



# **ROSS ELEMENTARY**

**610 N. School Ave  
Kuna, ID 83634**

**(208)922-1011**

Student Handbook  
2020-2021

Kuna Jt. School District No.3

## **KUNA SCHOOL DISTRICT**

Wendy Johnson, Superintendent	208-922-1000
Kim Bekkedahl, Assistant Superintendent	208-922-1000
Deb McGrath, Director of Curriculum and Assessment 208-922-1000	
Dave Reinhart, Human Resources & Communications	208-922-1000
Jim Obert, Information Technology	208-922-1000
Elmira Feather, Budget and Financial Manager	208-922-1000
Shannon Shayne, District Homeless Liaison	208-955-0275
Kelli Chamber, Special Education Director	208-922-1000
Kevin Lindquist, Maintenance and Grounds	208-922-1155
Ben Gleaton, Custodial	208-922-1000
Brenda Saxton, Transportation	208-922-1000
Val Swanson, Child Nutrition Supervisor	208-922-1101

**For additional information, please see our website - [www.kunaschools.org](http://www.kunaschools.org)**

## **SCHOOL CONTACT INFORMATION:**

<b>CRIMSON POINT ELEMENTARY</b> - Alex Jensen, Principal	208-955-0230
<b>HUBBARD ELEMENTARY</b> - Donene Standley, Principal	208-922-1007
<b>FREMONT MIDDLE SCHOOL</b> - Tim Jenkins, Principal	208-922-1005
<b>INDIAN CREEK ELEMENTARY</b> - Kimberly Barker, Principal	208-922-1009
<b>ROSS ELEMENTARY</b> - Mysti Schmidt, Principal	208-922-1011
<b>REED ELEMENTARY</b> - Kevin Gifford, Principal	208-955-0275
<b>SILVER TRAIL ELEMENTARY</b> - Ken LilienKamp, Principal	208-472-9731
<b>KUNA MIDDLE SCHOOL</b> - Paul Souza, Principal	208-922-1002
<b>INITIAL POINT HIGH SCHOOL</b> - Jason Reddy, Principal	208-472-9721
<b>KUNA HIGH SCHOOL</b> - Brian Graves, Principal	208-955-0200

Kuna Elementary Schools recognize the uniqueness of each child. Different 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. You may view the complete [Kuna School District Policy](#) on our website.

## **Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (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):

- a) School officials with legitimate educational interest;
- b) Other schools to which a student is transferring;
- c) Specified officials for audit or evaluation purposes;
- d) Appropriate parties in connection with financial aid to a student;
- e) Organizations conducting certain studies for or on behalf of the school;
- f) Accrediting organizations;
- g) To comply with a judicial order or lawfully issued subpoena;
- h) Appropriate officials in cases of health and safety emergencies; and
- i) 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

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\* Printed copies of these KSD Policies are available in each Elementary school office.

## **1. GENERAL INFORMATION:**

### **Ross Elementary Bell Schedule for 2020-2021**

**Start: 8:50 a.m**                      **End: 3:35 p.m.**

### **OFFICE HOURS**

The Ross School office will be open daily from 8:30 a.m. – 4:00 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 & VISITORS WELCOME**

Visits by parents to their student's classroom are encouraged, but should be arranged with the principal and the teacher. They 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 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.**

**COVID EXCEPTION: DURING COVID HYBRID OR ON-LINE MODELS, WE ARE NOT ABLE TO ACCEPT VISITORS OR VOLUNTEERS INTO OUR CLASSROOMS. THANK YOU FOR YOUR UNDERSTANDING WITH THIS.**

### **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. Please contact your child's teacher if you are interested in becoming a volunteer.

All individuals will be required to submit proof of identification and complete the Volunteer Background Check when applying to act as a classroom volunteer working with students or as a chaperone on a fieldtrip.

**Please do not bring your preschoolers to school with you while volunteering in a classroom.**

### **CHANGE IN AFTER SCHOOL PLANS**

Please contact the school before 2:00pm on regular days and before 1:00 on Early Release days so that the office staff can notify his/her teacher and the Transportation department, if necessary. Notification is required for students who are to wait for rides by parents instead of going home by bus. A note is also required for bus students who desire to ride a bus other than their assigned bus (see Bussing information).

### **CHANGE OF RESIDENCE**

Please notify the school office immediately if there is a change in: address, home and/or work phone numbers, emergency contact 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 please call the office by 2:00 p.m. These should be only an emergency change of plans, not a daily reminder message.

### **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.

### **LOST AND FOUND**

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

### **TOYS & VALUABLES**

Students should not be bringing toys, jewelry, or other collectables/valuables 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.

### **PERSONAL ELECTRONIC DEVICES**

Students must turn off electronic devices (i.e., cell phones, mp3 players, tablets, radios, CD players, headphones, iPods, pagers, electronic games, or electronic books) at the start of the school day and keep them powered down and in their designated space determined by the teacher or backpack until the end of the school day. Electronic devices can be used in the classroom only at the discretion and permission of the teacher for educational purposes ONLY. Use of any electronic device is prohibited in bathrooms, or other locations that are private in nature. Any unauthorized or inappropriate use of electronic devices will result in confiscation of the device. The student's parent or guardian will be notified and may pick up the device in the front office. Kuna School District is not responsible for lost, stolen, or damaged electronic devices brought to school.

### **PETS & SERVICE ANIMALS**

No dogs or pets are allowed in the school or on the school grounds unless they have been certified to be in our schools. This includes bringing pets for show and tell.

Kuna School District No. 3 acknowledges its responsibility to make reasonable accommodations to permit persons with disabilities to be accompanied by a service animal in its school buildings, classrooms, and at school functions, as required by the Americans with Disabilities Act, 28 C.F.R. Part 35.

“**Service animal**” means any dog or, in specific circumstances, a miniature horse that is individually trained to do work or perform tasks for an individual with a disability which could include a physical, sensory, psychiatric, intellectual or other mental disability. No other species of animal- whether wild or domestic, will be permitted as a service animal. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals for the purposes of this definition.

### **OPEN ENROLLMENT**

In the Kuna School District, every school offers an excellent education for students. The district is committed to sustaining outstanding schools and fostering strong relationships between parents and teachers. Idaho Code §33-1402 (Enrollment Options) provides parents the opportunity to apply for a change of school attendance zone through an open enrollment process.

There is a window in the spring windows for open enrollment. ***Open Enrollment is for full time students only and does not include foreign exchange students or siblings. Open Enrollment does not apply to any special programs such as Dual Language, TLC, Special Education, Synergy, etc. Siblings are not automatically enrolled into the school if a sibling is in a special program.***

## **2. ATTENDANCE:**

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

[Link to KSD Policy #522 - Habitual Truancy](#)

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.

## **3. HEALTH & WELLNESS:**

[Link to KSD Policy # 568 - School Wellness Policy](#)

### **ILLNESS**

We cooperate with the Central District Health Department (375-5211), students with contagious health problems should be kept home. **Please keep your child home if they exhibit any of the following symptoms:**

- Fever greater than 100.0°. Students should be fever free for at least 24 hours, without fever reducing medication, before returning to school.
- Vomiting and/or diarrhea. Students should stay home for 24 hours to make sure they can keep food/liquids down.
- Sore throat with a fever greater than 100.0°. If they are diagnosed with Strep throat, then they should stay home until they have been on the antibiotics for 24 hours.
- Excessive coughing
- Pink Eye (Conjunctivitis). Keep the child home until a doctor has given the OK to return to school. Pink eye is highly contagious and most cases are caused by a virus, which will not respond to an antibiotic. Bacterial conjunctivitis will require an antibiotic; your doctor will be able to determine if this is the case.

**Students will be sent home from school if they experience any of the above symptoms.** Do not send children to school with notes to stay in because of illness. A child that is too ill to be at school 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 or lunch.

**Of course there are always exceptions. Your school nurse is a great resource, please contact her for any questions.**

## **ADMINISTERING MEDICATIONS**

[Link to complete KSD Policy #561 - Administering Medications](#)

We 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 that can be given at home. In the event it is required that medication is to be administered during school hours, medication must be in the original container (if you ask, Pharmacists usually will make up the prescription in two separate bottles).

Nurses may use a variety of over the counter medication, which may include anti-itch cream, antacids, cough drops, antibiotic ointment and normal saline eye wash. If you do not want these used on your child, please contact your school nurse.

## **ACCIDENTS & 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.

## **HEAD LICE**

[Link to complete KSD Policy # 563 - Exclusion for Head Lice](#)

Head lice is highly contagious and easily spread from direct or indirect contact with the infested person and/or infested personal items. The school principal or designee will screen students for head lice. If nits (egg cases) or lice are present, the student will be excluded from school until the student is nit- and lice-free or until a licensed physician, public health nurse, school nurse, or other person authorized by the Idaho Department of Health and Welfare determines that the student is no longer contagious. If the principal or designee later suspects or determines that the student is again contagious, the student will be excluded from school until the student meets the criteria set forth above.

## **IMMUNIZATIONS**

[Link to complete KSD Policy #565 - Immunization Requirements](#)

At the time of first admission to any public school within this district, and before attendance, all students must present an immunization certification statement signed by a physician or a physician's representative stating the type, number, and dates of immunizations received.

A statement must be received from a parent/guardian of any student who is not immunized, excepted or exempted, and who is in the process of receiving, or has been scheduled to receive, the required immunizations. The statement must be provided to the school at the time of first admission and before attendance

Please see full policy for exemption from immunization guidelines.

## **COVID**

Given the COVID pandemic and absence of a vaccine, we ask families to help prevent the spread of the virus by being cautious when their children become sick and keep them home. We are relaxing attendance requirements and no awards will be given for "perfect attendance."

Parents should not send their children to school if they have any of the following symptoms:

- Fever greater than 100.4°. Students should be fever free for at least 24 hours, without fever reducing medication, before returning to school.

- Vomiting and/or diarrhea. Students should stay home for 24 hours to make sure they can keep food/liquids down.
- Excessive coughing
- [COVID symptoms](#) are similar or the same as many infectious diseases. We recognize this poses a problem for families in determining whether to send a child to school. The Central District Health Department has created [a chart](#) shown below to help individuals make decisions about when to return your child to school after he/she has been sick or a family member has been sick. Note: Families are expected to follow quarantine directions to family members from health and medical officials when a household member is tested for COVID. Parents should notify the school to make plans for remote education if quarantine of a student is necessary.

Please see the link to Kuna High School District [protocol](#) for positive cases and return to participation.

**Students who become sick at school will be sent home. Our nurses and health safety aides will follow up with the family about next steps.**

We cooperate with the Central District Health Department (375-5211), and students with contagious health problems must be kept home.

- Non COVID illnesses
  - o Strep: Sore throat with a fever greater than 100.4°. If they are diagnosed with Strep throat, then they should stay home until they have been on the antibiotics for 24 hours.
  - o Pink Eye (Conjunctivitis). Keep the child home until a doctor has given the OK to return to school. Pink eye is highly contagious and most cases are caused by a virus, which will not respond to an antibiotic. *Bacterial conjunctivitis* will require an antibiotic; your doctor will be able to determine if this is the case.

Do not send children to school with notes to stay in because of illness. A child that is too ill to be at school 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 or lunch.

Of course there are always exceptions. Your school nurse is a great resource; please contact the nurse for any questions. Please see the COVID Illness Decision Tree listed on the next page for additional information.

### **For students who participate in athletics and activities**

Trainers, coaches and advisors will take the following precautions to avoid large scale outbreaks of COVID-19.

1. Daily temperature checks of students before practices and competitions.
2. Daily monitoring of student health via questionnaire
3. Encourage hand washing.
4. Mandatory face coverings when not able to physically distance or in active physical activity.
5. Coaches, activities personnel and training staff will wear face coverings.
6. Cleaning of equipment before, during and after use.

Please see the link to Kuna High School District [protocol](#) for positive cases and return to participation.

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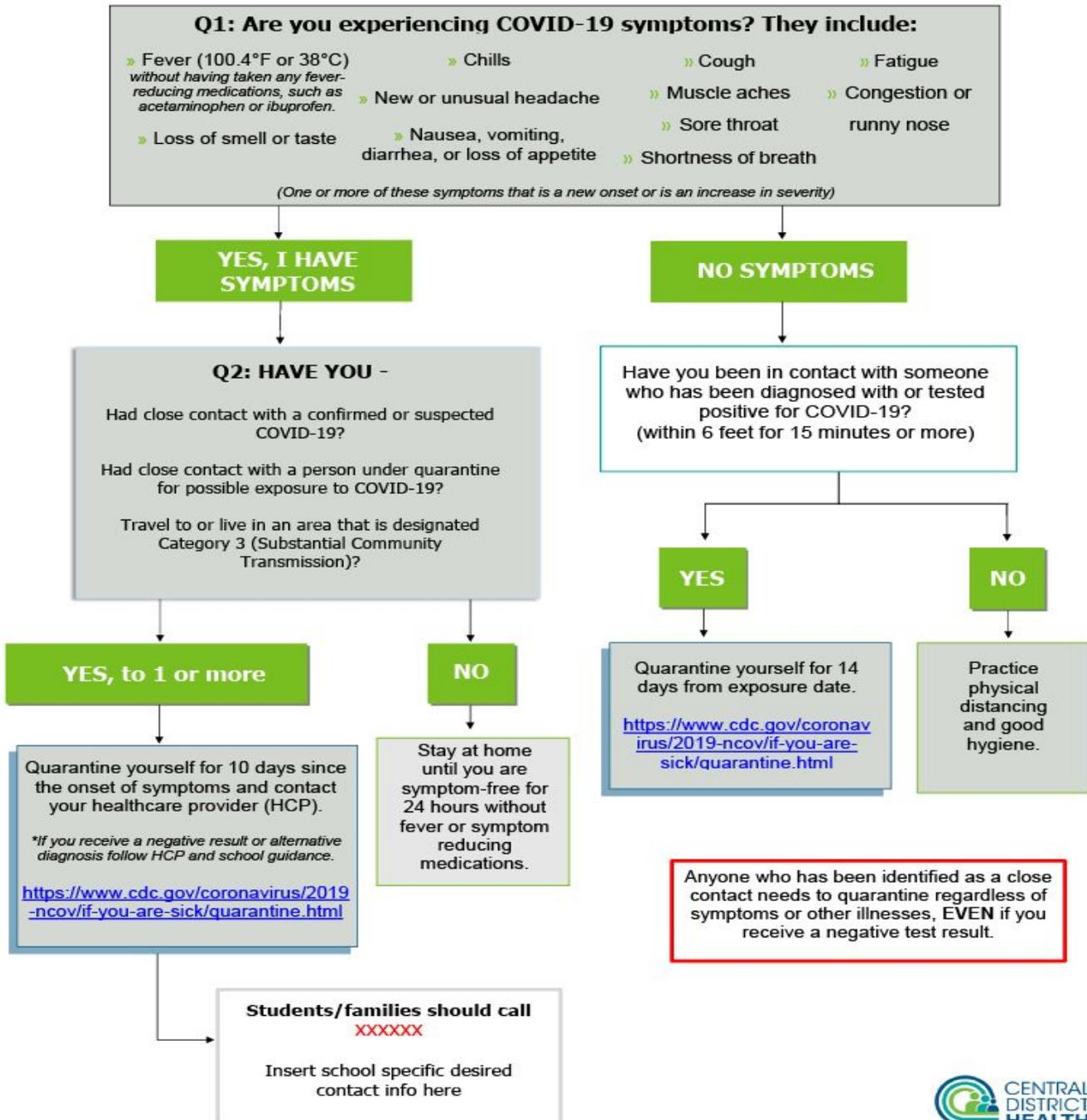
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Of course there are always exceptions. Your school nurse is a great resource; please contact the nurse for any questions.

## Illness Decision Tree for Students



## **4. STUDENT SAFETY:**

### **PROHIBITION OF WEAPONS**

[Link to complete KSD Policy #540 - 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.

### **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.

### **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.

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

[Link to complete KSD Policy #551 Student Drug, Alcohol & Tobacco Use](#)

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.

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.

## **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.
  - a. 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 official 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.
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.

## **STUDENT HARASSMENT, INTIMIDATION & BULLYING**

[Link to complete KSD Policy #504 - Student Harassment](#) and [504.50 Protection against Harassment, Intimidation](#)

It is the policy of this district to maintain a safe school environment for all students while attending school, riding the school bus, and attending district-sponsored activities on school premises or at other locations. Harassment, intimidation, and/or bullying, regardless of the specific nature of the student's behavior is disruptive to a safe school environment and will not be tolerated.

Harassment, intimidation, and/or bullying is defined as misconduct by a student(s), which is characterized by the aggressor(s) repeatedly engaging in negative actions against another student(s) in an attempt to exercise control over the victim. Harassment, intimidation, and/or bullying is generally characterized by aggressive or intentionally harmful behavior, which is carried out repeatedly over time.

## **PROHIBITED BEHAVIOR**

Students attending district schools are prohibited from engaging in the following behaviors:

1. Physical abuse against a student, including, but not limited to, hitting, pushing, tripping, kicking, blocking, or restraining another's movement; sexual misconduct; causing damage to another's clothing or possessions; and taking another's belongings.
2. Verbal abuse against a student, including, but not limited to, name calling, threatening, sexual misconduct, taunting, and malicious teasing.

3. Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.
4. Cyber bullying, including, but not limited to, using any electronic communication device to convey a message in any format (audio or video, text, graphics, photographs, or any combination thereof) that intimidates, harasses, or is otherwise intended to harm another individual.
5. Harassment, intimidation, and/or bullying, including any intentional gesture or any intentional written, verbal, or physical acts or threats, against another student that:
  - a. A reasonable person under the circumstances should know will have the effect of:
    - i. Harming a student; or
    - ii. Damaging a student's property; or
    - iii. Placing a student in reasonable fear of harm to his or her person; or
    - iv. Placing a student in reasonable fear of damage to his or her property; or
  - b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.
6. Conspiring with another individual to commit any act of harassment, intimidation, or bullying against another student.

The prohibition extends not only to actions taking place on school grounds but also actions originating at a remote location and carried out via any technology, including, but not limited to, the use of a landline, car phone, or wireless telephone, or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

#### **DISCIPLINARY ACTION**

Students who engage in harassment, intimidation, or bullying will be disciplined as determined to be appropriate, up to and including suspension and/or expulsion.

## **5. ACADEMICS & ASSESSMENT:**

### **CURRICULUM**

This district will provide a core of instruction at the elementary level kindergarten through grade six (K-6) as follows:

1. **Language arts and communications** will include instruction in reading, writing, English, literature, technological applications, spelling, speech, and listening.
2. **Mathematics** will include instruction in addition, subtraction, multiplication, division, percentages, and mathematical reasoning and probability.
3. **Science** will include instruction in applied sciences, earth and space sciences, physical sciences, and life sciences.
4. **Social studies** will include instruction in history, government, geography, economics, current world affairs, citizenship, and sociology.

In addition to the core of instruction set forth above, the district will offer the following instruction to all elementary school students: Fine Arts (art and music); Health (wellness); & Physical Education (fitness)

### **ASSESSMENT & ACCOUNTABILITY**

All students in Idaho public schools, grades kindergarten through twelve (K-12) are required to participate in the comprehensive assessment program, approved and funded by the Idaho State Board of Education. Additional district approved assessments may be administered to students three times per year.

The purpose of these assessments is to:

1. Measure and improve student achievement;
2. Assist classroom teachers in designing lessons and providing targeted interventions;
3. Identify areas needing intervention and remediation, and acceleration;

4. Assist districts in evaluating local curriculum and instructional practices in order to make needed curriculum adjustments;
5. Inform parents/guardians of their student's progress;
6. Provide comparative local, state, and national data regarding the achievement of students in essential skill areas;
7. Identify performance trends in student achievement across grade levels tested and student growth over time; and
8. Help determine technical assistance/consultation priorities for the State Department of Education.

For More information about Assessments in the Kuna School District please visit [www.kunaschools.org/departments/assessment-and-accountability](http://www.kunaschools.org/departments/assessment-and-accountability)

### **MULTI-TIERED SYSTEM OF SUPPORT (MTSS)**

Each of our elementary schools have developed a Multi-Tiered System of Support (MTSS). Our goal is for schools to use their resources in determining what it takes for each child to be successful.

MTSS is designed as a way for schools to make sure that four things happen from a coordinated standpoint:

1. Students who need additional academic, behavioral, language acquisition support or enrichment are identified early.
2. Identified students are provided targeted interventions for their specific needs using sound instructional programs or strategies.
3. A student's progress is monitored frequently so we know if we are on track with our efforts and they are making expected gains.
4. Teachers and schools are using data to change course when needed and have a formal system of support to meet the needs of each student.

Please contact your child's student or the principal for more information.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held in October. Please 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 will be issued and sent home within five school days following the end of the trimester (November, March, May).

### **RETENTION**

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 to repeat a grade-level needs to be considered, parents, teachers, 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.

## **6. STUDENT CONDUCT & APPEARANCE: POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)**

KSD staff is committed to provide a safe, happy learning environment for children.

PBIS is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of social skills, and the use of data-based problem solving

for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

PBIS overall goals: increase safety and establish positive school climates through research-based strategies and systems.

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with school board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. The parent/guardian will be informed when any of these actions have occurred as soon as possible after any such incident.

These policies will be available with other school board policies to all parents electronically via our website or as a hard copy on request.

## **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. A copy of policy shown to students in the classroom is available upon request.

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. Gang-related attire is unacceptable while at school, at school activities, or on school grounds.
5. Students will not be permitted to wear pants below the waistline or wear caps, bandannas, or any other item associated with gang-related behavior.
6. Clothing advertising alcoholic beverages or tobacco, or displaying inappropriate words, designs or comments should not be worn.
7. Shorts, skirts and dresses less than fingertip length (the longest finger with shoulders relaxed and arms/hands straight down at the side. Shoulders must be covered.
8. Low-cut shirts showing cleavage, tank tops, spaghetti straps, tube tops, halter tops, crop tops, bare midriffs, and shirts with no sleeves. Undergarments may NOT be visible through clothing.

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.

Students are required to wear cloth face coverings as ordered by the Central District Health Department to prevent the spread of infectious diseases. Cloth face covering should: fit snugly but comfortably against the side of the face; completely cover the nose and mouth; secured with ties or ear loops; include multiple layers of fabric; allows for breathing without restriction; can be laundered and machine dried without damage or change to shape. Disposable paper masks that provide the same coverage as cloth masks are acceptable. Face shields are acceptable. Images on coverings should follow the district dress code. Most students can successfully wear face coverings for those who may have medical conditions or disabilities for which accommodations may be needed should contact their school principal to create a plan for the student.

## **7. SPECIAL PROGRAMS & SUPPORT SERVICES:**

### **TITLE 1 PROGRAM - ACADEMIC SUPPORT SERVICES**

The Kuna School District has six elementary schools that qualify for Title 1 Schoolwide programs based on the number of students qualifying for Free and/or Reduced Cost Lunches - Crimson Point, Hubbard, Teed, Indian

Creek, Ross and Reed. These schools provide additional services through Federal grant monies awarded through the Idaho State Department of Education. For more information on Title 1, please contact your principal.

### **ENGLISH LANGUAGE LEARNER SUPPORT SERVICES**

Language Acquisition services are provided to elementary students at our Language Magnet School - Reed Elementary. Federal and State grant monies are used to administer these programs and services. For more information please contact your principal or school secretary.

### **HOMELESS SUPPORT SERVICES**

We provide services and resources for qualifying students through McKinney-Vento and Title 1 funding and the generous contributions of our Community Partners. If you have any change in residency, please contact your school secretary for a Nighttime Residency form.

### **MIGRANT SUPPORT SERVICES**

If you have moved in the last three years to seek work in agriculture or fishing, please contact Erika Valero, District Migrant Coordinator or Eileen OShea, Student & Community Services Administrator for more information.

### **IMMIGRANT SUPPORT SERVICES**

If you have lived outside of the United States in the last three years, please contact Eileen OShea, Student & Community Services Administrator for more information.

### **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 or Ludee Vermaas, Director of Special Education.

## **8. CHILD NUTRITION PROGRAM**

Kuna School District will be serving school meals that meet federal nutrition standards, ensuring that meals are healthy, well-balanced and provide students all the nutrition they need to succeed at school.

School meals offer students milk, fruits and vegetables, proteins and grains, and they must meet strict limits for saturated fat and portion size.

**Offer Versus Serve (during a typical school year)\***

A student is required to take two things to meet “meal” guidelines:

- At least ½ cup fruit and or vegetable AND
- two other choices from the following food groups (grain, meat/meat alternative, milk)

**Due to Covid Guidelines:**

OVS (offer vs serve) will not be an option this school year for students. All students will receive a complete meal of everything that is on the menu for that day.

We’re always working to offer Kuna School District students healthier and tastier choices. In addition to meeting new nutrition standards, we’re also purchasing more local foods.

School meals are a great value and a huge convenience for busy families. 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 should send cash, please place it in a sealed envelope with your child’s name on the envelope.

Student charging is limited to the Elementary level. All charges within 30 days of their transaction date are considered to be current. All charges that exceed 30 days are considered to be “past due”. Once an account is deemed “past due”, the Child Nutrition Department may begin the collection process, [please refer to KSD Policy #878 - Collections](#).

Our menus are online at [Kunaschools.org/departments/child-nutrition](http://Kunaschools.org/departments/child-nutrition)

**Free & Reduced Lunch**

Free and reduced lunch applications are available online [www.heartlandapps.com](http://www.heartlandapps.com) or a paper application is available at the District Office. Please follow the directions on the form carefully, if you need assistance filling out the application please contact our office at (208)922-1101. Free and Reduced Lunch applications need to be filled out each year. These applications may be filled out anytime throughout the school year.

Special diets and food allergies (including milk allergies) require a special form signed by a physician to be on file with the Child Nutrition Department. The form can be obtained from the Child Nutrition Office. We encourage parents/guardians of students with food allergies to work closely with their school nurse and child nutrition staff to ensure the safest environment possible for your student to eat in. -This institution is an equal opportunity provider.

## 9. TRANSPORTATION:

### BUSING

[Link to the complete KSD Policy #730 Student Bus Conduct](#)

Please call the Transportation Department at 922-1013 if you have any questions concerning bus schedules, stops or routes. Current bussing information and routes may be viewed on our website.

**Written parental permission is required for a child to ride a different bus than assigned. A letter from the parent needs to be taken to the office so that the office can generate a Bus Pass. The student must give the driver a Bus Pass for permission to board any bus other than their regularly scheduled bus.**

Riding the bus is a privilege and students are expected to maintain safe and proper conduct at all times while riding.

<b>Kuna School District Transportation Expectations</b>	<b>Bus Stop</b>	<b>Boarding the Bus</b>	<b>On the Bus</b>	<b>Emergency /RR Tracks</b>	<b>Getting off the Bus</b>	<b>Leaving the Bus Stop</b>
<b>Be Safe</b>	Stay off the road and on or behind the sidewalk	Stay back and wait for the bus to stop  Wait for signal from driver  Wait for door to open before stepping toward bus to load  Walk and wait your turn	Stay seated  Keep aisle clear by keeping feet out of the aisle  Keep belongings in seating area  Keep all food and drinks sealed in your backpack	Voice level-0  Follow Driver Directions	Stay seated until the bus stops  Wait for door to open  Unload single file  Use handrail	Follow driver directions  Step away from the bus  Stop- Look-Listen
<b>Be Respectful</b>	Keep your hands to yourself  Handle your own belongings	Be courteous to others  Walk  Wait your turn  Load single file	Listen to the driver, answer when spoken to, Face forward  Voice Level 1-2  Clean up your area of the bus  Treat others kindly and	Stay Calm: Voice Level- 0  Help each other: Lend other students a hand if they need help	Listen to the Driver  Be courteous to others  Keep hands and feet to yourself	Respect others property
<b>Be Responsible</b>	Be at your bus stop 5 Min. early  Know and remember what route you ride	Be ready: Have your backpack zipped and on and gather your belongings  Find your seat quickly	Stay Seated : Back against the seat and feet on the floor  Backpack in Lap	Voice level-0  Stay together	Get off at <b>YOUR</b> stop  Be ready: by having your belongings gathered and backpack on  Clean up: pick up wrappers, paper or	Go straight home

					garbage in your area	
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**Minor offenses:**

- Eating, drinking, or chewing gum on the bus
- Extension of arms, legs, or head outside the window
- Littering
- Not sitting down in seat
- Not sitting in assigned seat
- Scuffing or rough housing
- Shooting projectiles/throwing objects
- Pushing/tripping students
- Refusing to give bus driver correct name or information
- Refusing to obey bus driver directions

**Consequences:**

- Bus driver will contact parent & inform bus supervisor
- Student will be assigned a seat

**Major offenses:**

- Fighting on the bus
- Any type of harassment
- Using improper language
- Use of tobacco, alcohol or drugs
- Improper use of an aerosol spray
- Vandalism of district property
- Indecent exposure
- Deliberate use of food to cause an allergic reaction

**Consequences:**

- Bus driver will contact parent, school building administrator or dean, & bus supervisor
- A bus behavior plan will be developed

**Zero tolerance offenses:** Immediate suspension from school bus

- Possession of firearms or weapons of any kind
- Ignition of flammable materials
- Use of laser to cause blindness to the bus driver

**Consequences:**

- Immediate suspension from riding the school bus

**BIKES, SKATEBOARDS, AND SCOOTERS**

Bikes, skateboards, scooters, inline skates or shoes with wheels may not be ridden on school grounds. Students must walk their bikes or scooters and carry their skateboards on school grounds both for safety and to show respect to others. Student bike racks are provided, but bike locks are not. Those who park bikes at school do so at their own risk.

**PICKING/DROPPING OFF STUDENTS**

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. Please follow directions of staff on duty for dropping/picking up students.

**10. TECHNOLOGY USE:**

[Link to KSD Policy #698 - Computer and Network Service](#)

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. Staff and Students do not have a reasonable expectation of privacy in their use of the computer of the computer network.

### **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.

### **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, or depicting the sexual exploitation of a minor, 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 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.

- The district will include a component of Internet safety for students that is integrated into the district's instructional program.

### **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 prohibited from accessing 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. Users are prohibited from cyber-bullying, including, but not limited to, using a computer, computer system, or computer network service to convey a message in any format (audio or video, text, graphics, photographic, or any combination thereof) that is harassment, intimidation, or bullying, or is otherwise intended to harm another individual.
3. Users are prohibited from submitting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor encourage the use of controlled substances.
4. 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.
5. Using programs to infiltrate a computing system and/or damage the software components is prohibited.
6. Students and staff will use the computer network service resources efficiently to minimize interference with others.
7. Users are responsible for making backup copies as needed.
8. Users are responsible for taking precautions against computer viruses on their own equipment and this school district's equipment.
9. Users will not transmit materials, information, or software in violation of any local, state, or federal law.
10. Attempts to log in to the system using another user's account will result in termination of the user's account.

11. Users will not reveal personal information regarding others and should be cautious when revealing users' own personal information (home address, phone number, etc.).
12. 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.
13. 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.
14. Any online conduct that is determined by the system administrator to constitute an inappropriate use of the 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 disciplinary action.

### **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.
4. If a class requires the use of a computer and/or the computer network service, a student who has lost computer privileges under this policy will be allowed to participate under direct teacher supervision unless he or she has been removed from the class.

### **DISTRICT PROVIDED ELECTRONIC DEVICES**

The Kuna School District provides every student a Chromebook and charging accessories to support learning in school and at home. The device is school property. Student use of the district device must follow rules in this handbook, those established by the teacher, and in district policy:

- [696: Computer Software](#)
- [698: Computer and Network Service](#)

### **Device Use**

Students are provided a device for school work including accessing the curriculum, completing assignments, communicating and sharing information with their teachers, etc. Students are expected to take care of the device including making sure it is charged and ready to when need at school

Students will be provided the tools to support virtual and remote learning using their device including:

- **Email:** Each student is provided a school email account to use on their device to communicate with their teacher(s). No other e-mail account should be used for school-related activities or for communicating with teachers and District staff. Student e-mail accounts and account content are the property of the District. The use of these accounts will comply with District policy and are subject to search at any time.

- **Cloud storage:** Students are expected to save work in designated cloud storage locations, school/teacher designated locations available through Google Drive accounts, or other applications that are authorized by the District. It is the student's responsibility to ensure work is not lost due to device failure or accidental deletion.
- **Internet Access:** As required by law, district devices will restrict internet content. Devices are set up to access district networks while in school and wifi hotspots near schools. Students are allowed to connect to other wireless networks through their device settings. The same school Internet filter that supervises connections on all Kuna School District networks will restrict allowable content. When the device goes home or to any other location and connects to the Internet, the content will be filtered to the same levels as those in our schools.

Students should not have any expectation of privacy concerning their use of the device, including but not limited to websites, apps/applications, or e-mail content or browser history. Any messages sent or received, or files created or saved on the device or through the system are available for review. For example, this content may be viewed by District administration during an investigation, or by the District's Technology Department during the review of a possible policy violation. Should a parent/guardian need to access their student's e-mail account, they can request access through the Kuna School District Technology Department.

### **Prohibited Uses**

The device is provided for school use only and will include the approved software and applications for classroom use. Students shall not:

- Remove district software or applications;
- Download or add software or applications for personal use;
- Store personal digital content such as but not limited to photos, videos, etc.
- Replace the background image on their device;
- Use the device camera to photograph or video record others without their consent
- Apply stickers, or write, inscribe, or scratch on the device.
- Remove or cover district or manufacturer labels and stickers this include the device serial number or district barcode(s)
- Remove any part of the device
- Use the device to commit any behavior that is inappropriate in the school setting or illegal including but not limited to bullying, harassment, plagiarism, theft, etc.
- Bypass Kuna School District's web filter or other security measures through a web proxy or other methods.

If a student violates any of the user terms and conditions named in district policy, this handbook, and teacher direction, privileges may be suspended or terminated, access to the Kuna School District technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement may be involved.

### **Device Care Maintenance**

Students will be held responsible for maintaining their devices and keeping them in good working order. Below are tips for caring and cleaning devices.

- Protect it from extreme heat or cold, pets, and moisture.
- Use clean, **dry** soft cloth to clean the screen; do not use cleansers or liquid of any type.
- Insert cords and cables carefully to prevent damage.
- Don't put any object on your device.
- Keep your device "on top of items" in your backpack or carrying bag
- Treat the screen with care, don't carry the device by the screen.
- Do not set pens, pencils, or anything on the keyboard; closing the case with anything between the screen and keyboard will crack the screen and can cause damage to the keyboard, mousepad, and screen hinges.

- Do not carry the device by the screen.
- Keep your device safe when not in use, do not leave
  - in your locker
  - in a vehicle
  - in a backpack or other area unattended
  - in area exposed to heat, cold or water

**Damaged/Destroyed/Lost Devices**

Devices that are stolen or lost must be reported immediately to the Kuna School District Technology Department (208-472-9700). Students/Parents Guardians are also responsible for reporting stolen devices to the Kuna Police Department's non-emergency number (208-577-3860).

If a device is damaged, contact the teacher or the school office. They may ask you to take the device to the designated location for repairs. A temporary device will be issued while the student's device is being repaired. Students are responsible for damage or loss to their device, device charger. This includes but is not limited to broken screens, cracked pieces, damaged/removed keys, etc.

Most students are responsible with district property. However, accidents can happen. Students are responsible for the cost of repairing or replacing devices that are damaged. The district offers low cost insurance for families when devices are issued to students. Families declining insurance are responsible for the repair and/or replacement costs of the device. Repair costs will not exceed the replacement cost of the device.

**Insurance Coverage**

Insurance can offset the cost of repairs and replacements. The Kuna School District is offering a low cost insurance program for families. This insurance does not cover lost chargers. A waiver of the premium for low income families as well as sliding scale for families with more than one child enrolled. The chart below shows the coverage provided for the annual premium:

<b>Kuna School District Insurance</b>	
<ul style="list-style-type: none"> <li>● \$35 Annual Premium for one student in a family</li> <li>● \$60 Annual Premium for two students in a family</li> <li>● \$75 Annual Premium for three students in a family</li> <li>● \$80 Annual Premium for four or more students in a family</li> </ul> Premium waiver available for students on free or reduced price lunch	
<b>Repairs</b>	
First repair claim	No cost
Second repair claim	Insured pays \$25 deductible
Third repair claim	Insured pays \$25 deductible
Fourth repair claim	Insured pays \$30 deductible
<b>Replacement of lost, broken beyond repair, or stolen device</b>	
First device	No cost
Second device	Insured pays full cost of replacement
<b>Chargers</b>	
Charging cords are not covered by insurance. Replacement for lost or damaged cords will be between \$17 to \$25 depending on the device.	

## **Costs for the Uninsured**

Families that opt-out of insurance are responsible to pay for repairs or replace of damaged devices and missing chargers.

Below is an estimate of costs for replacement of a device or repair of portions of the device. Actual costs depend upon the type of device and current costs of parts:

- Device Replacement - \$250 to \$275
- Screen Repair - \$65 to \$200
- Wall Charger Replacement - \$25
- Keyboard Replacement - \$35
- Single Key - \$10
- Lower Case - \$40
- Bezel - \$40

## **Technology Support**

The district's technology team can provide support for software and hardware issues for district issued devices only.

Students and parents may access the this support two ways:

- Email teacher with details on the issue you are having and ask them to put in a help desk ticket.
- Call 208-472-9710 8 a.m. - 4 p.m. Monday through Friday.

The response time is two days.

## **PARENT/GUARDIAN RESPONSIBILITIES**

**As the parent of a student that attends the Kuna School District, I will:**

- Talk to my child about appropriate and responsible use of District equipment and the Internet.
- Monitor and control the use and hours of accessibility to District equipment in my home.
- Return assigned devices and device chargers at designed check-in times.
- Return the device if my child transfers, withdraws, or is suspended, expelled or terminates enrollment with the District.
- Pay costs assessed at the costs indicated in the Device Repair and Replacement section of this web site for:
  - Devices that were intentionally damaged, or
  - Devices that were not returned in satisfactory working condition.
- Follow District guidelines for the care of the device, including keeping the device in good working order, charging the device, and keeping the device away from extreme heat, cold, pets, and moisture.
- Refrain from personalizing the device in any way or removing any District or manufacturer labels or identifiers.
- Report issues with my device to the Kuna School District Technology Department.

## **STUDENT RESPONSIBILITIES**

**As a student of the Kuna School District, I:**

- Pledge to use my school assigned equipment for educational purposes under the direction of District staff.
- Will strive to be a responsible digital citizen and encourage others to do so by following all Kuna School District policies, District Student Handbooks, and school/classroom rules and regulations.

- Will review and abide by all additional guidelines for the use and care of my school assigned device that are posted on the Kuna School District website and that may be e-mailed to my District provided e-mail account.

**As a responsible digital citizen, I will:**

- Keep private information private. My password(s) and identity are mine and not to be shared.
- Treat others with respect both online and offline and have appropriate conversations in all my interactions with others. Report anyone who tries to use technology tools to hurt or harass me to an appropriate authority (teacher, principal, parent, etc.).

**As a responsible digital citizen, I understand:**

- Any computer/Chromebook work may be lost, but I can mitigate that risk by saving my work in designated cloud storage locations. I am responsible for backing up my files. Files saved to my device may be removed or erased during troubleshooting, repair, and re-imagining of my device.
- Information I post online leaves a “digital footprint” that can have lasting effects.
- Cyber-bullying is a violation of Kuna School District policies and I can be subject to disciplinary action if I am bullying others online, even if it is outside of school.
- The Kuna School District does not condone or permit the viewing or use of inappropriate material and uses content filtering software to protect students and staff to the extent possible. Content filtering tools are not completely fail-safe. School and district personnel have the authority and responsibility to monitor the appropriate use of technology tools, even when used at home.
- Using a school computer, District network, District-provided accounts and services are not private, even when using a personal device at school or a school device at home. Teachers and district staff may review my work and activities when I am using district-provided technology resources.
- The use of any and all Kuna School District accounts, login histories including browsing activities can be inspected at any time and without prior notice.
- Accounts may be created for me for school-related use on services such as (but not limited to): The District’s network system, Google, including e-mail, and TylerSIS.

**As a responsible digital citizen, I will NOT:**

- Capture, record, or transmit the words and/or images of any staff member or student without their express permission. Photos and videos taken with the device are for educational purposes only and should be directly related to classroom assignments, projects, and areas of study. Photos and videos taken with the device may not be used to slander, bully, or denigrate any student, staff member, or anyone on or off the campus at any time.
- Remove or alter originally installed applications and resources or install any applications on the device without the expressed verbal or written permission of the District Technology Department.
- Customize screensavers and backgrounds with inappropriate language or images, including images of guns, weapons, pornographic materials, alcohol, drug, or gang-related content. Doing so will result in disciplinary action.
- Create, transmit, or communicate any material accessible via the Internet that contains items that are illegal, obscene, harassing, insulting, ostracizing, or intimidating to others.

**Forms & Releases:**

**CHECK OFF LIST**

Thank you for taking the time to read and discuss the information in this handbook with your child. Please initial on each line indicating your review of the information/policy, sign on the parent signature line indicating your knowledge and support of the district policies and return this page to your students' classroom teacher.

- \_\_\_\_\_ 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
- \_\_\_\_\_ Title 1 Notifications (Parent Involvement Policy, Home/School Compact, Highly Qualified Teachers letter)

Student Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

**MEDIA PERMISSION**

2019-2020

Dear Parents,

We will be honoring the achievements of your child this school year by taking pictures and/or videos of them to be published on the Kuna School District websites, in local newspapers, and perhaps in other forms of media.

Please indicate below should you not want your child's name/picture/video to be used externally and placed on the website or in other forms of media that may include, but are not limited to: video, television, newspapers, and magazines.

Please note your student's name/photo may be published internally in our school yearbook, in-school presentations, or posted on bulletin boards.

Please contact the office staff if you have questions.

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

Student \_\_\_\_\_ Grade \_\_\_\_\_

No, please do not allow my child's name and/or picture to be published externally.

**COMPUTER AND NETWORK SERVICE USER AGREEMENT**

I understand and will abide by this district's policy titled "Computer and Network Service." Should I commit any violation of the policy, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken. I understand that I have no reasonable expectation that my use of the district's computer or network will be private. I know that my usage of the computer and network may be monitored or reviewed by administration or information technology staff at any time.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Print Name: \_\_\_\_\_

**PARENT OR GUARDIAN** (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read this district's policy entitled "Computer and Network Service." I understand that this access is designed for educational purposes and this district has taken available precautions to eliminate controversial material. **However, I also recognize it is impossible for this district to restrict access to all controversial materials, and I will not hold it responsible for materials acquired on the computer network service.** Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian (please print):

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

User's Full Name (please print):

\_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I am a:

Student of this district and will graduate in \_\_\_\_\_

Certified staff member of this district, teaching in grade \_\_\_\_\_ at \_\_\_\_\_

Non-certified staff user of this district working as a \_\_\_\_\_

Other user authorized by the district \_\_\_\_\_

## **Ross Elementary Parent Involvement**

### **Statement of Purpose:**

The Kuna School district is committed to providing quality education for all students. Partnerships with parents and the community will assist our schools in meeting this goal when the community, parents and school all work together to promote high student achievement. Parent and community involvement is critical to the effectiveness of our schools and an important key factor contributing to students' achievement and success.

### **Kuna School District's Plan to Build Capacity and Support for Strong Parental Involvement:**

- Shall provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this, and how to monitor a child's progress and work with educators to improve the achievement of their children by publishing and disseminating grade level benchmarks;
  - PTA meeting on standards and achievement
  - Testing information/results sent home
- Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as decided by each school, to foster parental involvement;
  - Read Week activities
  - Volunteering opportunities
- Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
  - On-going professional development
  - Love & Logic training for staff
  - Love & Logic classes for parents
- Shall to the extent feasible and appropriate, coordinate with other parent involvement programs and activities that encourage and support parents in more fully participating in the educating of their children;
  - Coordinate with PTA to co-sponsor events
  - Coordinate with Kuna library to bring in assemblies
- Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;
  - Interpreting/translating services available if needed for invitations, policies, newsletters, etc.
- Shall provide such other reasonable support for parental involvement activities under this section as parents may request;
  - Teacher representation on the PTA
- Shall insure parents are invited to attend parent/teacher conferences twice a year;
  - Personal invitations to Title 1 parents
- Shall provide Title I schools with a parent-school compact which outlines how parents, the entire school staff, and Title I students will share the responsibility for improved student achievement.
  - Sent out with initial Title 1 information packets

### **Title I Program Evaluation:**

There will be an annual evaluation of the content and effectiveness of the Title I Parent Involvement program and Title I parents will be asked for their input. Information will be collected in a variety of ways at each Title I school.

The annual evaluation will include an assessment of how often parental involvement is occurring at each school and what barriers to participation need to be addressed. The PAC will revise its Parent Involvement Policy on the basis of this annual review and evaluation.