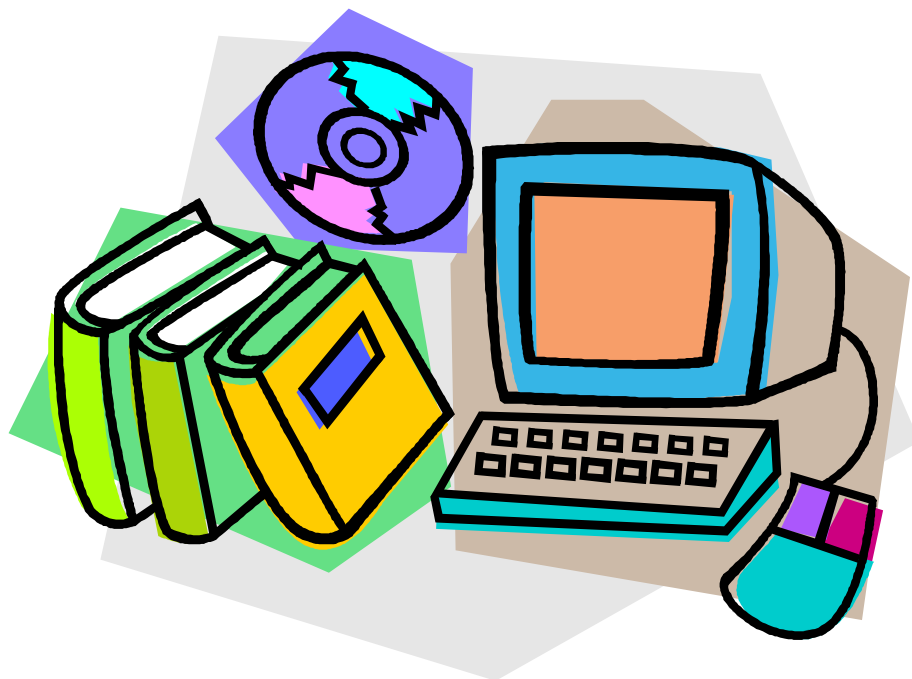


# **Kuna Elementary Schools**

## **Student Handbook**

### **2010-2011**



**Kuna Jt. School District No.3**

**CRIMSON POINT ELEMENTARY** 955-0230  
Kim Cammack, Principal

**HUBBARD ELEMENTARY** 922-1007  
Donene Rognlie, Principal

**FREMONT TEED ELEMENTARY** 922-1005  
Ken LilienKamp, Principal

**INDIAN CREEK ELEMENTARY** 922-1009  
Greta Ankeny, Principal

**ROSS ELEMENTARY** 922-1011  
Greta Ankeny, Principal

**REED ELEMENTARY** 955-0275  
Chuck Silzly, Principal

**KUNA MIDDLE SCHOOL** 922-1002  
Deb McGrath, Principal  
Brian Graves, Building Administrator

**KUNA HIGH SCHOOL** 955-0200  
Karla Reynolds, Principal  
Ron Emry, Building Administrator

**INITIAL POINT HIGH SCHOOL** 472-9721  
Lora Seabaugh, Principal

**SCHOOL DISTRICT SUPPORT OFFICES:**

Jay Hummel, Superintendent 922-1000

Wendy Johnson, Assistant Superintendent 922-1000

Devan DeLashmutt, Administrator of Information Technology 922-1000

Bryan Fletcher, Business Manager/Treasurer 922-1000

Susan Crew, Human Resources Manager 922-1000

Kevin Lindquist, Facilities Supervisor 922-1155

Linda Braswell, Transportation Supervisor 922-1013

Val Swanson, Food Service Supervisor 922-1101

Web Site: [www.kunaschools.org](http://www.kunaschools.org)

**Kuna Jt. School District No. 3  
Elementary Student Handbook  
2010-2011**

Kuna Elementary Schools recognize the uniqueness of each child. Differing learning styles require information to be presented in a variety of approaches.

It is essential for the student to receive a strong basic skills foundation on which to build knowledge and skills needed for a successful life. A strong basic skills program should include reading, language arts, mathematics, social science, physical education, art, and music. Consideration must be given to learners with special needs. In order to maximize the student's opportunity for learning and for the development of a healthy self-esteem, attention should be given to the whole child's maturation – emotional, social, intellectual and physical.

Children are our most precious resource, thus the future of our community, state, nation, and the world depends largely on our educational system's ability to provide the necessary resources and environment to develop responsible citizens and leaders for tomorrow.

This handbook explains some of the rules and procedures at Kuna Elementary Schools. We are always open to suggestions, concerns or comments from parents. Students are best served when parents and the school staff communicate and cooperate.

**SCHOOL HOURS**

School is in session from **8:10 a.m. until 2:35 p.m.** Supervision is provided beginning with the arrival of the first bus and lasts until the final bus has departed. Students should not arrive before 8:00 a.m.

**\*Two hour early dismissal will be at 12:30 p.m.**

**Kindergarten Sessions - A.M.: 8:10 a.m. – 10:55 a.m. and P.M.: 11:55 a.m. – 2:35 p.m.**

**OFFICE HOURS**

The school offices are open daily from 7:45 a.m. – 3:30 p.m. The office will not give out staff phone numbers. Staff members will return calls at the first available time after messages are received.

**PARENTS WELCOME**

Parents are encouraged to visit classes anytime except during testing. If you would like to eat lunch with your child, please call the office or send a note that morning, so we can adjust our lunch count. Parents are invited to attend all student assemblies.

**VISITORS**

Visitors are welcome, but required to stop, sign in and get a badge at the office for the safety of the students and for the order of the academic process. Visits by parents to their student's classroom are encouraged, but should be arranged with the principal and the teacher.

**VOLUNTEERS**

Volunteers are interested persons from the community who give of their time to the students. The most important contribution a volunteer makes to the school is the added human element of another relating, communicating and caring human being.

Check with your child's teacher if you are interested in becoming a volunteer. Please do not bring your preschoolers to school with you while volunteering in a classroom, or helping on a field trip.

**ATTENDANCE**

PLEASE CALL THE SCHOOL OFFICE BY 9:00 A.M. IF YOUR CHILD IS ABSENT.

Attendance at school is more than a legal obligation; it is a privilege. Every child of compulsory school age must be in attendance unless otherwise exempted. The State Board of Education and the local School Board have

determined that being present at school is extremely important. Students are required to be in attendance at school at least 90% of the time that school is in session during each school term. The local School Board may deny promotion to the next grade to any student who is not in school at least 90% of the days that school is in session. The Board has determined that absence from class for any reason including family convenience shall be counted when the percentage of attendance and consequent eligibility for promotion is being considered. Except in extraordinary cases students are expected to be present at school and in their assigned grade or subject.

### TYPES OF ABSENCES

School Release is an absence for a school activity such as a field trip, music, debate, etc. The student is released from classes and not counted absent if his/her absence is a result of school activity.

Illness or death in the immediate family or when medical or dental service is required and the appointment cannot be arranged other than during school time. (A written statement may be required from the doctor or dentist.)

Excused Absence is an absence for outside non-school activities. A written excuse from parents requesting permission for the student's absence must be submitted to the principal. The request may be denied if the student's absence interferes with his/her educational development. Make-up for lost work is the sole responsibility of the student.

Unexcused Absence is issued for any absence other than illness or death in the family. No make-up privileges are allowed in the classes missed for unexcused absences.

Truancy is considered to be one of the following types of absences:

1. Any student who leaves without permission after reporting to school in the morning. This type of truancy may lead to a maximum of three (3) days suspension.

2. Any student who is absent from school without the knowledge and permission of his/her parents or school authorities.

3. Any student who is involved in an excessive and consistent number of unexcused absences may be declared truant.

### LEAVING SCHOOL

Students are not permitted to leave school before the regular dismissal time except by permission of the principal or the principal's designee. Pupils may not leave prior to the regular dismissal time at the request of or in the company of anyone other than a school employee, police officer, the parent, or the parent's designee (as evidenced in writing), and then only with the principal and parent's knowledge and consent.

Notification is required for students who are to wait for rides by parents instead of going home by bus. Parents need to pick up their children from school at 2:30. A note is also required for bus students who desire to ride a bus other than their assigned bus.

### ILLNESS

Students with contagious health problems will be sent home. We cooperate with the Central District Health Department officials (375-5211). Please do not send children to school with notes to stay in because of illness. If a child is too ill to be at school, then he/she should remain at home unless a chronic condition exists and a doctor recommends in writing that the child may attend, but remain indoors during recesses.

#### Medication

School personnel are often asked to administer medication to children during school hours. Most medication can be given outside of school time. For example, if the medication directions indicate "three times a day" the medication can be given in the morning before school, after school, and at bedtime. The school would prefer not to give out medications because the chances of a student receiving the wrong medication, or not receiving it at all, are great when several students are in need of medication at school.

Medication must be in the original container (if you ask, druggists usually will make up the prescription in two separate bottles).

#### Accidents and Student Insurance

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. An inexpensive insurance plan is available for students through an independent provider. Forms are available in the school office. **The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school.** This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

## CHANGE OF RESIDENCE

Please notify the office immediately if there is a change: address, home and work phone numbers, emergency numbers, resident to non-resident, transported to non-transported.

## PHONE CALLS

Children will not be permitted to leave the classroom to answer the telephone except in extreme emergencies. Please leave any messages with the secretary, who will see that they are delivered to the student. Children are not allowed to call home to make arrangements for after school activities. They are to assume responsibility for making these arrangements with you before coming to school. If plans change and you have a bus/walk/sitter or will be picked up message, please call the office by **2:00 p.m.** **These should be only an emergency change of plans, not a daily reminder message.**

## STUDENT APPEARANCE

Students will be expected to keep themselves well groomed and neatly dressed at all times. Students should remember that they represent their school to the community. All attire should be modest and appropriate for students. Any top with straps, such as tank tops, muscle shirts, and sundresses, will need to be modestly covered. Any form of dress or hairstyle that is contrary to good hygiene or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Failure to abide by the following rules may constitute a cause for disciplinary action:

1. All students will be fully clothed, clean and well groomed.
2. All students will wear footwear.
3. There will be no bare backs or midriffs.
4. Hats, headbands or caps will not be worn inside the building.
5. Gang-related attire is unacceptable while at school, at school activities, or on school grounds.
6. Students will not be permitted to wear pants below the waistline or wear caps, bandannas, or any other item associated with gang-related behavior.
7. Clothing advertising alcoholic beverages or tobacco, or displaying inappropriate words, designs or comments should not be worn.

Any student in violation of the district dress code will be required to change the article of clothing. The violation will be documented and the parent will be notified.

## LOST AND FOUND

Unclaimed lost and found items are donated to charity at the end of the year. Parents are encouraged to check at school periodically for lost items.

## KUNA CHILD NUTRITION PROGRAM

Nutritious and healthy choices are offered at breakfast and lunch at every school. Our meals are analyzed with a USDA approved software program. Our meals follow the USDA Recommended Dietary Guidelines. If your child eats breakfast and lunch with us you can be assured that your child will receive two thirds of his/her recommended calories, vitamins, and fiber and will not exceed recommended percentages of fat or sodium for the day.

We welcome parents to visit and eat lunch with their student. Please send a note to your child's teacher or call the school office by 9:00 a.m. so the kitchen can be notified and plan enough food.

Lunches may be purchased online at [www.kunaschools.org](http://www.kunaschools.org), if you choose not to take advantage of the online prepayment service you may continue to make advance payments via check, which should be made out to Kuna School District CNP. Please write your child's full name on the check. If you send cash, please place it in a sealed envelope with your child's name on the envelope.

Students will only be allowed to charge for a period of one week or 5 days, and then the charges have to be paid before your child may charge again.

Free and reduced lunch applications are available at each school, the Food Service Office or the District Office. Please follow the directions on the form carefully; all children from one household may be put on one application. A new form must be filled out each year. If you have questions or concerns please phone the Child Nutrition Office at 922-1101.

### **BUSING**

Written parental permission is required for a child to ride a different bus than assigned. Riding the bus is a privilege and students are expected to maintain safe and proper conduct at all times while riding. Call the Transportation Department at 922-1013 if you have any questions concerning bus schedules, stops or routes.

### **SCHOOL PROPERTY**

Parents are held responsible for repair or replacement of school property, books, desks, lavatories, play equipment, etc. when willfully damaged by their children.

### **TOYS AND EQUIPMENT AT SCHOOL**

Students are strongly discouraged from bringing toys, radios, headsets, video games or jewelry to school. **We will not be responsible for items which are lost or stolen.** Students are not allowed to trade, buy or sell items at school. Collectibles are better left at home.

### **ACADEMIC POLICIES**

#### **Parent-Teacher Conferences**

Parent-teacher conferences are held in November and April. Check the district calendar for dates. You will receive a conference time and date in advance from the school. Parents, teachers or the principal may initiate a conference request at any time during the year.

#### **Report Cards**

Report cards are given to parents at the time of the Parent-Teacher conferences. When conferences are not held, report cards will be issued within five school days following the end of the quarter.

#### **Retention of Students**

Currently, few retentions are supported. Some educators believe this philosophy is too simplistic in dealing with individual and complex minds and lives of children. The Kuna district's policy states that "parent-teacher conferences are encouraged for the purpose of avoiding such failures."

If retention of a student needs to be considered, parents, teacher, principal and other staff members who work with the child will meet to evaluate the performance history, test scores and other pertinent information. This team will make a decision.

### **STUDENT CONDUCT**

#### **Discipline**

The staff is committed to provide a safe, happy learning environment for children. We have developed a School-wide Assertive Discipline Plan to achieve this goal. Our plan has specific rules for expected student behaviors. The plan includes positive and negative consequences.

Every teacher has developed a similar plan for the classroom. A copy will be sent home to you. We are confident that children can be responsible for their behavior when they know what is expected of them.

We need your support in ensuring the success of our efforts. Please discuss the following plan with your child.

### **SCHOOL WIDE DISCIPLINE PLAN**

#### **General Rules**

Follow all directions the first time they are given.  
Keep your hands, feet, and objects to yourself.  
Walk in the classrooms, halls, and restrooms.  
Use proper language.  
No fighting.

### **Playground Rules**

Keep hands, feet and other objects to yourself.  
Follow the directions of the person on duty.  
Treat others the way you want to be treated.  
Use the equipment and grounds safely. No pulling or pushing others.  
Walk and talk quietly when entering and leaving the building.

### **Hallway Rules**

Follow the directions given by any staff member.  
Walk quietly and orderly in the halls.  
Use a pass unless a staff member is with you.

### **Lunchroom Rules**

Follow the directions of the staff on duty.  
Use good manners and talk quietly to people close to you.  
Clean up your area when you are finished eating.  
Walk everywhere in the lunchroom.  
Put utensils, trays, and garbage in the proper places.

### **Positive Reinforcement**

Each elementary school will acknowledge good behavior, in whatever manner is developed and instituted by the individual schools.

### **Consequences**

Students who choose to break school wide rules will receive time-out as deemed appropriate by staff members. Parents will be contacted if a student persists in misbehaving.

Severe Clause: The student will be sent directly to the principal for severe offenses and the parents will be contacted.

## **PROHIBITION OF WEAPONS**

This district is committed to providing a safe environment for all students and staff when they are at school, on a school bus, or at any school-sponsored activity. The district's commitment includes the prohibition against any weapons or other objects/substances which may pose a threat to the health and safety of other students, staff members, or visitors, or could be used to disrupt the educational **process**.

### **PROHIBITIONS**

Students attending district schools are prohibited from:

1. Possessing or carrying objects/substances which are manufactured, used, or intended for use as a weapon, or facsimiles thereof, at school, on a school bus, or at any school-sponsored activity without prior permission of school officials.
2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the intent or result of causing harm to another individual at school, on a school bus, or at any school-sponsored activity.
3. Knowingly assisting another student(s) to possess, carry, or use a weapon at school, on a school bus, or at any school-sponsored activity.

### **DEFINITIONS**

"Possess" is defined as bringing an object, or causing it to be brought, onto the property of a school, or onto a vehicle being used for school-provided transportation, or exercising dominion and control over an object located anywhere on such property or vehicle. A student will be determined to possess a weapon when the item is found to be in any of the following locations:

1. On a student's person;
2. In the student's personal property, including, but not limited to, the student's clothing, backpack, purse, or any other item the student transports or carries and/or causes to be transported or carried to school;
3. A vehicle parked in the school parking lot which the student drives and/or is transported in;
4. The student's locker; or
5. Any other school-related or school-sponsored event, regardless of location.

"Deadly or dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length as defined in 18 U.S.C. Section 930. "Weapon" additionally includes the following items: "Firearm" shall mean any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame receiver of any such weapon; any firearm muffle or firearm silencer; any destructive device, including any explosive, incendiary or poisonous gas, bomb, grenade, or rocket, missile, mine, or similar device, as defined in 18 U.S.C. Section 921. Antique firearms are specifically excluded.

### **INVESTIGATION**

The superintendent or designee will immediately investigate any allegation that a student is in violation of this policy. If determined necessary by the superintendent or designee, law enforcement may be requested to conduct the investigation. Any item identified as a weapon may be

confiscated by the superintendent or designee. Students reasonably believed to be in possession of these items may be suspended from school until a thorough investigation is completed.

### **DISCIPLINARY ACTIONS**

Any student found to be in violation of this policy will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties. The board may, at its discretion, expel a student for the possession and/or use of a weapon, regardless of whether the item at issue falls within the definition of "weapon" under the Gun-Free Schools Act. Disciplinary action will be taken after reviewing all factors, including, but not limited to, the mandates of federal and state law; the student's actions; the risk of harm to the students, district personnel, and patrons; the student's academic standing; the likelihood of recurring violation; and the student's prior conduct.

### **EXPULSION MANDATED BY FEDERAL LAW**

The board of trustees shall expel a student when the student's actions violate federal law, as set forth in the Gun-Free Schools Act and Idaho law, regarding the prohibition of weapons:

Gun-Free Schools Act. A student is found by district personnel or by law enforcement personnel to have carried a dangerous weapon as defined by 18 United States Code Section 921 on school property. The definition of weapon, for purposes of expulsion under this provision, includes a firearm or destructive device which is designed to or may be readily converted to and expel a projectile by the action of an explosive or other propellant. Destructive devices such as any explosive, incendiary, or poisonous gas, bomb, or grenade are also defined as firearms. Specifically excluded from the definition of "weapons" pursuant to the Gun-Free Schools Act, and therefore not subject to mandatory expulsion, are the following:

1. Antique firearms and rifles which the owner intends to use solely for sporting, recreational, or cultural purposes;
2. Firearms that are lawfully stored inside a locked vehicle on school property; and
3. Weapons which are used in activities, approved and authorized by the superintendent or designee, when appropriate safeguards are adopted to ensure student safety.

The expulsion, pursuant to the Gun-Free Schools Act, will be for a period of not less than one (1) year (twelve (12) calendar months). The board may modify the expulsion order on a case-by-case basis, taking into account the individual circumstances and the severity of the incident.

### **Referral to Law Enforcement**

The district will refer any student who brings onto school property a weapon or firearm, as defined under the Gun-Free Schools Act or Idaho law, to law enforcement.

The board may, at its discretion, refer other students who violate this policy to law enforcement.

### **STUDENTS WITH DISABILITIES**

Disciplining students with disabilities, as defined by Public Law 94-142 and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act, under this policy will follow federal guidelines.

### **DENIAL OF ENROLLMENT**

This district will not admit a student who has been expelled from another school district for violation of a statute, regulation, or policy which prohibits weapons until the student is eligible to return to his or her home school district. If a student wishes to challenge that decision, he or she is entitled to a due process hearing pursuant to Idaho Code Section 33-205.

## **STUDENT DRUG, ALCOHOL AND TOBACCO USE**

### **PHILOSOPHY**

It is the Idaho Legislature's intent that parental involvement in all aspects of a child's education in Idaho public schools be part of each school district's policy. Drug prevention programs and counseling for students under the custody and care of the public schools are included in this intent.

The board of trustees recognizes that student use of chemical substances, including alcohol, is a serious problem of utmost concern in our society. Drug, alcohol, and tobacco use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco, and controlled substances—creates educational, economic, and legal problems.

### **DEFINITIONS**

"Controlled substances" include, but are not limited to, opiates, opium derivatives, hallucinogenic substances, including cocaine, and cannabis and synthetic equivalents of the substances contained in the plant, any material, compound, mixture or preparation with substances having a depressant effect on the central nervous system, and stimulants.

"Course of conduct" involves a pattern or series of acts over a period of time, however short, evidencing a continuity of purpose. Course of conduct does not include constitutionally and statutorily protected activity.

"Drug" includes any alcohol or malt beverage, any tobacco product, any controlled substance, any illegal substance, any abused substance, any substance which is intended to alter mood, and any medication not prescribed by a physician for the student in possession of the medication.

"Intentionally harass" means a knowing and willful course of conduct directed at a specific student which seriously alarms, annoys, threatens, or intimidates the student and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress.

"Reasonable suspicion" means an act of judgment by a district employee or independent contractor that leads to a reasonable and prudent belief that a student is in violation of this policy or the "use" or "under the influence" provisions of Idaho Code Section 37-2732C, which defines controlled substances. Such act of judgment is based on the employee's or independent contractor's training in recognizing the signs and symptoms of alcohol and controlled substance use. The fact that a student has previously disclosed use of a controlled substance will not be deemed a factor in determining reasonable suspicion at a later date.

"School premises" includes all buildings, facilities, and property owned or leased by the district, school buses and other school vehicles, and the location of any school-sponsored activity or function.

### **POLICY**

Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district's drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
2. He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs, or related paraphernalia, on school premises;
4. He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises.

#### **ALCOHOL OR CONTROLLED SUBSTANCES: VOLUNTARY DISCLOSURE**

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis; and
2. Notification of the disclosure and availability of counseling is provided to the student's parent/guardian.

#### **ALCOHOL OR CONTROLLED SUBSTANCES: REFERRAL TO LAW ENFORCEMENT**

Once a student is reasonably suspected of being in violation of the law and this policy regarding alcohol or controlled substances, regardless of any previous voluntary disclosure, the building principal or designee will immediately notify the student's parent or guardian and report the incident to the local law enforcement agency.

Any student exhibiting inappropriate behavior that suggests "using" or "being under the influence" of alcohol or controlled substances will be immediately escorted by a district employee to an administrative office for interviewing and observation by the principal or designee. Except in the case of an emergency, the student will not be left unattended and will not be allowed to leave the school premises.

The principal or designee will refer the student to the law enforcement agency if, upon observing and/or interviewing the student, he or she reasonably suspects that the student is using or under the influence of alcohol or a controlled substance. District employees will cooperate fully with any law enforcement investigation of a violation of this policy, including, but not limited to, providing access to lockers, desks, and other school property, and providing oral and/or written statements regarding the relevant events.

The principal or designee, and/or any other employee having observed the student's behavior will document his or her observations of the student; the documentation will be provided to the law enforcement agent, and a copy will be placed in the student's discipline record.

#### **ENFORCEMENT PROCEDURES**

The procedures to enforce this policy are as follows:

1. **Suspension/Expulsion:** Students who violate this policy will be suspended by the principal. Suspension for the first two offenses of this policy will be for five (5) days, unless extraordinary circumstances exist. The time period for suspension for the third offense will be determined at the discretion of the principal and/or superintendent. The principal and/or superintendent will determine whether or not the suspension will be served in school or out of school. The principal and/or superintendent will recommend expulsion to the Board of Trustees upon the third offense or for the first and second if warranted.
2. **Referral to Law Enforcement:** The student will be referred to the law enforcement agency, if appropriate. If the incident involves using or being under the influence of alcohol or a controlled substance, the student will be referred to the local law enforcement agency. In all other situations, referral to law enforcement will be at the discretion of the building principal or designee.
3. **Search and Seizure:** A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable cause to believe that the student is in possession of drugs or drug paraphernalia. Any evidence that a student has violated the law and this policy may be seized by the principal or designee. Lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Authorized school officials may open and inspect lockers and desks when there is reasonable cause to believe that the locker or desk may contain items which may be a threat to safety and security. Such a search may be conducted without a search warrant, and without notice or consent. Students are permitted to park on school premises as a matter of privilege, not right. The district retains the authority to conduct routine patrols of school parking lots and inspect the exteriors of automobiles on school premises.
4. **Parent Contact:** The student's parent/guardian will be contacted as soon as possible following any alleged violation of this policy.
5. **Conduct Contract:** Any student violating this policy must sign a conduct contract before returning to school. Violation of the conduct contract may result in additional disciplinary measures.
6. **Drug, Alcohol, and Tobacco Assessment/Treatment:** The terms of the suspension and/or conduct contract may be modified, at the discretion of the principal or superintendent, if a student who has violated this policy voluntarily completes a drug, alcohol, and tobacco education course and/or undergoes assessment and treatment for drug, alcohol, and tobacco abuse.

#### **STUDENTS WITH DISABILITIES**

Suspensions and expulsions of students with disabilities as defined by Public Law 94-142 and subsequent amendments (Individuals with Disabilities Education Act), Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act will follow federal guidelines as well as the provisions of this policy.

#### **IMMUNITY FOR GOOD FAITH IMPLEMENTATION**

District employees and independent contractors of the district who implement this policy in good faith and with appropriate foundation are immune from civil liability.

#### **INTENTIONAL HARASSMENT**

District employees and independent contractors of the district are prohibited from using their authority to determine reasonable suspicion solely for the purpose of intentionally harassing a student. Using the authority in such a manner may result in disciplinary action against the employee or may be considered a breach of the district's contract with the independent contractor.

#### **NOTICE**

Upon adoption of this policy, the board will provide notice of the policy to each student, parent/guardian, or custodian by publishing such notice in a newspaper of general circulation in the district. Subsequently, a copy of the policy will be provided to each new student, as well as to the parent/guardian or custodian, at the time of initial registration in a district school.

## **ADMINISTERING MEDICATIONS**

If a student must take medication during the school day, the following guidelines will be followed:

#### **PRESCRIPTION MEDICATIONS**

1. The parent/guardian must submit a written request to this district if a school is being asked to administer medication.
2. The medication must be in its original container.
3. The student's name, prescription number, doctor, and directions must be clearly set forth on the container.

### **NON-PRESCRIPTION (OVER THE COUNTER) MEDICATIONS**

1. The parent/guardian must request in writing that non-prescription medication be given during school hours. Specific directions for administering the medication and the parent's/guardian's signature must be received before any medication will be given to the student.
2. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container.
3. Secondary school students may keep and administer their own medication, but they may not bring more than one day's supply of medication to school per day. A note from the parent/guardian must be on file in the office or in the student's possession stating the name of the medication, the reason for taking it, and the dosage.

### **ADDITIONAL GUIDELINES**

1. All medications will be kept in a secured area in the school office.
2. It is the student's responsibility to come to the office at the appropriate time to take his or her medication, unless the student has a disability and is unable to do so.
3. No medications, prescription or non-prescription, will be dispensed by a teacher, secretary, or other personnel to a student without written permission.
4. Non-prescription medications, such as Acetaminophen (Tylenol) and Ibuprofen (Advil), will be provided to students upon request. Students must supply their own medications.
5. Any medication which a student must have in case of emergency will be kept in an easily accessible location.

## **STUDENT HARASSMENT**

It is the policy of this district to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive.

Students attending district schools are:

1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background, or disability;
2. Prohibited from sexually harassing other students; and
3. Required to report, to the school principal or designee, harassment of which the student becomes aware.

This policy applies to all conduct on the district's premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events, and to conduct off the district's premises that has an adverse affect upon a student's educational environment.

### **DEFINITION OF HARASSMENT**

Harassment is defined to include verbal, written, graphic, or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment.
2. Unreasonably interferes with an individual's educational performance.
3. Otherwise adversely affects an individual's educational opportunities.

Harassment includes, but is not limited to:

1. Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by the victim's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability;
2. Demeaning jokes, taunting, slurs, and derogatory "nicknames," innuendos, or other negative remarks relating to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability;
3. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability; and
4. Criminal offenses directed at persons because of their sex, race, color, national origin, age, religious beliefs, ethnic background, or disability;

Harassment also includes an act of retaliation taken against (1) any person bringing a complaint of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) any person participating in an investigation of an act of harassment.

### **DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment is a form of misconduct that undermines the student's relationship with educators and with other students. No student, male or female, should be subject to unasked for and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to sexual overtures or conduct that is unwelcome, personally offensive, and affecting morale, thereby interfering with a student's ability to study or participate in school activities.

Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in the educational process;
2. Submission to or rejection of such conduct by an individual is used as a factor for educational decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Examples of sexual harassment include, but are not limited to, the following:

1. Unwelcome verbal statements of a sexual or abusive nature, including requests or demands for sexual activity, sexual jokes, and obscene comments, etc.;
2. Unwelcome, sexually motivated or inappropriate touching, pinching, or other physical contact;
3. Unwelcome sexual behavior or communications, accompanied by implied or overt threats concerning an individual's education;
4. Unwelcome behavior or communications directed at an individual because of his/her gender; and
5. Stalking or unwelcome, sexually motivated attention.

## REPORTING PROCEDURES

1. Any student, and/or parents of a student, who believe the student is being harassed should immediately report the situation to school personnel.
2. Any district employee who receives a report of harassment from a student, becomes aware that a student is being subjected to harassment, or in good faith believes that a student is being subjected to harassment, is required to report the matter to the building principal immediately. In the event the complaint involves the principal, the matter must be immediately reported to the superintendent.
3. Any district employee who witnesses harassment of a student should take immediate, appropriate action to intervene to stop the harassment.
4. Any student who becomes aware that a fellow student is being subjected to harassment should immediately report the incident to a counselor, teacher, or the principal.

## INVESTIGATION AND REPORT

When a report of harassment is received by the principal or the superintendent, immediate steps will be taken to do the following:

1. Obtain a written statement from the complainant regarding the allegations;
2. Obtain a written statement from the accused;
3. Obtain written statements from witnesses, if any; and
4. Prepare a written report detailing the investigation.

An investigator may be appointed to conduct the investigation or the principal or superintendent may conduct the investigation. The investigation should be completed within ten (10) workdays.

## DISCIPLINARY ACTION

If the allegation of harassment involves a teacher or other school employee, the principal will submit the report of the investigation to the superintendent. If there is sufficient evidence to support the allegation, disciplinary action, up to and including dismissal, may be taken against the offender.

If the allegation of harassment is against a student and there is sufficient evidence to support the allegation, disciplinary action, up to and including expulsion, may be taken against the offender.

If there is insufficient evidence to support the allegation, no record will be made of the allegation in the complaining student's permanent record. No record of the allegation will be placed in the accused employee's personnel record or in an accused student's permanent record if insufficient evidence supports the allegation.

In the event the investigation discloses that the complaining student has falsely accused another individual of harassment knowingly or in a malicious manner, the complaining student may be subject to disciplinary action, up to and including expulsion.

In the event the harassment involves violent or other conduct which could be reasonably considered to be criminal in nature, the principal/superintendent will refer the matter to the local law enforcement agency.

## PROTECTION AGAINST RETALIATION

No retaliation will be taken by this district or by any of its employees or students against a student who reports harassment in good faith. Any person found to have retaliated against another individual for reporting an incident of harassment may be subject to the same disciplinary action provided for harassment offenders. Those persons who assist or participate in an investigation of harassment are also protected from retaliation under this policy.

## CONFIDENTIALITY

Any investigation will be conducted, to the maximum extent possible, in a manner that protects the privacy of both the complainant and the accused. However, if it is suspected that child abuse has occurred, such abuse will be reported to the proper authorities as required by state law.

## RECORD OF ALLEGATIONS

This district will keep and maintain a written record, including, but not limited to, witness statements, investigative reports, and correspondence, from the date any allegation of harassment is reported to district personnel. The information in the written record will also include the action taken by the district in response to each allegation. The written record will be kept in the district's administrative offices and will not, at any time, be purged by district personnel.

# COMPUTER AND NETWORK SERVICE

## GENERAL

Internet access is a service provided for students and staff members by this school district. Use of this district's computer networking services must be directly related to an educational goal and consistent with the instructional objectives of this district. The district reserves the right to monitor all activity on the computer network service.

The system administrators of the computer network service are district employees who are responsible for monitoring use of the system (computer network service and related equipment) by staff and students.

The computer network services provided by this district may not always meet student or staff requirements or be uninterrupted or error-free. It is provided on an "as-is, as available" basis. No warranties are made or given with respect to any service, information, or software contained therein.

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## DEFINITIONS

"Child pornography" is defined as:

Any visual depiction . . . whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where—(1) the product of such visual depiction involves the use of a minor engaging in sexually explicit conduct; (2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or

(4) such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. 18 U.S.C. § 2246.

"Harmful to minors" is a visual depiction containing any picture, image, graphic image file, or other visual depiction that, taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and lacks serious literary, artistic, political, or scientific value to minors.

"Minor," for the purposes of this policy, is an individual who has not attained the age of 17.

"Obscenity" is defined as:

Any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole, appeals to a prurient [i.e. erotic] interest; (2) depicts, describes or represents in a patently offensive way an actual or simulated sexual act or sexual contact or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value. 18 U.S.C. § 1460.

### **PRIVILEGES AND RESPONSIBILITIES**

The use of this district's computer network service is a privilege, not a right. Permission from parents/guardians is required before students may access the computer network service. All users must sign an Acceptable Use Agreement before access is permitted. Upon acceptance for use of the computer network service, students and staff will be given a user ID (name) and password.

Student and staff freedom of speech and access to information will be honored; however, this district reserves the right to monitor and review all electronic transmissions and activities. User access may be denied, revoked, or suspended at any time because of inappropriate use. Further disciplinary action may also occur.

### **INFORMATION CONTENT**

This district provides students and staff access to other computer systems around the world through the Internet and users may encounter information that is controversial or potentially harmful. Because the information and sources of information on such computer network services is continually changing, it is impossible for the district to monitor all the content. Some computer systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials. This district does not condone the use of such materials and does not knowingly permit use of such materials in the school environment. Students or staff bringing such materials into the school environment will be dealt with according to the discipline policies of the individual schools and this district. Intentionally accessing or using such materials may result in termination of access to this district's computer network service capacities as well as in-school suspension, suspension from school or expulsion; or disciplinary actions for staff, including termination.

### **INTERNET SAFETY FOR STUDENTS**

The district will take appropriate steps to protect all students from access, through the district's computers, to visual depictions that are obscene, contain child pornography, or are harmful to minors, by installing and utilizing specific technology that blocks or filters Internet access to such visual depictions.

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

### **ONLINE USE**

All district policies and school rules pertaining to behavior and communications apply to online use. The use of this district's computer network services capabilities must be for educational purposes only and be consistent with this district's mission.

1. Users are not allowed to access the district's computer network services for commercial purposes. Users are not allowed to attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless pre-approved by the board or superintendent.
2. Illegal activity is prohibited and may result in referral to law enforcement.
  - a. Sending, receiving, or accessing obscene or pornographic material is prohibited.
  - b. Sending, receiving, or accessing harassing, threatening, or objectionable material is prohibited.
3. Using programs to infiltrate a computing system and/or damage the software components is prohibited.
4. Students and staff will use the computer network service resources efficiently to minimize interference with others.
5. Users are responsible for making back-up copies as needed.
6. Users are responsible for taking precautions against computer viruses on their own equipment and this school district's equipment.
7. Users will not transmit materials, information, or software in violation of any local, state, or federal law.
8. Attempts to log in to the system using another user's account will result in termination of the user's account.

### **ONLINE CONDUCT**

All users are required to abide by the generally accepted rules of computer network service etiquette. These include, but are not limited to, the following:

1. Users will not be abusive in their messages to others.
2. Users will not swear, use vulgarities or any other inappropriate language.
3. Users will not reveal personal information regarding others and should be cautious when revealing users' own personal information (home address, phone number, etc.).
4. The computer network service may not be used in such a way that use would disrupt the use of the computer network service by others.
5. All communications and information accessible via the computer network service should be assumed to be private property but open to district scrutiny, and review at any time.
6. Users will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor encourage the use of controlled substances.

Any on-line conduct that is determined by the system administrator to constitute an inappropriate use of this district's computer network service or to improperly restrict or inhibit other users from using and enjoying this district's computer network service is strictly prohibited and may result in termination of the user's account, and in disciplinary action.

### **COPYRIGHTED MATERIAL**

Copyrighted material will not be placed on any system connected to this district's computer network service without the author's written permission. The following will apply to copyrighted materials:

1. Only the owner(s) or persons specifically authorized may upload copyrighted material to the computer network service.
2. Users may download only that copyrighted material for which permission has been requested and granted, or that falls within the fair use exception to the copyright laws.
3. A user may redistribute a copyrighted program only with the express written permission of the owner or authorized person or as provided by the fair use exception.

### **ELECTRONIC MAIL**

Electronic mail ("e-mail") is a private electronic message sent by or to a user in correspondence with another person having Internet mail access. The following provisions apply to e-mail:

1. Messages received by the computer network service are retained on the system until deleted by the recipient.
2. A canceled computer network service account will not retain its e-mail. Users must remove old messages in a timely fashion.
3. The system administrators may remove e-mail messages if not attended to regularly by the users.
4. E-mail may be viewed by others. There is no guarantee of confidentiality.
5. The system administrators will not intentionally inspect the contents of e-mail sent by one user to an identified addressee, or disclose such contents to anyone other than the sender, or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or this district's policies, or to investigate complaints regarding e-mail which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
6. This district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on this district's computer network service.

### **THIRD-PARTY SUPPLIED INFORMATION**

Opinions, advice, services, and all other information expressed by students, staff, information providers, service providers, or other third-party personnel on the computer network service provided by this district are those of the individual and do not represent the position of this district.

### **DISK USE**

The system administrators reserve the right to set quotas for disk use on the computer system. Users exceeding their quota will be required to delete files to return to compliance. Users may request that their disk quota be increased by submitting a request stating the need for the quota increase. In determining whether to grant the request, the designated administrator will review the space available and the reason for the request. The decision of the administrator regarding disk use is final and not appealable. A user who remains in non-compliance of disk space quotas after seven (7) days of notification will have his or her files removed by a system administrator.

### **SECURITY**

Security on any computer system is a high priority. All district users will meet the following requirements:

1. If a user feels that he or she can identify a security problem on the computer network service, the user will notify a school administrator. The user will not demonstrate the problem to others.
2. Users may not let others use their account and password nor will they leave their account open or unattended.
3. Users will immediately notify a school administrator if their password is no longer secure, or if they have reason to believe that someone has obtained unauthorized access to their account.
4. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computer network service.

### **VANDALISM**

Vandalism will result in disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the computer network service, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

### **STUDENT DISCIPLINE**

Violation of this policy may result in the following disciplinary actions:

1. A student may lose computer privileges/network access. The duration of loss will depend on the student's age and severity of the violation as determined by the system administrator. Students found to flagrantly or persistently violate this policy may lose all computer privileges/network service access for the remainder of the school year, or for the duration of school attendance.
2. A student may be removed from class, suspended, or expelled from school if he or she engages in conduct on the computer network service that constitute flagrant or persistent violations of this policy or could be considered illegal, as defined by federal and/or state law. Students committing illegal acts may be referred to the local law enforcement agency.
3. Each student is responsible for any damage he or she may cause to this district's computers or to the computer network service. The student must pay all costs incurred in restoring the computer or the network service to its previous working order.

### **UPDATING USER ACCOUNT INFORMATION**

The computer network service may occasionally require new registration and information from users to continue the service. Users must notify the designated administrator of any changes/deletions in user information (address, phone, name, etc.).

### **TERMINATION OF ACCOUNT**

A user's access to, and use of, the computer network service may be terminated at any time by notifying a system administrator. An account that is inactive for more than thirty (30) days may be removed along with that user's files without notice given to the user. An administrator reserves the right, at his or her sole discretion, to suspend or terminate users' access to and use of the computer network service upon any violation of this policy. This district's administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user access.

## TRANSPORTATION RULES

A note to the teacher is required whenever your child will be going home in a different manner than normal (such as riding a bus). Whenever you pick up your child after school, please park in front of the school rather than enter the bus driveway. This will give buses the space they need and will contribute to your child's safety.

If there are any questions concerning bus schedules, stops, or routes, please contact the transportation department at 922-1013.

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

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

The bus driver will first endeavor to convey to the student the seriousness of the violation of any of the rules of student conduct. Upon continued violation, the driver will refer the student to the transportation supervisor or trainer. The supervisor or trainer will seek to impress upon the student the need for improvement in bus conduct. The supervisor of transportation will suspend the student's bus transportation privileges as follows:

1. First (1st) suspension — three (3) school days;
2. Second (2nd) suspension — five (5) school days; and
3. Third (3rd) suspension — transportation privileges may be permanently revoked.

Suspension of bus transportation privileges for students with disabilities as defined by Public Law 94-142, and subsequent amendments, and Section 504 of the 1973 Rehabilitation Act, will follow federal guidelines and the provisions of this policy.

Any vandalism or destruction of school bus property will result in payment for damages and may result in automatic forfeiture of all school bus privileges for one (1) calendar year (365 days from date of occurrence).

Nothing will prevent the district from denying transportation to any student in any school bus or other transportation equipment operated by or under the authority of the district, upon good cause given in writing to the parent/guardian of such student.

## SPECIAL EDUCATION SERVICES

The Individuals with Disabilities Education Act (IDEA) Amendments of 1997, Section 504 of the Rehabilitation Act of 1973 (Section 504), and the Americans with Disabilities Act of 1990 (ADA), ensure the provision of services to students with disabilities. The Kuna School District is required to provide a free appropriate public education (FAPE) to students who reside in the district and are eligible for services. FAPE is individually determined for each student with a disability. FAPE must include special education in the least restrictive environment and may include related services, transition services, supplementary aids and services, and/or assistive technology and services. Children who meet the requirements for services are eligible for services upon reaching their third birthday and services may be extended through the semester of their twenty-first birthday.

The existence of a disability does not, by itself, mean that a student is eligible under the IDEA. To be eligible for services under the IDEA, a student must have a disability that adversely affects educational performance and requires specially designed instruction. Students must be identified under one or more of the following categories: autism, cognitive impairment, deaf-blindness, deafness, developmental delay, emotional disturbance, health impairment, hearing impairment, language impairment, learning disability, multiple disabilities, orthopedic impairment, speech impairment, traumatic brain injury, or visual impairment including blindness.

Every school in the Kuna School District, except the Summer and Evening School Programs, provide services for students with disabilities. Parents, administrators, special education teachers, general education teachers, related service providers (speech therapists, occupational therapists, physical therapists, school psychologists), and others meet in teams at least weekly to discuss student progress and/or concerns. There is ongoing communication and teamwork to ensure that each student has the opportunity to be successful at school. If you have questions or would like more information, please contact your child's teacher or school principal.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

## **STUDENT INSURANCE**

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school it is the responsibility of the parent(s)/guardians(s). The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are distributed at the beginning of the school year and are available in the school office.

## Please Sign and Return These Forms

### **CHECK OFF FORM**

Thank you for taking the time to read and discuss the information in this handbook with your child. Please help us know that we have communicated by signing and returning this form to your students' classroom teacher. Your signature indicates your knowledge and support of the following district policies.

- Current District Calendar
- Policy #540 Prohibition of Weapons
- Policy #551 Student Drug, Alcohol and Tobacco Use
- Policy #561 Administering Medications
- Policy #504 Student Harassment
- Policy #698 Computer and Network Services
- Policy #730 Transportation Rules
- Special Education Programs and Services
- FERPA (Family Educational Rights & Privacy Act)
- Student Insurance and Injuries

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

\_\_\_\_\_  
Parent Signature

### **MEDIA PERMISSION FORM** **2010 – 2011**

Dear Parents,

We will be honoring the achievements of your child this school year by taking pictures of them and placing them on the Kuna School District website and in the local newspapers.

Before this can be done we need your permission to allow us to use our website and the local media to do this. By signing below, this will grant permission for your child's name or picture to be placed on the website and in the newspaper.

Please sign and return to your child's teacher.

Kuna School District has permission to put my child's name and/or picture on the website and in the newspaper for their accomplishments in school.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

Yes \_\_\_\_\_

No \_\_\_\_\_

**Thank you for reading through this handbook. We are looking forward to teaching your child. Please call if you have questions that were not addressed in this booklet.**