teacher. If you desire a conference please send a note, write in the agenda, email, or phone the school to schedule an appointment with the teacher at any time during the year.

### EMERGENCY / SAFETY PROTOCOLS

School safety is a priority for us. Exterior doors are locked during school days. Visitors and volunteers must sign in to be permitted in the classrooms after the bell rings. All guests must sign in at the front office. We take school safety seriously. We regularly practice four types of drills to help teach our students and staff about best practices/procedures in the event we ever need it. For emergency planning, we utilize the following:

1. Evacuations (fire drills)
2. Reverse Evacuations
3. Hall Checks
4. Lockdowns

In the event any of these are NOT a drill, we will utilize our PowerSchool Alert System to notify you via text/email/phone call of the situation.

## **ATTENDANCE (Policy 3122)**

~~As a means of instilling values of responsibility and personal accountability, being at school and arriving on time is vital to your child's success. We encourage 100% attendance without a tardy for all students. Please contact the school prior to or on the day of absence. It is the responsibility of the child and the parent to see that all make-up work is completed; however, make-up work cannot replace classroom learning or interaction with a teacher and classmates.—~~

### **ATTENDANCE**

~~It is important for your child to develop a habit of prompt and regular attendance. Good habits acquired now will carry on through life. If your child should be absent from school, please call or email the office before 8:30 A.M. (325-4433/ [desattendance@mdsd.org](mailto:desattendance@mdsd.org)) and let us know when your child will be absent. If you do not contact the school, it is the policy of the district to make contact through an automated phone calling system to verify your child's absence. If your child arrives after the 8:10 tardy bell they must report to the office first and get a tardy pass. Consistent attendance is a very important aspect of your child's education. Regular classroom attendance is essential to the learning process. Idaho Code 33-202 cites those children at the age of seven (7) to sixteen (16), shall be in school. Our goal is for all students to be in attendance at least 90% of the time. Please schedule appointments and vacations on non-school days, if possible. Tardies and Early Check outs count against your child's attendance record as well.~~

Regular, on-time attendance is essential to your child's academic success and is a priority for our school. Establishing consistent attendance habits now is critical—these patterns directly impact student achievement and carry into future academic and professional responsibilities.

If your child is absent, you are required to notify the office before 8:30 A.M. by calling (208-325-4433) or emailing [desattendance@mdsd.org](mailto:desattendance@mdsd.org) with the reason for the absence. If the school does not receive notification, the district will initiate contact through an automated calling system to verify your child's whereabouts.

Students are expected to arrive on time each day. Any student arriving after the 8:10 bell must report to the office immediately to obtain a tardy pass before entering the classroom. Parents do not need to enter the building for tardy students.

Attendance is closely monitored. Excessive absences, tardies, and early checkouts negatively impact learning and will count against your child's attendance record. State law (Idaho Code 33-202) requires that children between the ages of 7 and 16 attend school, and compliance is expected.

Our expectation is that all students maintain at least 90% attendance. Families are strongly encouraged to schedule appointments, vacations, and other non-essential activities outside of school hours.

Consistent attendance is not optional—it is a fundamental part of your child's education and long-term success.

~~We will recognize students who demonstrate exemplary attendance throughout the school year.—~~

Students will be recognized each month with an attendance award based on their number of absences and tardies during that specific month.

- Perfect Attendance: No absences, no tardies, no early checkouts
- Loyal Attendance: No more than ~~2~~ **two** absences, no more than ~~2~~ **two** tardies or early checkout

### **ARRIVAL**

Safety to and from school is always a concern due to traffic conditions and limited parking. We ask that parents only drop off and pick up elementary students along the sidewalk in front of the school.

Students should not arrive at school before **7:30 a.m.**, as there is limited supervision until that time.

When children arrive at school in the morning, they can wait in the cafeteria until **7:45 a.m.** At that time students are given three choices until the bell rings and classrooms open at **8:00 a.m.**

1. Gym (walking)
2. Cafeteria (for breakfast)
3. Library (silent reading)

The first bell rings at **8:00 a.m.** When the bell rings, children are permitted to go to their classrooms.

### **Two Ways for Your Child to Arrive at School:**

1. **Bus**  
Check with the MDSO Transportation Department for pick-up times and locations. Buses drop students off behind the school in the designated drop-off area. Students will enter the building and select one of the morning choices.
2. **Parent Drop-Off Lane**  
This method is intended for quick drop-off without leaving your vehicle. Please pull as far forward as possible to allow multiple cars to unload at the same time. Children should exit on the curb side of the vehicle. Do not park or leave your vehicle unattended in the loading/unloading lane.

### **END OF DAY DISMISSAL**

The safety of our children here at Donnelly Elementary is very important. Please follow these dismissal procedures to ensure that every child arrives home safely.

1. Any child being picked up by an adult will wait in front of the building.
- ~~2. Any child riding the bus will be walked to the bus by their teacher or a staff member.~~ **The loading of students onto the bus is supervised by a staff member.**
3. Walkers will go to a designated area and wait for staff to walk them across the parking lot and street.
4. Your child will get home by their "default" unless the office has been directly notified prior to ~~2:30~~ **2:15. We must have a note or a phone call if your child is to go home any way other than usual.**
5. Notes are handed out to classrooms at 2:30.

### **SCHOOL LIBRARY**

Kindergarten students are allowed to check out one book at a time. First through fifth grade students are allowed to check out two books at a time. They will keep the books for one week. **It is expected they return or renew the book/s each week on their classroom library day.** If the book is two weeks overdue, a notice will be sent home with the student (notices are sent home monthly). **Parents and students are responsible for replacing or paying for damaged or lost books.**

### **DRESS (Policy 3350)**

Donnelly Elementary School students will follow the dress policy of the MDSO. It is our intent that students be dressed and groomed in an appropriate manner that will not interfere with or distract the school environment or disrupt the educational process. Dress should be suitable and comfortable for normal school activities and reflect pride and attention to personal cleanliness.

- No clothing with inappropriate language may be worn.
- Foot apparel must always be worn. For safety reasons, no open-toed sandals and all sandals must have a back strap. Sneakers are required daily for PE and indoor wear.
- Students may not wear any clothing which compromises modesty for safety, including spaghetti straps, exposed midriff, tank tops with less than 2" straps, open toes shoes or backless shoes.
- Gang attire of any kind is strictly forbidden.
- Hats may not be worn inside.
- No make-up may be worn unless for theatrical purposes and only then if the classroom teacher has granted permission.
- Students should avoid extreme hairstyles and colors which may distract them or others from learning.
- Playing on the snow hill requires snow clothing from head to toe.
- Shorts need to be long enough that fingers will brush the hem when arms are extended down the sides while standing.

**\*PE class requires tennis shoes. Please make sure the black soles do not mark the floors.**

### **SCHOOL FOOD SERVICE (Policy 8210)**

Our school provides healthy meals to help students stay focused and ready to learn. Each student has a cafeteria account, and families are asked to add money in advance and maintain a positive balance. If an account balance becomes low or negative, families will be notified so funds can be added. Students may be

allowed to charge a limited number of meals if needed; however, if the charge limit is reached and the balance is not repaid, an alternate meal may be provided until the account is brought current.

A Free/Reduced-Price Meal Application must be completed each school year, either on paper or online. We encourage all families to apply if they may qualify. Families may send breakfast/lunch money with their child, drop it off at the school office, or pay online at [myschoolbucks.com](http://myschoolbucks.com). Please note that charging meals is not permitted when accounts are not in good standing.

Families are welcome to send lunch from home, and microwaves are available for students to warm food. If you would like to join your child for lunch, please notify the school office in advance.

Families can check meal account balances online and are encouraged to contact the school with any questions. Any remaining negative balance at the end of the school year must be paid; positive balances may be refunded or carried over according to district policy. Assistance is available for families who may qualify for free or reduced-price meals.

Breakfast is served each morning from 7:40 A.M. to 8:05 A.M.

#### **FIELD TRIPS (Policy 3245)**

The district will provide transportation to all school-sponsored activities for student participants representing the district that are scheduled at a location outside this district. All student participants are required to ride the bus to and from these scheduled events, unless alternative transportation is pre-approved by the principal/athletic director. At the close of an activity before buses begin the return trip, students may only be released to their parent/guardian in a face-to-face situation with the coach/advisor. Such release will require a signed, dated note from the parent/guardian. In lieu of canceled events when transportation is not available, parent/guardian/custodian will be responsible for transporting participant(s) to activity if the School District is unable to provide transportation. Under no circumstances will student participants be allowed to transport themselves or other students to or from the activity, except in the presence of his or her parent/guardian.

#### **EMERGENCY CLOSURE (Policy 2210)**

School Closure All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is official notification from the Superintendent to the contrary. Such notice will be given via public media. If extreme cold temperatures, wind chill factors, snow, wind, or other circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 6:00 AM and initiate public notification procedures.

#### **HEALTH – MEDICATION (Policy 3415)**

~~Donnelly Elementary does not have a full-time, on-site school nurse. School personnel are not authorized to dispense medication. Most medications that are taken 3 times per day or less can be administered at times outside school hours: before going to school, as soon as the student arrives home, and at bedtime. If under exceptional circumstances a student is required to take medication during school hours and a parent cannot be at school to administer medication, a written consent form (available at the health office) must be filled out with the student's name, medication name, dosage, time of administration, route (oral, topical, inhaled, etc.) and parent signature. Physician ordered medication must be in the original container labeled with the medication name, dosage, and instructions regarding frequency and times of administration or it will not be given.~~

~~If your child becomes ill during the school day, we will contact you at home or at work. It is important to have emergency phone numbers on file in the office in case the parents cannot be reached.~~

#### **Consent to Treat (Policy 3500F)**

##### Annual Parental Consent Requirement

In accordance with Idaho Code 32-1015, the McCall-Donnelly School District (MSD) requires parents or guardian consent for health care services provided to students under the age of 18, except in emergency situations where consent cannot be obtained. In the school setting, health care services include:

- **Treatment of minor injuries:** Cuts, scrapes, bruises, and sprains.
- **Management of minor illnesses:** Headaches, stomachaches, colds, and fevers.
- **First aid:** Basic first aid for various minor health issues.

**Contagious or Infectious Disease (Policy 3520)**

Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students.

If a student should become ill or injured at school, the child will be sent to the office. If there is a notable injury, vomiting, or fever, parents/guardians will be contacted to come to pick up their child. Please ensure all parent/guardian/emergency contact names and numbers are up to date at all times.

While we encourage your child to attend school every day, there are times when your child should be kept at home to maintain his/her health and the safety of others.

Students should stay home if they have:

- **Fever of 100.4 ° or higher:** Until fever-free for 24 hours without fever-reducing medications.
- **Vomiting/Diarrhea:** For 24 hours after the last episode.
- **Sore throat with fever over 100.4 °:** Until fever-free for 24 hours without fever-reducing medications. If diagnosed with strep throat, also stay home until 24 hours after starting antibiotics.
- **Persistent cough:** If they have a new-onset, ***persistent cough*** that them from participating in class or disrupts their classmates. Students may return when their cough has significantly improved.
- **Uncontrolled secretions (such as runny nose or eye drainage):** Until secretions lessen or they can be managed by the student.

Please contact the school nurse(s) with any questions or clarifications regarding the above.

**Head Lice (Policy 3523)**

If a student has symptoms of head lice, the school nurse or a designee will contact a parent/guardian to request permission to examine the student. If the student is found to have head lice, parents/guardians will be notified and provided with information on head lice treatment. The student may return to school once the parent/guardian affirms they have begun an appropriate course of treatment for the student's head lice. The district shall not conduct mass screenings of students not showing symptoms of head lice.

**Immunizations (Policy 3525)**

According to State Law 39-4801, Immunizations are a requirement for school entry. Please check with your child's physician to ensure that all their immunizations are up to date prior to starting school.

The parent/guardian of the child must comply with the immunization requirements at the time of the child's admission and before attendance or complete the proper exemption form. Idaho law allows a parent or guardian to claim an immunization exemption for their child for medical, religious or other reasons.

<b>Summary of Immunization Requirements</b>		
<b>Immunization Requirement</b>	<b>Child born after September 1, 2005</b>	<b>Child born after September 1, 1999 through September 1, 2005</b>
Measles, Mumps, and Rubella (MMR)	2 doses	2 doses
Diphtheria, Tetanus, Pertussis	5 doses	5 doses
Polio	4 doses	3 doses

Hepatitis B	3 doses	3 doses
Hepatitis A	2 doses	0 doses
Varicella	2 doses	0 doses

**DES VISITOR PROCEDURES**

Visitors, parents, and alumni are welcome at DES. All visitors must check in at the front office upon arrival. Guests must wear a visitor badge while on school premises, which will be provided by the main office. Guests are not allowed to enter any classroom or other areas of the school without prior approval from the school administration. Guests must abide by all school policies and rules, including no use of electronic recording devices without prior approval (FERPA), and no disruptive behavior. Guests must respect the privacy and confidentiality of students and staff and are not allowed to take photographs or record audio or video without explicit consent from the school administration and the individuals involved. Guests who violate any of these policies may be asked to leave the school premises and may be subject to legal action if appropriate.

Any student wishing to bring an elementary aged student (currently enrolled in a school) to DES must obtain permission from administration at least five school days in advance of the visit. A guest pass will be issued, and the guest will follow the schedule of the sponsoring DES student. No guest passes will be issued the first and last two weeks of a semester or the day before a holiday recess.

By visiting Donnelly Elementary School, all guests agree to abide by the above policies and acknowledge that any violation may result in disciplinary action and/or legal consequences

**TECHNOLOGY USE (Policy 8410, 8410EA, 8410 EB)**

The use of technology is a privilege at Donnelly Elementary. Any improper use may result in the loss of the privilege permanently.

**IPAD/COMPUTER/LAPTOP GUIDELINES**

- ~~• Do not change **any** settings.~~
- ~~• No inappropriate searching.~~
- ~~• Keep fully charged.~~
- ~~• No stickers~~
- ~~• No Cyber Bullying~~
- ~~• Downloading **of any kind** is not allowed.~~

- ~~Do not put heavy objects on the IPAD **or** laptop.~~
- ~~Do not eat or drink while using an IPAD, computer, or laptop.~~
- ~~Do not let anyone else use your IPAD **or** laptop.~~
- ~~Do not put a password on the IPAD **or** laptop.~~
- ~~Don't share your username or password with anyone else.~~
- ~~Report any issues immediately to your teacher or staff member.~~

**IPAD / COMPUTER / LAPTOP GUIDELINES**

Students are expected to use school devices safely, responsibly, and respectfully.

**Care of Devices**

- Keep devices fully charged.
- Do not eat or drink while using devices.
- Do not place heavy objects on devices.
- Do not add stickers or make physical changes.

**Appropriate Use**

- Do not change settings.

- Do not search for inappropriate content.
- Do not download anything.
- Do not engage in cyberbullying.
- Do not let others use your device.

### **Passwords & Security**

- Do not add passwords to devices.
- Keep usernames and passwords private.

### **Reporting Issues**

- Report any damage, problems, or concerns to a teacher or staff member immediately.

## **HARASSMENT, INTIMIDATION, AND BULLYING (Policy 3320)**

~~**WALK** – If you are being bullied for the first time, walk away without saying anything.~~

~~**TALK** – If you are being bullied for the second time, talk to the bully. Use an assertive “I” statement: “I want you to leave me alone!”~~

~~**SQUAWK** – If the bully approaches you for the third time, tell an adult.~~

**TALK** – If you experience a conflict or possible bullying, address the person calmly and assertively using an “I” statement, such as: “I want you to leave me alone.”

**WALK** – If you experience a conflict or possible bullying a second time, walk away without engaging to help de-escalate the situation.

**SQUAWK** – If the behavior persists or you feel unsafe at any point, report the situation to a trusted adult immediately.

**At any time**, if you feel unsure, uncomfortable, or believe you need help, report the situation to an adult right away.

It is the policy of the McCall-Donnelly School District to maintain a learning environment that is free from harassment. Every person has the right to attend school or work in school, in an atmosphere that promotes equal opportunities and that is free from harassing behavior and conduct which interferes with the ability of the school to educate students in a safe and secure environment.

Harassment is defined as any verbal or physical conduct, written or graphic material, by an individual or group within the school community which, when directed at any individual or group, and due to repetition or severity, either (1) substantially, systemically and objectively undermines, disrupts, interferes with, or detracts from a person’s educational performances so that he/she is effectively denied equal access to the District’s resources and opportunities, or (2) creates an intimidating, hostile or offensive environment due to its severity, pervasiveness, and objective offensiveness. Students of the McCall-Donnelly School District are prohibited from engaging in conduct that could reasonably be construed as constituting harassment. Actions that may constitute harassment may include, but are not limited to:

1. Physical acts; (i.e., aggression or assault, battery, damage to property, implied intimidation, or overt threats of violence).
2. Verbal acts; (i.e., demeaning jokes, bullying, taunting, hazing, intimidation, slurs, derogatory nicknames, innuendoes, or other negative remarks).
3. Visual acts; (i.e., graffiti, slogans, or visual displays such as cartoons or posters depicting derogatory sentiments).
4. Criminal acts; (acts in violation of Idaho Criminal Codes or Idaho Human Rights Commission Code).
- ~~5. If your child is being teased, harassed, or bullied, Donnelly Elementary has adopted the following plan. Students are expected to follow the Donnelly Elementary School Talk, Walk, and Squawk guidelines. All appropriate incidents are documented at the office. If it is determined as a bullying or harassment incident~~
- 6. If your child is being teased, harassed, or bullied please report it right away. Donnelly Elementary follows the procedures outlined in district policy to investigate and address these situations. All relevant incidents are documented in the office. If it is determined to be a bullying or harassment incident, all parents of involved students will be contacted. These expectations apply to student behavior both during the school day and outside of school hours when such actions impact the**

school environment, in accordance with House Bill 515 and House Bill 785.

**SEXUAL HARASSMENT/ INTIMIDATION OF STUDENTS (Policy 3322)**

It is the policy (3312) of the McCall-Donnelly School District to maintain a working and learning environments for all its employees and students, which provides for fair and equitable treatment, including freedom from sexual harassment. Sexual harassment will not be tolerated, and students may contact any teacher, counselor, or administrator to report such actions.

The definition of sexual harassment is not limited to unwanted verbal or physical sexual behavior of staff toward student, student toward staff, or student toward student. If the action any one person makes someone else feel uncomfortable it may be considered sexual harassment. Students who harass other people shall be subject to disciplinary action, which may include suspension or expulsion from school and law enforcement involvement. District policy states that teachers will discuss this issue with their students in an age appropriate way.

**Idaho House Bill 623**

Beginning in the 2026–2027 school year, Idaho law requires all public schools to provide a brief moment of silence at or near the start of each school day, following the Pledge of Allegiance. During this time, students are expected to remain quiet for approximately 60 seconds and may use the time to reflect, think, pray, or engage in another silent activity of their choice. School staff will not direct or guide how students use this time, and all students are expected to respect the quiet environment.

## **Donnelly Elementary School Parent Involvement Plan**

**Parent Involvement** means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

1. that parents play an integral role in assisting their child's learning
2. that parents are encouraged to be actively involved in their child's education at school
3. that parents are full partners in their child's education and are included, in decision-making and on advisory committees as appropriate to assist in the education of their child
4. that parents are involved in identifying barriers to greater participation by parents in parent involvement activities

**Purpose:** The purpose of parent involvement is to increase each parent's capacity to help their child(ren) be successful in school.

### **To facilitate meaningful parent involvement in our school we will:**

1. **Develop a Parent Advisory Committee:** The school has established a parent advisory committee called Parent Teacher Organization or **PTO**, to assist in the review of their parent compact, parent involvement plan, use of parent involvement funds, and the annual review and evaluation of our school Title I program as well as the review and plan for school improvement.
2. **Annually review our Parent Involvement Plan:** The school will, with consultation and input from their parents, annually review and when necessary, revise this parent involvement plan.
3. **Annually review our Parent /School Compact:** The school will, with consultation and input from their parents, annually review their Parent/School compact.
4. **Annually establish how Title I Parent Involvement Funds will be used:** The school will, with consultation and input from their parents, annually develop a plan for use of some or all of Title I parent involvement funds.
5. **Annually review the use of Title I funds and evaluation of the use of these funds:** The school will, with consultation and input from their parents, annually review how Title I funds will be used throughout the school year.
6. **Facilitate regular, meaningful two-way communication:** The school will hold an annual meeting for parents to explain Title I and what it means to them as a parent and to their student and to explain the right of parents to be involved in the school and in their child(ren)'s education. This will be done at Back to School Night, early in the fall. The school will also offer this information at meetings held at flexible and convenient times for parents.
7. **Build the capacity of parents to support their child's learning:** The school will provide materials and training to help parents to work with their children to improve their children's achievement.
8. **Build the capacity of school staff to work with parents:** The school will work with the district Title I and LEP programs to train and education staff in how to reach out to, communicate with, work with parents as equal partners and build ties between the parent and the school.

## **ANNUAL NOTIFICATION OF RIGHTS**

To: Eligible Students and Parents of Students

Notice is hereby given that pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974, and regulations implementing the Act, you are entitled to the following rights:

Upon making a written request to the district, you may inspect and review the Education Record of your child or yourself (if you are a student 18 years of age or older). The Education Record subject of these rights is located at your student's school in the McCall-Donnelly School District.

If you believe any of the information contained in the Education Record to be inaccurate, misleading or in violation of your/your child's right to privacy or other rights, you may request that the information be amended. If such a request for amendment is denied, you may request a hearing to review the accuracy of such information, etc.

If requested, you are entitled to a hearing preceded by notice, to present witnesses, and to the assistance of counsel at your own expense. A written decision will be issued based upon evidence presented at the hearing.

The district has determined that the following information is "Directory Information" and will be released to the public unless you object by completing a Directory Information Parent Opt-Out Form.

*Student's name, address, telephone listing, electronic mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, photograph and most recent school attended.*

You may refuse to consent to disclosure of personally identifiable information contained in the Education Record except where disclosure is authorized by you.

You may file a written complaint relative to any failure of the institution to comply with these or other requirements of the Act. Any such complaint may be filed with the Family Policy Compliance Officer, U.S. Department of Education, 600 Independence Ave, S. W., Washington, D.C. 20202-4605.

You are entitled to a copy of the student's education record upon request and payment of charges for such copies.

It is District policy that if a student transfers to or contemporaneously attends another school, the Education Records of files relating to that student will be transferred upon your request or within twenty-one (21) days after a request for transfer of such records is received from the other school.

You are entitled to a copy of the district's policy on Student Records which will be given to you upon request at 120 Idaho, McCall, Idaho, 83638.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students is required to submit to a survey if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
2. Receive notice and an opportunity to opt a student out of said survey.
3. Inspect, upon request and before administration or use of said survey.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

If McCall-Donnelly School District (MDSO) develops such policies, it will do so in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. MDSO will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. MDSO will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. MDSO will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided with an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- a. Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- b. Administration of any protected information survey not funded in whole or in part by ED.
- c. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, D.C. 20202-5901