



**“Molding Our Scientists and Artists Into Community Stewards”**

STUDENT HANDBOOK

2022-23

[www.mosaicps.org](http://www.mosaicps.org)

3121 Lincoln Road

Caldwell, ID 83605

(208) 402-8899 (office)

(208) 606-3527

**Anthony Haskett, Principal**

**Debbie Foster, Director of Learning**

**John Sallaway, Director of Operations**

**Elsje Taggart, Dean of Students**

Office hours: 8:00-4:00

Phone number: 208-402-8899

**School hours:**

**8:25 AM- 3:25 PM**

**Early Release Wednesdays:**

**8:25 AM - 1:55 PM**

### **Important Dates:**

Aug. 24 - First Day of School (1st-6th)  
Aug. 24 - Kindergarten Orientation  
Aug. 25 - First Day Kindergarten  
Sept. 5 - No School: Labor Day  
Oct. 10 - No School: Teacher Inservice  
Nov. 11 - End of Trimester 1  
Nov. 16 - Parent/Teacher (P/T) Conferences (5:00 pm to 8:00 pm)  
Nov. 17 - No School: P/T Conferences (8:00 am to 8:00 pm)  
Nov. 18 - No School: Teacher Comp Day  
Nov. 21-25 - No School: Thanksgiving Break  
Nov. 28 - No School: Teacher Inservice  
Dec. 19-30 - No School: Christmas Break  
Jan. 2 - No School: Teacher Inservice  
Jan. 16 - No School: MLK Jr. Day  
Feb. 17 - No School: Teacher Inservice  
Feb. 20 - No School: President's Day  
Mar. 3 - End of Trimester 2  
Mar. 15 - P/T Conference (5:00 p.m.- 8:00 p.m.)  
Mar. 16 - No School: P/T Conference (8:00-8:00 p.m.)  
Mar. 17 -No School: Teacher Comp Day  
Mar. 20-24 - No School: Spring Break  
Mar. 27 - No School: Teacher Inservice  
April 21 - No School: Teacher Inservice  
May 29 - No School: Memorial Day  
June 2 - Last Day of School ( Early Release at 1:30 p.m.)

## **Daily Breakfast Schedule**

All School 8:05 a.m. - 8:25 a.m.

### **Expectations**

“MOSAICS Public School exists to be a center of innovation. Students engage in Science, Technology, Engineering, Arts, and Math through a relevant, rigorous curriculum, preparing them to be creative and critical thinkers now and in the future. Teachers, students, and families partner together to create a safe, collaborative culture where students learn through experimentation and application. Students and staff work alongside community members through service learning to improve society. (From MOSAICS’ Mission Statement).

In a STEAM learning environment, students will be facing new challenges and acquiring new skills. To create a safe, enriching, and nurturing atmosphere that is in line with our school’s mission, *all students are expected to encourage each other and treat each other and all staff members with respect and kindness*. Discipline is the process of training students so that desired character traits and habits are developed. In order to ensure academic success, MOSAICS requires all parents, teachers, and students to comply with the following learning agreement:

Students will:	<ul style="list-style-type: none"><li>• Be respectful to my classmates and teachers</li><li>• Put my best efforts into my schoolwork</li><li>• Obey all school rules and the uniform policy</li><li>• Communicate with my parents and teachers if I have a concern about school</li></ul>
Parents will:	<ul style="list-style-type: none"><li>• Monitor my child’s schoolwork and progress</li><li>• Ensure that my child follows the uniform policy</li><li>• Communicate with my child’s teacher if I have a concern about their schoolwork</li><li>• Attend all parent-teacher conferences</li><li>• Be respectful to MOSAICS staff</li></ul>
The teachers and staff of MOSAICS will:	<ul style="list-style-type: none"><li>• Provide a safe environment for students that is conducive to learning</li><li>• Enforce school rules and the uniform policy consistently</li><li>• Provide students with clear and concise expectations</li><li>• Be respectful to students and parents</li></ul>

## **Unacceptable Behavior**

Students need to know what behaviors are not allowed in order to make good choices. The following is a list of unacceptable behavior:

- Harassment, including teasing, name-calling, and bullying
- Profanity or vulgar language
- Violence or threatened violence
- Disrespect, disobedience, or defiance of authority
- Destruction to property/vandalism (Students will be expected to replace or pay for replacement of any damaged items. Report cards and/or transcripts may be withheld until fees or fines are paid.)
- Excessive classroom problems
- Cheating, including plagiarism
- Stealing, including borrowing without permission
- Inappropriate use of Technology (see pg. 13-15 for details)
- Inappropriate display of affection or inappropriate touching
- Using the following items while on school grounds:
  - cell phones, iPods, smart watches, headphones, tape/CD players, or cameras
  - rollerblades, skateboards, or scooters (If these items are used to get to school, they must be removed and/or carried once the student reaches school.)
    - toys, games, recess equipment, trading games or other items of value (unless approved by teachers or administrators)
  - food or drink in classroom other than at lunch time (unless approved by teachers or administrators)
- Use of illegal drugs, tobacco or alcohol

### **Removal from Class**

Students who exhibit continual defiant and/or disrespectful behavior that prevents the teacher from teaching and/or other scholars from learning will be immediately removed from the classroom to discuss the incident with a school leader. Removals from class are for continual egregious behaviors, and are reserved for situations when all other interventions have failed to correct the behavior. Students miss valuable instructional time when they are removed from class, so our teachers work to support scholars in correcting their behavior to the greatest degree while they are still in class. However, we work hard to establish an interruption-free environment for our students, so if a student is preventing a teacher from teaching and/or other students from learning, then that student must be removed.

The Dean of Students will come to the classroom and take the student to an office. The student will choose a calming activity and the Dean of Students will set a timer for 5 minutes. Students may choose between several activities, such as reading a book, drawing, calming down in a chair, or using some other method to calm down.

After that, the Dean will discuss the incident with the student, have the student complete a refocus form, support the student with social/emotional coaching if applicable or set up a visit with the counselor, and apply a natural consequence.

Examples of possible consequences:

- Disruption of class- practice sitting in a ready learning position
- Refusal to do work- complete the class work missed
- Disrespect to scholar or teacher- write an apology letter
- Disrespect to school property- clean/rectify the destruction

All families will be notified if their student has been removed that day.

If a student appears ready to go back to class in the office but in fact is not ready upon his/her return to class (negative attitude, negative body language, pouting, etc.), the student goes back to the office for a longer reset.

If a student is not able to be reset after a significant amount of time (throwing a temper tantrum, absolutely refusing to follow directions, etc.), no matter how many chances, if any, they have had to go back to class, the student's family will be called to come to the school and pick up the child.

If a student is returned back into the classroom, but is removed one more time on the same day, the student will stay in the office for the duration of the day and complete worksheets and/or work on other classwork. The student will not return to class. If the student is calm, following directions, and working, s/he will stay in the office for the duration of the day. However, if a student begins to refuse to follow directions, create significant disruption, or throw a tantrum, the student's family will be called to come to the school and pick up the child.

Generally speaking, removals from class are reserved for students who are engaging in consistently defiant and disrespectful behavior, and making it impossible for the teacher to teach and other scholars to learn. However, there are certain behaviors for which a student will earn an automatic removal from class and in some cases, a parent will be called to come and immediately pick up the student:

- Student demonstrates gross disrespect to a teacher, scholar, or school property (punches/kicks a classmate in an aggressive manner, flips a desk during class, yells at teacher, fighting, touches classmate intentionally in private area, etc.)
- Student uses profanity or abusive language in a disrespectful manner toward a teacher or scholar
- Student engages in grossly disrespectful behavior in the bathroom (clogs a toilet intentionally, etc.)
- Student leaves the classroom without permission
- Student engages in bullying or harassment of another scholar
- Student throws a temper tantrum that is very loud and distracting and is unable to be calmed
- Student is hiding/running around the room
- Student destructs school property in any manner

### **Drugs/Alcohol**

MOSAICS recognizes that students need to be healthy in order to learn and that MOSAICS is responsible to make the teacher and the learning environment conducive to the achievement of educational excellence. MOSAICS also recognizes the responsibility to protect the right of all students to a quality education in a chemical free environment. *Therefore, MOSAICS does not allow any drugs, alcohol, or tobacco in a student's possession on school grounds at any time.* Any students violating Drug-Free School Board Policy will be subject to disciplinary procedures.

### **Zero Tolerance**

MOSAICS is committed to maintaining a learning environment that is safe for students, personnel, and patrons, and to ensuring an optimum learning environment. It is the policy of the MOSAICS board of directors that:

1. Student misconduct that jeopardizes the safety and welfare of students, personnel, and/or the educational process **will NOT be tolerated**. Appropriate measures will be used by building administrators to maintain a safe learning environment; law enforcement officials may be contacted in order to assist school administrators in maintaining a safe school environment.
2. Organizations, groups, or individuals that initiate or advocate activities which threaten the safety and well-being of persons or property on school facilities or at school-sponsored events are detrimental to the educational purpose of MOSAICS Public School **will NOT be tolerated**. Law enforcement officials may be contacted in order to assist school administrators in maintaining a safe school environment.

To maintain a safe, secure learning environment in our school, possessing and/or exhibiting the following items are prohibited in school, on school property, or at school-sponsored events:

- Drugs, narcotics, alcohol, cigarettes, tobacco related products, electronic cigarettes, lighters, or matches
- Gambling devices
- Noise-making or explosive devices
- Any kind of weapon, including toys that simulate weapons
- Laser pointers
- Gang identification paraphernalia including, but not limited to, beepers, gloves, rags, bandanas, and gang symbols
- Pornographic material

Any of the above listed items or clothing depicting these things may be confiscated from students, and not returned, at any time. The school will not be responsible for replacing confiscated items that become lost or stolen.

To maintain a safe, secure learning environment in our school, the following activities are prohibited in school, on school property, or at school-sponsored events. **Immediate and appropriate corrective action will be taken against students who participate in any of the following:**

- **Arson or reckless burning** (intentional setting or causing fire/explosion)
- **False fire alarm** (sounding an alarm without cause)
- **Assault** (making threats of harm or causing injury)
- **Burglary** (illegally entering premises with intent to commit crime)
- **Theft** (stealing property)
- **Firearms or other dangerous weapons** in possession
- **Explosives** (including fireworks)
- **Bomb threat** (communicating a threat falsely with intent to alarm others)
- **Extortion, blackmail, or coercion** (obtaining money or property by the threat of violence or threatening to force someone to do something against his/her will)
- **Malicious mischief** (defacing or injuring property)

- **Fighting** (including inciting a fight or encouraging it)
- **Robbery** (unlawfully taking property of an individual by force or threat of force)
- **Trespassing** (being present in an unauthorized place or refusing to leave when ordered to do so)
- **Disturbing school activities or meetings** (creating disturbance at school)
- **Any behavior that could be construed as life threatening** (e.g. peer challenges)
- **Harassment** of any kind (see below)

### Harassment

It is the policy of this school to maintain a learning environment that is free from any type of harassment; therefore, it will not be tolerated. Harassment includes but is not limited to ethnic slurs, racial jokes, verbal or physical abuse, or other offensive or persistently annoying conduct directed at someone's gender, race, skin color, national origin, age, religious beliefs, ethnic background, sexual orientation, or disability. Harassment also:

- has the purpose or effect of creating an intimidating or hostile environment
- unreasonably interferes with an individual's educational performance
- adversely affects an individual's educational opportunities
- has unwelcome, personally offensive overtones

### Consequences for Unacceptable Behavior

Individual teachers will have in place a classroom management plan to deal with unacceptable behavior; most minor infractions will be resolved between the student, teacher, and parent/guardian (if necessary) before resorting to the following measures. Suspension or expulsion will be considered only as the final option in a series of efforts including, but not limited to, the following steps:

**Step 1:** Parent/guardian incident notification by teacher or administrator, written or verbal.

**Step 2:** Dean of Students intervenes and sets up behavioral intervention plan, in addition to Step 1.

**Step 3:** Principal intervenes and sets up behavior contract with students and parents, in addition to Step 2

**Step 4:** In school suspension as determined by the principal with parental notification.

**Step 5:** One to five day out of school suspension with parental notification; re-admission after a conference with student, parent/guardian, principal and, if necessary, the MOSAICS Board of Directors.

**Step 6:** Expulsion with re-admission determined by availability subject to the approval of the MOSAICS Board of Directors.

**Step 7:** The MOSAICS Board of Directors has the right to deny enrollment for disciplinary or attendance reasons.

**The administration has the option to choose other consequences than stated here, or to skip steps, as deemed appropriate to specific situations.**

### **Cell Phones and Smart Watches**

Cell phones and Smart Watches create many distractions in the classroom. We expect our students to remain focused on learning and to help provide a distraction-free environment.

**Grades K-6:** Cell phones and smart watches are not allowed during the school day, at lunch, or during recesses. If a student needs a cell phone or smart watch, they need to be kept powered off in their backpack. Parents assume responsibility for the smart watch or cell phone.

**First offense** – Phone or smart watch is kept until the end of day and given back to the student.

**Second offense**— Phone or smart watch is kept until the end of the day and a parent must pick it up from the office.

**Third offense**— Parents must pick up the phone or smart watch and pay a \$25 fine.

**Fourth offense**—Phone or smart watch will be kept till the next Board meeting and Parent/Student will be requested to appear before the Board.

### **Bus Behavior Expectations**

The school bus driver is considered to be the ultimate authority on the bus. The bus is considered to be an extension of the school grounds, so any behavior unacceptable at school is also unacceptable on the bus. In addition, students are expected to follow special rules specific to bus transportation as established by the bus company. These rules are in place to provide the safest environment for all children riding the bus. The bus company reserves the right to issue citations for misbehavior. When a student receives a citation, parents will be contacted and a conference with the school principal will occur. Continued infractions (or any infraction listed under the MOSAICS no tolerance policy) will result in the loss of the privilege of riding the bus. MOSAICS will consider the loss of bus privileges to be grounds for suspension and/or expulsion from school.

Students are expected to arrive at the bus stop at least 5 minutes prior to the pick up time. Parents are expected to be at the bus stop at least 5 minutes prior to the drop off time. If parents are late, the bus will continue its route and will drop off their student at the school where parents will have to pick up their child.

### **Homework**

Research has shown that purposeful homework helps develop positive student outcomes. We have chosen homework assignments specifically targeted to develop the lifelong skill of reading. Parental support and involvement is crucial to your child's long-term academic success. **All students will be expected to read at least 20 minutes per night.** In addition there may be other purposefully selected assignments sent home by the teachers. These assignments will never be new skills for your students to learn; however, it may be work needed to be completed to prepare for a project at school. Homework should not stress out students or families. If this is happening, please contact your teacher.



## Attendance

We appreciate the value families place in ensuring that students attend school every day and the measures they take, such as scheduling medical appointments, activities, and events outside the regular school day. To aid our efforts to monitor attendance and identify students who struggle, our school has established rules and procedures listed in this section.

Regular attendance is a vital part of a student's educational preparation because student learning is enhanced by teacher-student contact time. If students do not attend regularly they are at risk of falling behind and dropping out. Students who are frequently absent or tardy disrupt classroom instruction and our campus climate. Attendance also impacts our school's ability to provide a comprehensive education program as we receive less state funding when students do not attend regularly. Therefore, every effort should be made by students, parents/guardians ensure that the student is in attendance and punctual every day.

### **Absence Reporting**

To ensure that our school and parents know when a student is absent or truant as soon as possible, we ask that parents report absences to school within a day. Our school, in turn, will report to parents when a student has missed a class or school on the day of the absence.

Whenever a student is absent, **the parent should call the main office at 208- 402-8899**, by no later than **8:10 A.M.** on the day of the absence. This timely notice is important because without it, a student may be incorrectly identified as truant. The phone call should include:

- 1.) The student's first & last name, spelling out the last name clearly.
- 2.) The date(s) of the absence(s).
- 3.) The reason for the absence(s).
- 4.) A phone number where parents can be reached.

In the case of an extended absence of two (2) or more days, we ask that you notify the school so we can inform teachers, provide make-up work (if requested), and verify that your student is safe. In reporting extended absences, please give details as to the nature of the extended absence and an **expected date of return to school**. Extended medical illnesses will require documentation from your healthcare provider.

### **Make-up Work**

Make-up work is allowed for students. The teacher will provide the student or parent/guardian who requests make-up work with information about material covered during the absence, including a copy of all handout materials given.

### **Excessive or Chronic Absences**

Board policy states students should attend at least 90% of the time the school is open. This equates to no more than 14 days absent for the entire year. Our goal is for all students to attend school every day. Attendance is monitored daily to identify students with difficulties. Administrators and teachers will work with students and their parents to identify strategies to address the behavior.

**\*Absences which are included as part of the fourteen (14) excessive absences are:**

Unexcused Absence (UA)—Absence not due to illness

Excused Absence (EA) - Absence excused by parent

Excused Sick (ES)—Absence due to short term illness or illness without a doctor's note

Bereavement (BE)—Absence due to death in the family

Truancy (TR)—Absence due to skipping school

**School Excused (SE) absences or absences due to field trips (FT) are not counted as part of the excessive absences.**

Parents will be notified after a student's fourth (4th) absence per trimester that they face consequences for excessive absences. If a student obtains six (6) or more absences per trimester or more than fourteen (14) absences per year, actions will be taken to deal with the student's excessive absences, which may include retention for the student.

**Health Policy**

It is important for your child to be healthy and not contagious while he/she is attending school. The following guidelines are intended to help parents/guardians determine when to keep their child home to insure his/her well-being and to prevent the spread of illness:

- Temperature of 100 degrees or above
- Vomiting or diarrhea
- Nasal discharge of yellow/green color
- Cough in combination with any of the above symptoms
- Any other contagious condition (e.g., "pinkeye")
- An unidentified rash
- Head lice (see school policy below)

If a child is ill with one of the above symptoms during the school day, parents are required to pick up their child as soon as the school contacts the parent.

***Lice***

It is the policy of MOSAICS to exclude all students who are found to have head lice, including the presence of nits (eggs). If nits or live lice are still present the child will be sent home and will not be readmitted until all evidence of head lice is absent.

***Asthma/ Allergies***

Parents of students who have allergies or asthma must fill out an asthma information form or an allergy information form.

***Immunizations***

State law mandates that children must be fully immunized to attend school; failure to comply results in an automatic exclusion from school. Parents/guardians must submit a copy of their child's immunization status to the office. Exemption forms for religious, personal, or medical reasons are available in the school office.

***Medications***

If a student must take medication during school hours, these guidelines will be followed:

1. A "Medication Request" form for giving medication at school must be completed and signed by a parent/guardian and a physician. This form is available in the school office.
2. The parent/guardian must submit a written request to the school if the medication is to be given during school hours. Specific directions for administering the medication and the parent/guardian signature must be received before any medication will be given to the student.
3. The medication must be in the original container with the student's name and directions for administering the medication on the label.
4. It is the student's responsibility to come to the office at the appropriate time to take the medication, unless the student has a disability and is unable to do so.
5. Non-prescription medication, such as Tylenol, will be provided to students upon request and parental approval.

### **Academic Honesty**

MOSAICS is committed to helping our students assume responsibility for their own ethical behavior. Students are encouraged to value our atmosphere of trust, honesty, and respect. In pursuit of this goal, we have developed a policy for our students regarding cheating.

Cheating includes but is not limited to the following:

- Claiming credit for work that is not your own (i.e., copying homework or answers, using others' projects or papers, or plagiarizing documents from the Internet).
- Having parents, siblings, friends or any other source complete your homework.
- Allowing other students to copy your homework, assignments, or tests.
- Talking during a test or exam may be perceived as cheating.

Consequences include but are not limited to the following:

- Notification of parent/guardian
- Detention
- Poor grade or a zero for the work
- Work will be redone by the student
- Repeated offenses lead to suspension

### **Standards Based Grading Scale**

- 4 = Above 1 or More Grade Levels
- 3.5 = Above Grade Level
- 3 = Proficient
- 2.5 = Close to Proficient
- 2 = Beginning Towards Proficiency
- 1.5 = Behind Grade Level
- 1 = Significantly Behind Grade Level

### **MOSAICS Public School Dress Code**

School uniforms may be purchased at any vendor as long as they comply with the guidelines below.

**Uniform clothing must be of appropriate size (No excessive tightness or bagging) and meet the following guidelines:**

### **Pants/Shorts/Skirts/Bottoms**

- Tan khaki, black or navy pants, shorts, capris, skirts, jumpers, or skorts may be worn. Items may be no more than 4 inches above the knee and must be hemmed.
- No more than two pockets on the front and two pockets on the back are allowed.
- Pockets must not have embellishments or oversized buttons.
- No cargo or flared pants.
- Fabric should be dress cotton, polyester, twill, or any blend of the listed fabrics. No corduroy, velvet, denim, or fleece material will be allowed.
- Color of khaki does not include white, brown or greenish khaki.

### **Shirts/Tops**

- Traditional polo shirts or collared/button-down shirts in any solid color
- No secondary color is present on the shirt (no trim or stripes).
- Polo shirts will have 2-4 buttons, polo collar, and appropriate sleeve length (short,  $\frac{3}{4}$ , or long sleeved). No cap sleeves, snaps, or Johnny collars.
- Shirts must cover midriff.
- Shirts will be required to have all buttons fastened except for the top two.
- Solid colored turtlenecks, tanks and long or short sleeved tees may be worn under approved polo or collared button-down shirts for warmth.
- No lace camis.
- All undershirts must be tucked in.
- Traditional Crew or V-neck sweater, cardigan, or sweatshirt in solid colors may be worn over polo or collared button-down shirts. Spirit sweatshirts are also allowed. Traditional blazers or sport coats in black, navy or khaki may be worn over polo or collared button-down shirts. Fabric should be cotton, polyester, twill, or any blend of the listed fabrics.
- Once entering the building all jackets should be removed.

### **Shoes**

- Socks, tights or stockings need to be a solid color with no visible logo and no higher than the knee.
- Shoes must be conducive to any school activity; No backless sandals/shoes will be allowed, this includes clogs, flip flops, etc. Heels must be no higher than 1½ inch.

### **Other Information**

- No hats, head coverings, or headbands with embellishments (exception made for medical/religious purposes).
- No dangling or large jewelry, including chains. No belts over shirts.
- No makeup (Grades K-5 only).
- No hair paint.
- No visible tattoos or body piercing, except earrings.

The administration has authority to allow an exception to the dress code/uniform policy - i.e.: special

jean days, spirit days, etc. Administration also has the option to request the removal of items or accessories that may be deemed distracting.

### **Acceptable Use of Internet, Computer and Network Resources for Students**

The MOSAICS Public School recognizes the importance of providing positive, productive educational experiences through the school's Internet, computer, and network services. To promote this objective and protect its staff and students, the Board of Directors (Board) authorizes the Administrator or designee to:

1. Prohibit and prevent school computers and other school owned technology-related services from sending, receiving, viewing or downloading materials that are deemed to be harmful to minors, as defined by Idaho Code Section 18-1514.
2. Prohibit and prevent unauthorized online disclosure, use, or dissemination of personally identifiable information of students.
3. Select and employ technology protection measures on the school's computers to filter or block Internet access to obscene materials, materials harmful to minors, or other information that is determined to be in violation of MOSAICS' policies.
4. Establish and enforce appropriate disciplinary measures to be taken against persons violating this policy.
5. Handle complaints regarding the enforcement of the school's Internet use policies and procedures.
6. *Establish procedures to remove a user's files without prior notice after an account has been inactive for a specified period of time.*

*MOSAICS will limit Internet access to materials that enrich and support the curriculum and educational needs of users, contribute to the delivery of efficient and effective business or educational functions, and expedite professional school communications.*

### **PRIVACY**

*Use of the school's technology resources is a privilege and not a right. Access has not been established as a public access service or a public forum. MOSAICS reserves the right to monitor, inspect, copy, review, delete, and/or store at any time and without prior notice any and all results of usage of the Internet, computers, network resources, and any and all information transmitted or received in connection with such usage. All such information will be and remains the property of the school and users have no expectation of privacy regarding such materials. MOSAICS has the right to place restrictions on the use of the school's Internet, computers, and network resources and may also deny access to staff and students who violate related policies and procedures.*

### **INTERNET SAFETY FOR STUDENTS**

The school's instructional program will include a component of Internet safety for students, *including interaction on social networking sites and cyberbullying awareness and response.*

MOSAICS will take appropriate steps to protect all students from access, through the school's computers, to visual depictions that are obscene or are harmful to minors as defined in **Idaho Code Section 18-1507**, by installing and utilizing specific technology that blocks or filters Internet access to such visual depictions.

The Administrator or designee may authorize the disabling of the Internet filter system only for the purpose of enabling access for bona fide research or other lawful purpose. Disabling of the Internet filter system by any other staff member or student will result in disciplinary action.

As required by the Children's Internet Protection Act, MOSAICS will hold annual public meetings to receive input from parents and other patrons regarding the school's Internet safety plan, including the use of an Internet filtering service.

Any staff member, student, parent, or patron may file a complaint regarding enforcement of this policy or request that MOSAICS either block, or disable a block of, a particular website. The individual must file a *written* complaint with the Administrator. *The Administrator will appoint a five (5) member committee, including three (3) staff members and two (2) patrons. The committee will meet with the individual who filed the request in a timely manner, allow that individual to make oral or written arguments to support the request, and make a written recommendation to the Administrator regarding whether MOSAICS should block, or disable a block of, a particular website. Upon reviewing the request and the committee's recommendation, the Administrator will render a written decision and notify the individual who made the request.* The Administrator's decision will be final.

### **PROHIBITED USES**

*The school's Internet, computers, and network resources may only be used for approved school activities and educational purposes. All users must fully comply with this policy and immediately report any violations or suspicious activities to the classroom teacher or Administrator. Prohibited uses of school technology include, but are not limited to:*

1. *Causing Harm to Individuals or to Property*
  - a. *Use of obscene, profane, vulgar, inflammatory, abusive, threatening, disrespectful language or images.*
  - b. *Making offensive, damaging, or false statements about others.*
  - c. *Posting or printing information that could cause danger or disruption.*
  - d. *Bullying, hazing or harassing another person.*
  - e. *Deleting, copying, modifying, or forging other users' names, e-mails, files, or data.*
  - f. *Disguising one's identity, impersonating other users, or sending an anonymous email.*
  - g. *Posting personal information (e.g. phone number, address) about oneself or any other person, except to responsible agencies.*
2. *Engaging in Illegal Activities*
  - a. *Participating in the sale, purchase or promotion of illegal items or substances.*
  - b. *Accessing or transmitting:*
    - i. *Pornography of any kind.*
    - ii. *Obscene depictions.*

- iii. Harmful materials.
- iv. Materials that encourage others to violate the law.
- v. Confidential information.
- vi. Copyrighted materials without authorization or as provided by fair use regulations.
- c. Attempting to disrupt the computer system or destroy data by any means.

### 3. Breaching System Security

- a. Sharing one's or another person's password with others.
- b. Entering another person's account or accessing another person's files without authorization.
- c. Allowing others to gain access to one's individual account.
- d. Interfering with other users' ability to access their accounts.
- e. Allowing student access to sensitive data.
- f. Attempting to gain unauthorized access to another computer.
- g. Using software or hardware tools designed to interfere with or bypass security mechanisms.
- h. Utilizing software or hardware applications that are not approved for business use.
- i. Attempting to evade the school's computer filtering software.

### 4. Improper Use or Care of Technology

- a. Accessing, transmitting or downloading large files, including posting chain letters or engaging in spamming.
- b. Attempting to harm or damage school technology, files or data in any way.
- c. Alteration of configured equipment, including the addition of unauthorized passwords and user accounts.
- d. Leaving an account open or unattended.
- e. Attempting to remedy a security problem and not informing a school official.
- f. Failing to report the abuse of school technology.
- g. Installing, uploading or downloading unauthorized programs.
- h. Copying school software for personal use.
- i. Using school technology for:
  - i. Personal financial gain.
  - ii. Personal advertising or promotion.
  - iii. For-profit business activities.
  - iv. Unapproved fundraising.
  - v. Inappropriate public relations activities such as solicitation for religious purposes.
  - vi. Inappropriate political purposes.

### **CONSEQUENCES FOR INAPPROPRIATE USE OF TECHNOLOGY**

*Failure to comply with this policy or inappropriate use of the school's Internet, computers, or network resources may result in usage restrictions, loss of access privileges, and/or disciplinary action up to and including expulsion. The Administrator or designee may also report the violation to law enforcement where appropriate.*

*Users are responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.*

### **NOTICE**

*MOSAICS will inform staff, students, parents/guardians, and other users about this policy through*

*posting on the school website and by publishing in the student handbook. A copy of this policy will be available for review at the school office and will be provided in writing to parents/guardians upon request.*

By accessing the school's Internet, computers and network resources, users acknowledge awareness of the provisions of this policy and awareness that MOSAICS uses monitoring systems to monitor and detect inappropriate use.

*All students and staff are required to sign a technology user agreement (see Policy No. 3270F, Internet, Computer and Network Services User Agreement) that signifies their understanding and agreement to follow these regulations.*

### **Library Use**

When the library is running, students are allowed to check out two books at a time. Students with overdue books will be issued a fine. Books must be returned before the end of each semester, or replacement fines will be issued. Fines may also be issued for damage or excessive wear on a book.

### **Textbook/Materials Use**

Books or class materials must be returned before the end of each trimester, or replacement fines will be issued. Fines may also be issued for damage or excessive wear on a book or materials.

### **Security**

#### ***Visitor sign in***

All visitors, including parents, are required to sign in at the office with the Identi Kid system and obtain a visitor's badge for the day. Students who do not attend MOSAICS are only allowed to visit campus with prior approval from an administrator.

#### ***Check-out Policy***

If a parent/guardian wishes to check out the student from school for an appointment, **the parent is to report to the office** and the student will be summoned by the staff (teachers are not allowed to release students unless parents/guardians have checked out their child through the office first). Only those listed on the enrollment form will be allowed to sign out a child from school; these individuals must be eighteen (18) years of age or older. If you need to pick up a student for an appointment, please do so at least 20 minutes before the end of the school day.

#### ***Closed campus***

The campus is closed during all hours of school. Students are to arrive and stay for their entire school day. No student may go to a vehicle or leave school without permission from parents AND the school administration. Students are not allowed to leave campus at lunch unless accompanied by a parent/guardian after sign-out procedures have been followed. Leaving campus without checking out is treated as an unexcused absence and/or truancy.

#### ***Pets***

Pets are not allowed on campus, unless there is administrator approval.

#### ***Student drop off/ pick-up***

Students may not be dropped off at school earlier than 8:05 a.m. Students must be picked up (if not



involved in an after school activity) no later than 3:40 p.m. (2:10 p.m. on Wednesdays). If a parent does not show up or contact the office by the pick up time, the school will call the parent and then emergency contacts. If needed, a resource (police) officer will be called to transport the child home.

**If you need to change how your student is getting home, please make a phone call to the school office before 2:00 p.m. (12:30 p.m. on Wednesdays). We cannot guarantee that your child will be notified of any changes in how they are getting home for phone calls made after these times.**

#### **Weather Emergency Closures**

In the case of extreme weather conditions, the parent should listen to local TV (i.e. Channel 7) and radio stations between 6:00-7:00 A.M. to find out if conditions warrant school closure. Parents will be informed when weather conditions warrant a "Late Start" school day; all buses will then run ninety (90) minutes later and school will begin ninety (90) minutes later. Dismissal will be on the regular schedule and times.

#### ***Student Behavior at School Activities***

Students in school or involved in school-sponsored activities either on or away from the school premises are expected to obey their school officials, protect property, maintain order and decorum, and conduct themselves in such a manner as to reflect credit upon themselves and their school. Any student who does not meet these standards is in violation of the discipline regulations of MOSAICS Public School and will be subject to disciplinary consequences.

#### **Discrimination Policy**

MOSAICS Public School does not discriminate on the basis of race, skin color, national origin, religion, gender, age, disability, or status in admission to its educational programs/activities and employment practices as prescribed in Federal State laws and regulations.

If you need to report an incident or have inquiries regarding this discrimination policy, please contact:

**Elsje Taggart**  
Dean of Students  
**3121 Lincoln Road**  
**Caldwell, ID 83605**  
**208.402.8899**  
**[etaggart@mosaicps.org](mailto:etaggart@mosaicps.org)**