



2022-23
Kuna High School - Swan Falls
Student Handbook

Updated summer 2022

KHS/SFHS Vision:

Together, we strive to learn, grow and succeed with perseverance and integrity.

KHS/SFHS Mission Statements:

- We accept accountability for our learning.
- We support student success through partnerships with staff, parents, and the community.
- We provide opportunities for all students to learn in a safe environment.

For additional information, please see our website - [Kuna High School](#)

Kuna School District recognizes the uniqueness of each child. We are committed to inspire each student to become a lifelong learner and a contributing, responsible citizen. We believe that every student should receive quality instruction every day in every classroom.

This handbook explains some of the rules and procedures at Kuna Secondary 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.

Kuna High School/Swan Falls Administration and Office Support

Kuna High School Principal

Dave Beymer

Swan Falls High School Principal

Robbie Reno

Vice Principals

Anna Lovelady

Tracy Donaldson

District Activities Director

Luke Wolf

CTE Administrator & Secondary Program Coordinator

Stuart Vickers

Dean of Students

Anna Steinbis

Graham Hitman

Instructional Coach

Deb Bradburn

Counselors

Janelle Wibstad A - E

Jessica Bakotich F - K

Adam Jones L - R

Heidi Beers S - Z

College and Career

Angelie Bauer & Kim Riggs

Registrar

Tiffany Eggleston

Nurse

Alicia Jordan

Front Office Staff

Alice Mickelson	Office Manager - KHS
Amy Matos	Office Manager - SFHS
Twila Hall	Business Office
Tiffany Wilson	Attendance
Jilana Rumsey	Receptionist
Lori Holloman	Activities Assistant

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1. FAMILY AGREEMENT AND FERPA

Family Agreement

Thank you for reading the Kuna High School/Swan Falls High School Handbook. The purpose for the handbook is to inform students and parents and to ensure the safety of all students.

We have read the rules and policies listed in this handbook along with the Family Educational Rights and Privacy Act (FERPA). We understand these Kuna School District and KHS/SFHS rules, policies and guidelines apply to all students enrolled at Kuna/SF High School. **By signing a hard copy or electronically, the family acknowledges reading the complete handbook, and that they understand the rules and policies must be followed while attending Kuna High School/Swan Falls High School.**

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.

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, the Kuna Joint School District No. 3 hereby gives notice to all parents, legal guardians and students eighteen years of age attending the Kuna District Schools, that pursuant to Section 513 of Public Law 93-380, you have been accorded certain rights of inspection and review of your child's school records (or your records if you are 18 years of age or older) and an opportunity for a

hearing to challenge the content of such child's school records. The District has established appropriate administrative procedures for granting requests for access to such records that are in accordance with the State Department of Education handbook on **Guidelines for the Management of Student Records**.

You are further notified that pursuant to said law, the personally identifiable school records and files of your child will be released only to certain school officials unless you consent to further release in writing.

In addition to personally identifiable school records and files, the following types of information are categorized as directory information: the student's name, participation in officially recognized activities and sports; weight and height of members of athletic teams; grade in school and degrees and awards received. Should you desire that the above mentioned directory information not be released without prior written consent of the parent, legal guardian or student 18 years of age or older, you must notify the Kuna School District in writing.

Any parent of a student, or a student who has attained 18 years of age, has the right to file a complaint regarding any alleged failure to comply with the requirements of Section 513 of Public Law 93-380 with the Secretary of the Department of Education in Washington, D.C. Further information about disclosure of student records is available at the district office.

2. GENERAL INFORMATION

Bell Schedule: Kuna High School

Period 1	7:30 - 8:55
Period 2	9:00 - 10:25
Intervention	10:25 - 10:50
Lunch	10:50 - 11:20
Period 3	11:25 - 12:50
Period 4	12:55 - 2:20
Teacher PLC/Office Hours	2:20 - 3:15

Bell Schedule: Swan Falls High School

Period 1	7:30 - 8:55
Period 2	8:58 - 10:23
Intervention	10:23 - 10:48
Lunch	10:48 - 11:18
Period 3	11:21 - 12:46
Period 4	12:49 - 2:14
Teacher PLC/Office Hours	2:14 - 3:15

Change of Residence

Please notify the school office immediately if there is a change in: address, home and/or work phone numbers, email address & emergency contact numbers. Updates can also be made through the Tyler SIS parent portal.

Lost and Found

Students are encouraged to check at school periodically for lost items. At any time items not picked up during the school year will be donated to charity periodically.

Office Hours

The school office is open daily from 7:15 a.m. – 3:15 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.

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 are different windows for open enrollment for the high school and all of the other schools. The dates for the high school are different from the other schools due to acceptance into the ROTC, PTEC or continuing on approved pathway programs at the secondary level. *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 or Kindergarten. Siblings are not automatically enrolled into the school if a sibling is in a special program.*

Parents and Visitors

Visitors are welcome by appointment, and then 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.

Students not enrolled in the Kuna/SF High School will not be permitted to loiter on school grounds. Section 33-512 of the Idaho Code prohibits loitering of any kind on school property. Persons who do not leave when asked to do so, or who return after having been told to leave, will be referred to local law enforcement. This policy includes students who have been suspended or expelled from school.

Pets and Service Animals

No animals are allowed in the school or on the school grounds unless they have been approved by KHS/SFHS administration.

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 including 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.

Photography, Video Recording & Safety

Your child may be photographed and video recorded in our schools in the classroom, at events such as assemblies, concerts, games, etc. for use by the school, the district, parents/guardians like yourself, and the news media.

In the rare circumstance that your child needs identity protection because of a criminal conviction or legal investigations around domestic violence, sexual assault, stalking, etc. or because of involvement in a witness protection program, **please contact the school immediately to create a plan** with you and your student.

School Property

Parents are held responsible for repair or replacement of school property when willfully damaged by their children.

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 the office and [apply through the district office website](#) if you are interested in becoming a volunteer and opportunities that are available.

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.

2. Welcome

Welcome to High School! The faculty, administration and staff are looking forward to assisting you in fulfilling your educational goals. This student handbook is provided to inform you of general school information and the rules and policies of Kuna/Swan Falls High School. Please review it carefully and share the information with your parents or guardians. Have a great year!

3. WELCOME

Activity Transportation

Students leaving for school-sponsored activities must utilize the school transportation to the activity, unless otherwise determined by the district (Policy 575). Students who utilize school transportation to an activity must return on the school provided transportation or ride home with their parents, provided one parent makes personal contact with one of the activity sponsors.

Athletic Eligibility

- Athletes must be academically eligible. (See IHSAA Rules)
- An athlete is ineligible on the day of his/her 20th birthday.
- An athlete must have an IHSAA physical on file at the school. A new physical is required the freshman and junior years.
- Athletes must follow all IHSAA guidelines, rules and regulations.
- Any student with a grade of a “D” or an “F” in any subject will be on academic probation.

Board Policy

This handbook has been approved by the Kuna Joint School District #3 School Board and has become School Board Policy. For specific wording on Board Policy, check with the principal or vice principals at any one of the Kuna schools.

C.A.S.T. (Connecting All Students Together) Student Leadership

Purpose of C.A.S.T ~

Connecting All Students Together through empowering individuals to be servant leaders and compassionate humans by promoting awareness, understanding and kindness.

1. Create a student-led, student-connected high school
2. Involve many different people with many different talents, not just the “popular” kids
3. Accomplish more SERVICE along with fun activities
4. Create student accountability for things like achievement and attendance

5. (Inspired by Rachel's Challenge)

Kuna/Swan Falls High School Fight Song Lyrics:

**Hail to those Kavemen
Cheer them along their way
Onward to victory
May we win this game today
So give a cheer for those Kavemen
Long may they reign supreme
Shout till the echoes ring
For the glory of our team
FIGHT!! FIGHT!! FIGHT!!**

Kuna/Swan Falls High School Philosophy

The Kuna School Board, Administration, and High School Faculty are dedicated to providing appropriate quality educational experiences for all students at Kuna/Swan Falls High School.

Although Kuna/Swan Falls High School bears much of the responsibilities of educating the youth of this district, it is believed there is a shared responsibility with the family, community, and the students themselves.

Some of the major objectives identified within the Kuna/Swan Falls High School philosophy:

- Provide capable educational leadership at all levels.
- Equip physical facilities with supplies and equipment that are conducive to the learning environment of every student.
- Offer a curriculum that meets today's needs and expectations.
- Promote the principles of a democracy as they relate to ideals of honor, peace, respect for law and a dedication to civic responsibilities.

Kuna School District Mission Statement

The Kuna School District No. 3 is committed to teach each student to become a lifelong learner and contributing, responsible citizen.

Responsibilities of Students

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include (not in order of priority):

- **Attending all classes, daily and on time;**
- **Being prepared for each class with appropriate materials and assignments;**
- **Being properly attired;**
- **Exhibiting respect toward others;**
- **Conducting themselves in a responsible manner;**
- **Paying required fees and fines;**
- **Refraining from violations of the code of student conduct;**
- **Obeying all school personnel, school rules, safety rules at school-related activities and on the bus;**
- **Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense; and**
- **Conveying information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports).**

Responsibilities of the Teachers

Teachers have the responsibility to (not in order of priority):

- Perform teaching and extracurricular duties with appropriate preparation;
- Teach to the standards of performance required by the district;
- Teach the district curriculum;
- Serve as appropriate role models for the students, in accordance with standards of the teaching profession;
- Use discipline management techniques developed in the school discipline management plan;
- Promote good student discipline by modeling regular attendance and punctuality;
- Comply with district and school policies, rules and regulations, and directives;
- Maintain an orderly classroom atmosphere conducive to learning;
- Establish rapport and open lines of communication with parents, students, and other staff members;
- Encourage students to strive toward self-discipline;
- Participate in meaningful parent-teacher conferences.

4. ACADEMICS & ASSESSMENT

Academic Requirements: KHS/SFHS Honors, Valedictorian & Salutatorian, Honor Cords

All honor students' status will be determined through the first 7 semesters as outlined here:

Grade Point Average (Weighted)	<u>Honors</u> 3.75-3.84	<u>High Honors</u> 3.85-3.99	<u>Highest Honors</u> 4.0 and above
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The Valedictorian and Salutatorian will be the students with the highest score and 2nd highest score in their class through the first 7 semesters on the following rubric.

- Tiebreaker: 1) GPA, 2) ACT or SAT score.
- Valedictorian will be asked to speak at graduation. If the valedictorian passes on the speaking opportunity, graduation speakers will be selected by the salutatorian group, then highest honors group. A speaker for graduation may be approved by the administration.

	Points 1	Points 2	Points 3	Score
Grade Point Average	<u>Honors</u> 3.75-3.84	<u>High Honors</u> 3.85-3.99	<u>Highest Honors</u> 4.0 and above	
Dual Credit Classes (DC)	11 completed semesters	12-14 completed semesters	15 completed semesters or more	
ACT/SAT test Score*	ACT=24-27 SAT=1180-1290	ACT=28-31 SAT=1300-1490	ACT=32-36 SAT=above 1500	
Number of Credits Completed in first 7 semesters	49 credits	50-55 credits	56 credits	

* The score comparison chart for the SAT/ACT can be found online.

Honor Cords

Group	Cord Color	Stole/Other	Criteria
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12+ College Credits		White Stole	Criteria
24+ College Credits		Silver Stole	Criteria
36+ College Credits		Gold Stole	Criteria
Act III Productions Award of Merit		Medal	Criteria
Adobe Certified Specialist	Turquoise/white		Criteria
AFJROTC		White JROTC Logo	Criteria
AFJROTC Kitty Hawk	Royal/Silver		Criteria
Bilingual (Dual Language)	Lavender		Criteria
High School of Business by MBA Research	Silver		Criteria
BPA	Tan		Criteria
CAST		White “ASB Officer”	Criteria
CAST Honors	Black and Gold		Criteria
EMT National Cert		White w/ NREMT	Criteria
FCCLA	Red/White		Criteria
FFA		Gold FFA Logo	Criteria
GEM Completion		Gold w/ GEM	Criteria
Health Science (CNA, DA, EMT, Sports Medicine)	Royal Blue		Criteria
HOSA	Maroon		Criteria
Math	Deep Purple		Criteria
NHS	Gold		Criteria
NHS Officer		Gold w/ NHS	Criteria
Science	Green		Criteria
Stem Research		Lapel Pin	Criteria
KHS Yearbook		Light Blue w/lettering	Criteria

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.

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.

Cheating and Plagiarism

Cheating is defined as copying another's work, words, or information in order to complete an assignment, test, homework, or class project. This also includes taking another student's completed assignment and turning it in as one's own or allowing another student to use/copy one's work.

Plagiarism is defined as using another's work, ideas, thoughts or words, as your own instead of giving credit to the original author, or neglecting to document properly.

All incidents will be recorded by the reporting teacher into the student information system. The following consequences will apply:

- **1st Offense:** A zero for the assignment and parents contacted by the teacher.
- **2nd Offense:** A zero for the assignment, parents contacted, and an office referral for administrative consequences exceeding the previous consequences.
- **3+ Offenses:** A zero for the assignment, parents contacted, an office referral for administrative consequences that exceed the previous consequences, and a parent meeting.

Projects Required for Course Completion: If a zero is given for cheating on a project that needs to be completed as a course requirement, a meeting will be held with the student, their parents, their teacher, and possibly the department chair and an administrator. Consequences and how the student can finish the project will be determined at the meeting.

Dual Credit Courses: Cheating or plagiarizing on an assignment for a DC class will result in the instructor following the guidelines of the university partner.

Curriculum

Please see specific course requirements in Schoology for KHS/SFHS for course and credit requirement information.

Procedure for Make-Up Work

A student will be allowed two (2) school days for each day of verified absences to make up material presented during the absence. Make-up time is not to exceed six (6) days from the time the student returns to school after an absence. Additional time may be granted at the teacher's discretion under extenuating circumstances.

Parent-Teacher Conferences/Communication

Parent-Teacher conferences are held in fall and spring for parents to meet teachers, understand class requirements/expectations, and review student progress. Teachers often communicate with parents through email and Schoology within 48 hours; please keep the office updated on current contact information. If you need to schedule an additional conference, contact the teacher or counseling office to arrange a meeting.

Progress Reports and Report Cards

Student progress can be monitored using the Schoology system. Contact the counseling office to help with login and parental access. Parents and students can get regular updates about student progress by accessing the Schoology system for a "real time" grade report at any time.

Report cards are issued two times a year and will be emailed home at the end of each semester.

Registration/Graduation Policies, Procedures, Requirements

To manage student records, registration, and grades effectively, schools have developed certain practices, policies, and procedures. Please see the Registration Guide, available in the counseling office, for more detailed information.

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5. 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.

Attendance Appeals Process

When a student exceeds five (5) verified and/or unverified absences in any class during a semester, excluding school verified (A) and medically verified (M) absences, credit will be denied for that particular class. The following policies are in effect for student attendance.

1. **Records:** Tyler SIS operated by KHS/SFHS Attendance Clerk will be the authoritative record in the event there is disagreement on a student's attendance.
2. **Student and Parent/Guardian Notification:** The parent/guardian will be notified by phone, e-mail, and/or mail when the student reaches three (3) absences in one or more classes. A second notification will be made when a student reaches five (5) verified and/or unverified absences.
3. **When a Student exceeds the 90% Attendance Policy:** Students who exceed the 90% Attendance Policy may appeal to the Attendance Review Committee (ARC). The following process will be used for all appeals:
 - Letter of Appeal - State your student's name and student ID number, the class(es) for which you are appealing credit, and the reasons for which you are appealing for credit.
 - Documentation - Attach any documentation that will validate your reason for appeal (Doctor's notes/court documents/etc).
 - Submit a letter and documentation to your student's Administrator.

The ARC will meet at the end of each semester to hear student appeals and decide to either grant credit or not grant credit. The ARC will deal with extenuating circumstances, which cause a student to exceed the 90% attendance requirement, on an individual basis. Documentation must be provided to verify these absences and must be submitted at the time the appeal is made to the ARC.

Leaving School During the Day

Students are not to leave school without checking out through the office. Anyone who violates this process will be considered truant. It is the responsibility of the parent/guardian/students to notify the school of the student's absence within 48 hours. Notification may be made by phone or note when the student returns to school. Students who do not provide an excuse after 48 hours will be considered truant and disciplinary action will follow. If a student misses school due to a medical appointment, a note from the doctor's office will prevent the absence from being counted against the 90% attendance rule. In the event of an extended absence due to illness, please notify the attendance office as soon as possible.

Students may lose credit or be retained if they have not been in attendance 90% of the time class has met.

Tardies

A tardy is defined as: a student must be in the classroom before the tardy bell rings. Tardies are consistently recorded for each semester by classroom instructors with each teacher stating their classroom tardy policy in their syllabus. Excessive tardies will be handled at the administrative level in accordance with the teacher's classroom policy.

Bell schedules are designed to provide ample time for students to arrive in class at the beginning of each period prior to the tardy bell. A student is considered tardy the first twenty (20) minutes of the class period and then will be counted as absent.

KHS Tardy Policy

1st Tardy- No Action

2nd Tardy- No Action

3rd Tardy- Administration will be notified.

4th Tardy-Administration and parents will be notified.

5th Tardy-Saturday School will be assigned.

Types of Absences

Attendance Definitions

90% is defined as being present in a classroom 90% of the time each class meets each semester. In addition, a student is considered tardy the first twenty (20) minutes of the class period and then will be counted as absent.

School Release (School Excused = A)

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

Medically Excused Absences (M)

Medically Excused Absences will not count against a student's 90% attendance requirements. Medically Excused Absences require a medical excuse from the doctor or dentist office with the date or dates turned into the office.

Verified Absences (V)

Verified absences are absences from school with the parent/guardian's knowledge and consent, which may include, but are not limited to: illness, illness or death in the family, authorized school activities, or other pre-arranged absence. Except in the case of unexpected verified absences, a written excuse or call to the attendance secretary from the parent/guardian must be presented to the attendance office. If the verified absence is unexpected, written verification or call to the attendance secretary from the parent/guardian must be presented to the attendance office upon return to school. The verification must be within 48 hours or the absence becomes unverified. Make-up for lost work is the sole responsibility of the student.

Verified absences still count against a student's 90% attendance.

Unverified Absences(U)

Unverified absences are absences without the knowledge and consent of the student's parent/guardian.

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

Truancy (R) 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 unverified absences may be declared truant.

6. HEALTH & WELLNESS INFORMATION

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

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. Brochures outlining the coverage and premiums are distributed at the beginning of the school year and 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.

Administering Medications

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

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.

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, 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.

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 nonprescription, will be dispensed by a teacher, secretary, or other personnel to a student without written permission.
4. Any medication which a student must have in case of emergency will be kept in an easily accessible location.

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.

Illness

Please keep a sick student at home. Students with any of the following symptoms should not attend school:

- 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

Sick at school: Parents will be contacted to pick up a child who has any of these symptoms during the school day.

Individuals with specific contagious diseases are asked [to follow health guidance](#) to protect others. Some common contagious diseases among children include:

- **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 antibiotics for 24 hours.
- **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.
- **COVID-19:** Follow current [Centers for Disease Control \(CDC\) guidelines](#) for children who test positive.

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 the full policy for exemption from immunization guidelines.

7. SPECIAL PROGRAMS & SUPPORT SERVICES

Child Nutrition Program

Kuna School District will be serving school meals that meet new 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. School lunches also meet additional standards requiring:

- Age-appropriate calorie limits
- Larger servings of vegetables and fruits (students must take at least one serving of produce)
- A wide variety of vegetables, including dark green and red/orange vegetables and legumes
- Fat-free or 1% milk (flavored milk must be fat-free)
- More whole grains
- And less sodium

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. 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. **Payments at the Secondary level are a pay as you go method.** 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](#).

Free & Reduced Lunch

Free and reduced lunch applications are available online 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.

- USDA is an equal opportunity provider and employer.

English Language Learner Support Services

Language Acquisition services are provided to secondary students at Kuna Middle Schools and Kuna/SF High School. Federal and State grant monies are used to administer these programs and services. For more information please contact your principal.

Homeless Support Services

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

Immigrant Support Services

If you have lived outside of the United States in the last three years, please contact the district office's Administrator of Student Programs for more information.

Migrant Support Services

If you have moved in the last three years to seek work in agriculture or fishing, please contact the district office's District Migrant Coordinator 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 provides services for students with disabilities.

Transportation

Bikes, Skateboards, and Scooters

Bikes, skateboards, scooters, inline skates or shoes with wheels may not be ridden on school grounds. Students are expected to carry 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.

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. 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.

Field Trip Permissions

An important part of the education at Kuna/SF High School possibly includes field trips into the community. These are an excellent means of expanding students' knowledge of the world around them. These trips include walking or bussing to nearby elementary schools, attending downtown community events, and much more.

For more in-depth field trips, individual teachers and activity advisors will have their own permission forms and guidelines.

Picking up/Dropping Off Students

Whenever you drop off or pick up your child at school, please park in the designated area rather than enter the bus driveway. This will give buses the space they need and will contribute to your child's safety.

8. STUDENT ACTIVITIES POLICIES AND GUIDELINES

School Dances

All dances must be approved by the Student Council and the Administration.

A student may bring one (1) guest of high school age who is enrolled in a high school or a guest under the age of 19, only when they have secured permission from the administration *prior to the dance*. No twenty-year-old adults will be allowed to attend high school dances. Attendance can be denied based on referrals throughout the school year.

The sponsoring class or organization is responsible for the following:

1. Set-up and clean-up (including dust mopping and "spot" wet-mopping of the facility). It must be left as clean as you found it.
2. Securing the money box and a purchase order from the office. The purchase order must be picked up and completed at least two days before the dance.
3. Arriving early so the "Band" can set-up.
4. Providing a list of adult supervisors (two (2) teachers, two (2) parents) attending the dance. Submit this list to the administration at least 24 hours before the dance. Failure to comply will cause cancellation of the dance.
5. Students leaving the dance **WILL NOT BE READMITTED.**
6. All other school rules apply at dances as well as other school-sponsored activities.
7. KHS/SFHS Students will be in good standing with regard to attendance, truanancies, tardies, and discipline referrals in order to participate in school social events.

Dance Guidelines

School rules will be observed throughout the entire dance.

- Students may be subject to a Breathalyzer check (administered by law enforcement).
- Student ID is required for dance entrance.
- High school students only (no middle school).
- Purses and coats are subject to search and will need to be left at the door. Kuna/SF High School and the Kuna School District are not responsible for any stolen objects. We strongly suggest leaving personal items at home or in your car.
- **No** food or drinks may be brought into the dance.
- Students are encouraged to stay at the dance until the end.
- Once a student leaves the dance, he or she may not return and **no refund will be given**.
- **School dress code will be strictly enforced at the door.**
- Students are not permitted to display and/or participate in inappropriate or sexually explicit dancing.

Participation in Extracurricular Activities

All students involved in any extracurricular activity must adhere to certain eligibility requirements which include:

- Academic standards
- Satisfactory attendance
- Purchase of a student body card
- Compliance with the student conduct code (refer to the "Student Eligibility" Requirements" for extracurricular activities for complete information)
- Participation Fee

Students will receive one warning if found in violation of these guidelines (per discretion of a chaperone, teacher or administrator). The first warning will result in a stamp or an X placed on the student's hand. If the student is found in violation a second time, the student will be escorted out of the dance and asked to leave. If they do not have a ride, a chaperone, teacher, or administrator will make a phone call home. (Reminder: no refunds)

***If a student is kicked out of a school-sponsored activity throughout his or her 4 years as a student, they will not be permitted into ANY dance for the remainder of their high school career. NO EXCEPTIONS.

The four years that you spend in high school will be remembered for the rest of your life. We want to help you make the most of the positive experiences available to you. In addition to having a quality academic curriculum and dedicated staff members at Kuna High, students have many opportunities to be involved in a wide variety of co-curricular and extracurricular activities. Many of our students and organizations have received recognition at the local, state and even national level. The faculty and staff at KHS/SFHS encourage all of you to participate in one or more of these worthwhile organizations. Below is a list of some of the activities offered:

Swimming	Future Farmers of America	Ski & Snowboard Club
Band	FHLA	GSA Club
Baseball	Football	Soccer
Basketball	German	Softball
Business Professionals of America	Golf	Drag Racing Club
Cheerleading	Green Team	Speech & Debate
Choir	Leadership – C.A.S.T.	Tennis
Cross Country	Weightlifting/Barbell Club	Track
Dance Team	National Honor Society	Wrestling

Act III Productions/Drama Club	HOSA	Volleyball
Fellowship of Christian Athletes	Skills USA	Yearbook
FCCLA	Rodeo Club	

9. STUDENT CONDUCT & SAFETY INFORMATION

Display of Flags on Campus

The U.S. flag will be displayed in every classroom. Students are prohibited from displaying flags other than the U.S. flag or State of Idaho flag. Other flags may be displayed in the school by staff for special events or academic purposes such as but not limited to foreign language, history, etc. Display of club pennants and flags will follow the district's policy on student organizations. All flags, other than the U.S. and Idaho flags, must be approved by the school administration.

Electronic Devices and Cell Phones

Students will be able to use electronic communication devices only in a manner consistent with instructional and testing activities in the classroom per teacher discretion. If a student chooses to bring an electronic device he/she does so at his/her own risk. If this device is lost, stolen or damaged, Kuna/SF High School is not responsible. A medically prescribed (proof must be provided) electronic device is exempt. The classroom teachers have policies in place concerning electronic devices.

Laser pointers are not permitted at school by students. They will be confiscated and returned only to parents.

Emergency Drills

Fire evacuation and closed door drills are conducted monthly. When the alarm sounds, go quickly and quietly outside the building to designated areas. An announcement will be made when to return to the room.

Expulsion

The Board of Trustees may deny school attendance by expulsion for a student being habitually truant, incorrigible, has conduct that is continually disruptive of school discipline or whose presence is detrimental to the health and safety of pupils. Students who are expelled from another school district are also denied attendance. The conditions and process for a student expulsion is covered in [District Policy 544 – Denial of Enrollment](#).

NOTE: At any time in the disciplinary process, professional evaluations and/or help may be substituted in lieu of negative consequences. (Example: Psychological, Psychiatric, drug/Alcohol/Tobacco/Vape, and/or other evaluation).

Fighting

Fighting will not be tolerated under any circumstances. *Students who get into a fight may be suspended for up to five days.* Students making physical contact will be suspended up to five days. If a student continues to get into fights, he/she may be referred to the Kuna School Board for expulsion.

Students who either encourage a fight to continue or incite a fight through social media, teasing, or harassment of another student are subject to the same suspension as are those who are actually fighting.

Students are encouraged to utilize the counseling, administrative, or teaching staff to help resolve differences which may lead to a fight. If a fight does occur, the following due process will take place:

1. The administrator will gather all of the facts.
2. There may be a suspension for both parties.
3. Students making physical contact will be suspended up to five days.
4. Classes on anger management and/or conflict resolution may be assigned.
5. The violators may be charged with a misdemeanor by the SRO (School Resource Officer) for disturbing the peace, according to the Ada County Sheriff's Department Code.

Gangs and Hate Groups

Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, gender, sexual orientation, ancestry, national origin, or handicap are inconsistent with the fundamental values and educational environment of the Kuna School District. The activities of such groups and their members are prohibited on school district property and at all school functions.

Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of paraphernalia and materials, such as a flag, the intimidation of others, the advocacy of discrimination, and any other behavior, such as the wearing of gang colors or insignia and the use of language, codes, gestures that provoke violence or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

Hall Passes

Any student who must leave class must carry a hall pass. The hall pass is assigned by the teacher. This is a privilege, ***it is not a right.*** Students should utilize passing periods to take care of their necessities to the best of their abilities.

KHS Kave Time (Intervention)

Kave Time is a service which allows for KHS learners to improve their grades and receive additional assistance for their classes. Kave Time is daily between A2/B2 periods and lunch. This time is optional for students, but teachers will be available during this time for students to seek out additional assistance for their classwork.

Students may be assigned Kave Time if they are struggling academically, or their parent/guardian would like them to stay in for Kave Time.

KHS/SFHS STRONGER (PBIS)

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

STRONGER is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on building a positive school culture.

Every student is expected to exhibit STRONGER behavior to support our commitment in developing a STRONGER student, a STRONGER school, and a STRONGER community. Being STRONGER consists of 8 character traits your student is expected to learn and recognize while at Kuna/SF High School. They are:

S: Self Confident – Kavemen strive to take control by recognizing insecurities, bouncing back from mistakes, identifying successes, and being positive and helpful to others.

T: Truthful – Kavemen strive to emphasize the positive, practice honesty with self and others, and “never do something you will have to lie about later.”

R: Responsible – Kavemen strive to actively listen, arrive on time, and follow through on commitments.

O: Optimistic – Kavemen strive to be prepared, assess situations, communicate, improvise, and exercise persistence.

N: Noble – Kavemen strive to exert moral and mental character.

G: Gutsy – Kavemen strive to show courage, determination and spirit.

E: Empathetic – Kavemen strive to demonstrate respect and personal support for others by listening and reflecting on their situations.

R: Respectful – Kavemen strive to think before they speak, show kindness to others, and to respect self and others by avoiding negative behaviors.

Lockers

Student lockers are provided for the convenience of the student upon request and to help protect school-issued property. Although lockers are assigned to students upon request, the school does not relinquish control over the lockers. Students are responsible for the locker assigned to them and should not use another locker. A lock should be kept on the locker at all times to protect student's personal property. Personal locks should not be used. A school lock will be provided. Sexually explicit pictures and/or posters depicting illegal substances are not permitted in lockers.

Profanity

Students are not permitted to use profanity at any time of the school day or at any school sponsored activity. If a student uses profanity in the building, appropriate disciplinary action will be taken. This can result in out of school suspension. Kuna/Swan Falls High School is an educational institution and all students should treat it as such.

Prohibition of Weapons (District Policy 540*)

**Below version is in the 3rd reading for adoption to board policy.*

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. It also includes the prohibition against willful threats of violence directed at schools, school buses, school activity venues, school staff and/or students regardless of the point of origin, and delivered by any means of communication.

The board has no tolerance for students who use, threaten to use, or possess firearms, destructive devices, *weapons*, deadly or dangerous weapons, *explosives* or "*look alike*" weapons on any district premises, or at any district sponsored activity, regardless of location, or store them in their lockers and/or personal vehicles on school campuses or for students who assist others in doing any of the above. The superintendent, principal or designee has the authority to determine the extent of the threat and/or disruptiveness to the health, safety, and/or educational process of other individuals in each particular situation. For the purposes of this policy no tolerance means that consequences will occur if this policy is violated and that the consequences will be commensurate with the circumstances of each situation.

The only exception to this policy is where the superintendent or designee has given the student prior permission to bring a weapon or firearm to school. In granting such permission, the superintendent or designee shall consider the following factors: student's age, purpose of bringing a weapon to school, level of supervision, etc.

PROHIBITIONS

Students attending district schools are prohibited from:

1. Possessing or carrying objects/substances which are manufactured, used, or intended for use as a firearm, destructive device, deadly or dangerous weapon, *explosive*, "*look alike*" weapon, *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 "*look alike*" weapons 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 an *explosive*, *weapon*, firearm, destructive device, deadly or dangerous weapon, or "*look alike*" weapon at school, on a school bus, or at any school-sponsored activity.

4. Threatening by word, electronic means or act to use a firearm or other deadly or dangerous weapon to do violence to any person on school grounds or to disrupt the normal operations of the school district's operations by making a threat of violence.
5. Knowingly possessing, altering or repairing a firearm or other deadly or dangerous weapon in the furtherance of carrying out a threat made by word, electronic means or act to do violence to any person on school grounds or to disrupt the normal operations of the school district.

DEFINITIONS

"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.

"Destructive device" means (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine or any similar such devices; (2) any type of weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch diameter; (3) any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A "destructive device" does not include: shotgun or shotgun shell which is generally recognized as particularly suitable for sporting purposes; a rifle or antique firearm which the owner intends to use solely for sporting, recreational or cultural purposes; and any device which is neither designed nor redesigned for use as a weapon.

"Explosive" means any substance or item other than a destructive device as defined herein that can potentially generate a release of mechanical or chemical energy. Examples include firecrackers, cherry bombs, gun shells, bottle bombs, etc.

"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 muffler or firearm silencer; any destructive device. *Although antique firearms are specifically excluded from the definition of firearm under federal law, the district prohibits such antique firearms under the definition of "weapon" above*

"Look alike weapon" means objects which closely resemble a weapon or explosive and could put persons in fear for their safety. Examples include toy guns, smoke bombs, etc.

"On school grounds or at any school sponsored activity, regardless of location" shall include, but not be limited to, buildings, facilities, and grounds on district campuses, school buses, district parking areas; and the location of any school or district sponsored activity. This includes instances in which the conduct occurs off district premises but impacts a district-related activity.

"Possess" is defined as bringing an object, or causing it to be brought, onto any school premises or at any school sponsored activity, regardless of location, or onto a vehicle being used for school-provided transportation, or exercising dominion and control over an object located anywhere on such premises or vehicle, and personal vehicles on school campuses. 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.

"Weapon" means anything that is commonly designed or may be used to cause injury or to put someone in fear. Examples of "weapons" prohibited by this policy includes any of the following: a knife with a blade of any length (including pocket knives), clubs, razor blades, chemical irritants, antique firearms, shotguns or rifles (regardless of whether the owner intends to use the items solely for sporting, recreational or cultural purposes).

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 prohibited items 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

Expulsion for Firearms and Destructive Devices

The board of trustees expel a student from school who has been found to have possessed a firearm or destructive device on school property in this state or any other state.

The expulsion 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 when the board determines that reasonable conditions apply and the student's presence is not detrimental to the health and safety of other students. Any such modification of the one-year mandatory expulsion, and the reasons therefore, must be in writing.

Discipline for Devices Other Than Firearms and Destructive Devices

For violations of this policy involving prohibited items other than firearms and destructive devices, discipline may include actions up to and including suspension and/or expulsion. Discipline shall be commensurate with the circumstances of the situation, which includes, but is not limited to, the intent, degree of endangerment or damage, degree of intimidation or fear, and the age of the student.

Referral to Law Enforcement

The superintendent or designee will refer any student who possesses a firearm or destructive device on school property in violation of state or federal law to the appropriate law enforcement agency. The board may, at its discretion, refer students who violate other provisions of 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 possessing a deadly or dangerous weapon or firearm on school property, or 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 §33-205.

Search and Seizure (District Policy 542)

Students at Kuna/SF High School have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Board must maintain an atmosphere conducive to the pursuit of its educational goals, including the right to search students' personal belongings when it is in the best interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school with reasonable suspicion. .

Kuna/SF High School utilizes surveillance cameras throughout campus to ensure student safety. Video footage may be used in the investigative/evidentiary process during discipline issues. Video footage is the property of Kuna/SF High School and as private property, is not shared with outside parties.

Lockers shall be opened and other searches conducted by not less than two members of the professional staff ([District Policy 542](#)).

Social Media

Kuna School District reserves the right to discipline students for the following:

- Students will not take (film, pictures, videos), share, or post pictures/video of staff on the internet or social media without consent.
- Students will not bully, harass, or otherwise abuse school staff or fellow students through the internet, email, text message, or social media.

This includes, but is not limited to Twitter, Facebook, Instagram, Snapchat, or any other online social media network, and also includes, but is not limited to statements, pictures, videos, etc.

Outside entities are not allowed to take (film, pictures, videos), share, or post pictures/video on school grounds of students or staff without permission during school hours. This does not apply to extra curricular activities or events.

Student Appearance

The School Board recognizes that, within certain limits, each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the ability of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. District personnel have the responsibility of protecting the health and safety of pupils and maintaining proper and appropriate conditions conducive to learning. **The purpose of the student dress code is to encourage students to "dress for success" and come to school properly prepared for participating in the educational process.**

The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices that:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with the school work, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his/her educational objectives.

A safety dress code as prescribed for shop, child development, physical education, and chemistry classes shall be followed.

Students are prohibited from wearing:

- Shorts, skirts, and dresses less than mid-thigh length.
- Spaghetti straps, tube tops, crop tops, bare midriffs.
- Clothing that is sheer or does not cover the stomach, back, or chest/cleavage.
- Undergarments may NOT be visible through clothing.
- Sagging pants that expose underwear (even if covered by a shirt), or chains/spikes.
- Clothing promoting/advertising tobacco/vapes, alcohol and/or drugs.
- Clothing depicting guns or weapons of any kind; discrimination or gang affiliation (i.e. hanging chains/belts and bandanas); racist or discriminatory symbols/verbiage.
- Clothing that is vulgar, sexually inappropriate, or disruptive.

Tattoos must be covered which allude to any of the following: drug usage, including alcohol and tobacco/vape, controlled substances of any kind, drug paraphernalia, gangs, violence, sexually explicit, lewd, indecent or offensive material or illegal acts.

A student's face must remain easy to identify**. Sunglasses, face paint/decoration, and/or costume masks are not allowed on the face during school hours.

Students are required to follow district guidelines in relation to the current spread of a period of communicable disease or outbreak, which may include wearing face coverings as ordered by the Central District Health Department to prevent the spread of infectious diseases. If the current mandate is to wear face coverings, a 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; allow 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. Students who have medical conditions, or disabilities for which accommodations may be needed, should contact their school principal to create a plan.

Disciplinary actions for violation of this policy may include ISS or suspension from school.

Student Campus Access

1. Campus

Students are expected to remain on campus during the school day. KHS and SFHS are open campuses during the designated lunch period.

Students are allowed to leave campus to participate in approved academic programs on another campus or with an approved community partner.

Non-school events that require a student to leave during the school day must have verified parent approval, via a note or phone call, prior to checking out from school. Written requests must include a time of departure and date. The student must check out and back in through the attendance office. Students who do not follow this procedure will be considered unverified (truant) in all classes missed and will be subject to disciplinary action.

2. Free Period

Parents may submit an application for their child to be allowed a free period in his or her schedule according to the administrative rules of the Idaho Board of Education 8.02.02.220.05 and Idaho Code Section 33-519. Students are limited to one free period (or release time) per day. No credit will be granted for free period activities. **To sign up for a free period, a student must be able to provide his/her own transportation because he/she may not be allowed to remain on campus during the free period.**

Student Body/ID Cards

Students will be issued either a Student Body (ASB) Card for a fee or an ID Card during registration. Students must have their ID/ASB Card on them at all times during school or school sponsored events. Both cards' use includes library material check-outs and school lunches. ASB Cards will give students entry into sports activities and reduced prices for school-sponsored student activities. Students can purchase an additional card for \$5.00.

Student Conduct Code

Student Rights:

All students have the right to:

1. Freedom of speech as long as they do not disrupt the educational process nor interfere with the property or constitutional rights of others.
2. Due process which means that a student has the right to give his/her side of the story.
3. Equality of educational opportunity regardless of race, creed, sex, or handicap.

All students are responsible to:

1. Attend school daily and be on time for all classes.
2. Report to class with all the necessary materials and complete all in class and homework assignments on time.
3. Respect the rights of others to study and learn.
4. Respect public property.
5. Obey school rules.
6. Be respectful towards other students, faculty and patrons of the community.

Unacceptable Behaviors Covered Under the Discipline Policy - (Including But Not Limited To)

1. Alcohol and/or substance use or possession at school functions - see Kuna/SF High School District Drug Policy.
2. Tobacco/vape use or possession at school functions.
3. Fighting, intimidation, hazing, bullying and other forms of harassment – see District Harassment Policy.

4. Possession or use of any firearm or weapon is not permitted at school or school activities (includes firearms in vehicles at school).
5. Vandalism, theft, or removal of private or school property.
6. Misuse of fire alarms - involvement in false alarms is a violation of the law.
7. Violation of local, state or federal law.
8. Defiance of authority, insubordination, or disrespect towards any staff member.
9. Improper dress - students are expected to be clean, wear appropriate clothing, including hard-soled shoes or sandals.
10. Improper vehicle use - Refer to Motor Vehicle Use Section.
11. Leaving school premises - students must properly sign-out before leaving for non-school activities during class time.
12. Inappropriate romantic gestures on campus or public displays of affection.
13. Throwing snowballs on campus.
14. Willful disregard of school rules - any student who purposely breaks school rules or is incorrigible or is continuously disruptive to the school climate.
15. Profanity, vulgarity, disorderly conduct.
16. Misuse of electronic devices.
17. No skateboarding allowed on school premises

Items 1-7 are considered severe behaviors and violate the Athletic Conduct Code. Items 8-16, depending on the severity and circumstances, could also be considered a violation of the Athletic Conduct Code. Severe behaviors will be carried over on a student's discipline record from year to year. All of the above unacceptable behaviors, depending on the severity and circumstances, can lead to suspension or expulsion.

Student Drug, Alcohol and Tobacco/Vape Use

[Link to complete KSD Policy #551 Student Drug, Alcohol & 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/Vape 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/Vape, 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/vape product and/or paraphernalia, 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.

“Drug paraphernalia” as used in the policy will mean: any item, implement, object or material employed in the use, possession, transport, or sale of any controlled or mood-altering substances including water/vapor pipes, i.e. Vape/Electronic cigarettes.

Policy

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

Any student will violate the district’s drug, alcohol, and tobacco/vape 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.
 - 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 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 a 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 could be asked to sign a conduct contract before returning to school. Violation of the conduct contract may result in additional disciplinary measures.
6. **Drug, Alcohol, and Tobacco/Vape 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/vape education course and/or undergoes assessment and treatment for drug, alcohol, and tobacco/vape 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 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 gender, 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 gender, 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 gender, 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 gender, 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 gender, race, color, national origin, age, religious beliefs, ethnic background, or disability; and
4. Criminal offenses directed at persons because of their gender, 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.

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.

Student Parking

Vehicles will be legally parked in the student parking lot (west side of the building) in the spot they purchased. Students are not allowed to park in another student's spot or multiple spots, or to loiter in their vehicles before/after school and at lunch. Students will not be permitted in the student parking lot during school hours without prior permission from the school's administrative office. Any student caught in prohibited areas of school, during school hours, will be subject to disciplinary actions. Vandalism constitutes grounds to have parking privileges revoked. Students are not allowed to park in areas designated as *visitor parking, faculty or staff parking, handicapped parking or in areas with curbs painted yellow or red, nor are they allowed to park in a spot they have not paid for*. Vehicles must have a parking permit that is displayed on the rear-view mirror of the vehicle to be able to park on campus. Failure to display a permit is a violation of policy. Violations of any of these policies may result in disciplinary action (see consequence list for Vehicle Use/Student Driving). Permits purchased work at both KHS and the Swan Falls location. Students receive one parking pass; if the permit needs replaced, students are responsible for the replacement cost of \$5.

Suspension

In the case of a suspension, students are not allowed to participate in or to attend any school sponsored event or activity either home or away. Suspended students are not allowed on campus. If they come onto campus or attend an activity they will be trespassing.

Vehicle Use/Student Driving

Vehicles will be driven in a responsible manner on campus. Inattentive or irresponsible driving will not be tolerated and will be subject to fines and/or loss of driving privileges. Inattentive or irresponsible driving includes, but is not limited to, speeding, rapid acceleration, racing, burning tires or making illegal turns in the parking lot.

Driving and or parking violations are subject to the following consequences, at the discretion of administration:

- 1st offense - Verbal or written warnings
- 2nd offense - suspension of parking privileges or fines
- 3rd offense - suspension of parking privileges/school or vehicle towed

Further offenses - parking privileges may be revoked for an indeterminate amount of time.

Driving violations will be determined as observed by the school security officers, school officials, and the school resource officer. Tickets can be issued contingent upon the violation.

10. STUDENT SUPPORT SERVICES

Counselor Services

The Kuna/Swan Falls High School Counseling Department provides counseling for students that include academics, scheduling, post high school education and training, career plans, and personal/social development. If counseling will be for a prolonged period or exceed the typical time frame, a letter of parental consent will be requested. If a student is referred for group counseling, parental consent will also be requested. A sample consent form letter will be provided to parents on request.

Because counseling is based on a trusting relationship between counselor and student, the counselor will keep the information shared confidential except in certain situations in which there is an ethical responsibility to limit confidentiality. In the following circumstances, you will be notified:

- Any academic or social situation that will curtail normal student progress or success.
- If the student reveals information about hurting themselves or another person.
- If your child reveals information about physical/sexual abuse or information about serious criminal activities, the school will contact appropriate authorities.

When the counselor believes that disclosure to the parent would result in a clear and present danger to the health, safety, or welfare of the student, information shall not be disclosed to the parent.

The students are provided with other educational services which include speech therapist, psychologist, special education, special needs and a vocational assessment facilitator. Additional responsibilities of the guidance counselor is to help maintain and update student records, provide information about alternative schooling (i.e. correspondence courses, vocational training), alcohol or substance abuse information and referrals.

IF PARENTS DO NOT WANT THEIR CHILD TO BE PROVIDED COUNSELING OR REQUIRE THAT COUNSELING BE RESTRICTED TO SPECIFIC AREAS, THE SCHOOL PRINCIPAL SHOULD BE NOTIFIED IN WRITING.

Library

The Kuna High School Library site is open from 7:30 am - 2:30 pm on regularly scheduled school days. (The library may be closed if it has been scheduled for a school event.)

Students **MUST present their school issued ID** to check out library materials.

Checkout policy details:

Regular books	21 day check out	Overdue fine is \$.10/day late
Textbooks	2 day check out	Overdue fine is \$.05/day late
Language arts novel	45 day check out	Overdue fine is \$.10/day late

If a book is lost or damaged, the student must pay the new purchase price to replace the copy. All fines must be paid by the end of the week being incurred. Unpaid fines will result in yearbooks withheld at Spring Fling or inability to purchase a parking permit during fall registration until payment is made.

LA Novels: Two LA novels may be checked out by a student at a time. If the student does not return the copy when the instructor has completed the unit, the student's name will be added to the list for the withholding of a yearbook and ability to purchase a parking permit.

ALL STUDENTS MUST SHOW VALID SCHOOL ISSUED ID AND SIGN IN when entering the library. Students coming from classrooms **MUST** have a pass signed by their classroom teacher.

Library Rules:

- Absolutely **no food or drink** in the library, with the exception of water. **NO liquids** of any kind to be near the computers.
- Talking on cellphones is not permitted in the library.
- Do not reshelve books unless you are sure where they go. If in doubt, leave on top of bookshelves for the library staff.
- Vandalizing of any type will be reported to the administration and proper authorities.
- A library atmosphere will be adhered to at all times. No loud voices, running around, name calling, inappropriate language or bad behavior will be tolerated and it will be reported to the administration.
- Computers are for school work only. Computers will not be used for games, Facebook, Twitter, Youtube or any other non school related use.
- Only school related items may be printed. Students are allowed to print 10 pages per visit. Seniors are permitted to print Senior Project documents as needed.

School Resource Officer

The School Resource Officer (SRO) deals as a resource in crime issues, crime prevention, and school security. The SRO is an employee of the Ada County Sheriff's Office assigned to the school.

School Security Officers

The School Security Officers monitor campus safety, such as the campus parking lots, hallways, tardies, and lockers. They are responsible for student parking permits, student parking and driving issues, and assisting visitors on campus.

11. TECHNOLOGY USE

[Link to KSD Policy #698 - 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.

Definitions

"Child pornography"

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.

“Harmful to minors”

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”

An individual who has not attained the age of 17.

“Obscenity”

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.

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 the 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 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 the user's 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 online 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 ("email") 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 email:

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 email. 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 email 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 email transmitted on this district's computer network service.

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 school 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 constitutes 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.

Optional Device Deposit

For a one-time non-refundable \$25 deposit (or less for low income students and multi-child families), the deposit will cover the cost of one device repair and a discounted rate of \$75 replacement for a lost or stolen Chromebook. If additional repairs are needed, a deductible would be charged. More information is posted online:

<https://www.kunaschools.org/domain/333>

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 support two ways:

- Email the 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.