



Joint School District No. 2

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SUPERINTENDENT
Dr. Linda Clark

To: Board of Trustees
From: Dr. Mandy Saras
Re: Elementary Student Parent-Handbook
Date: April 25, 2006

The following additions and changes are recommended to revise the Elementary Parent-Student Handbook for the 2006-2007 school year.

Cell Phones

Cell phones are not to be visible or heard in the school building or on school grounds. Cell phones are to be kept in backpacks during the school day. First violation will result in confiscation of the cell phone, to be retrieved by the parent or guardian at the end of the day. Subsequent violations will lead to further disciplinary actions. Students who bring cell phones do so at their own risk. The school assumes no liability.

Nurse/School Health Program

The school nurse is a registered nurse responsible for the identification, management and planning of health issues in schools. Responsibilities include giving first aid to the ill and injured, supporting students with special medical needs, identifying and controlling communicable disease, monitoring medications, guest teaching on health-related subjects, and performing health screenings. Parents are asked to notify the school nurse of any student illness or medical problems that could affect their child's well being or academic success.

Illness or Minor Injury

If your child is ill, please do not send them to school. Please notify the school if your child has been diagnosed with a contagious illness.

If a student becomes ill or injured at school, they should go to the health room. A pass from the teacher is required, except in an emergency. If your child becomes ill enough to go home during the school day, you will be notified. Children are not allowed to leave the school grounds without permission, and will not be sent home unless the parent/guardian is notified and arranges for the child's transportation home.

If your child has a minor injury, the school nurse or designee will administer basic first aid. If the injury is serious, every effort will be made to notify the parent immediately. Parents are requested to keep current daytime phone and emergency contact information with the school office.

Children will not be kept in from recess for minor illnesses. If for medical reasons it is necessary for your child to remain indoors during the school day, please contact the school nurse.

Emergency Care

In the event of an emergency, the principal and the school nurse are notified. The decision to call 911 is made by the nurse, principal or designee. When possible, parents will be contacted concerning the decision to call 911. The student's family will be charged only if the student is transported or if medication/supplies are used at the scene.

Joint School District No. 2 does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parent or legal guardian. (See Insurance).

Medication at School

All medications must be kept in the health room. Students are not permitted to keep medication in the classroom or on their person, except for certain emergency medications used for life threatening conditions (see below). Written consent by a parent or guardian is required to give any medication at school. A completed and signed "Medication Information and Consent" form must be received and reviewed by the school nurse for all long term medications. Medication that will only be given short term (such as antibiotics, antihistamines, cough medicine) can be given with a handwritten parent consent which includes the date, child's name, medication, dose, time of dose, reason to be given, number of days to be given and parent/guardian signature.

Prescription medication must come to school in a current labeled prescription container. Upon request, area pharmacies will provide a duplicate container at no charge. "Over-the-Counter" medications given at school must be in the original container, and must be accompanied by parent's written consent.

Emergency Medications

Emergency medications may be kept in the nurse's office and/or carried by a student for self-administration. Students K-5 who need to carry emergency medication to treat asthma or severe allergies may do so with written permission from a physician. Please contact the school nurse regarding policy and procedures for emergency medications.

Immunization Policy

Idaho State Law (39-4801) requires students enrolling in Pre-school and Kindergarten in Idaho schools, provide proof of the following immunizations:

- 5 DPT or DTaP – diphtheria, tetanus, pertussis (whooping cough)
- 3 OPV or IPV – polio
- 2 MMR – measles, mumps, rubella
- 3 Hepatitis B (children born after November 22, 1991)

Any student enrolling, transferring or returning after withdrawing must show verifiable documentation of immunization at entry or reentry. Exemption from this law is allowed for medical, personal or religious reasons. Any student claiming an exemption must have an Idaho Exemption Form on file at school. Exemption forms are available from the school

nurse. Students with exemptions may be excluded from school for an extended period in the event of an outbreak of a disease for which the student is not fully vaccinated.

Student Records

Family Educational Rights and Privacy Act Requirements (FERPA):

Students and parents/guardians will be given notification of their rights as defined by FERPA once every year. This notification will be given using a mass media tool.

Education records include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples are:

- Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Disciplinary records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Records falling within the definition of "education record" pursuant to the Family Educational Rights and Privacy Act (FERPA) do not fall within the purview of HIPAA requirements. Reports, evaluations, summaries received by a school, including health records maybe shared with individuals with legitimate educational interest and will move with a student if he/she transfers.

Parents or students have the right to:

1. Inspect and review the student's records;
2. Request to amend the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's rights or privacy;
3. Consent to disclosure of personally identifiable information contained in a student's education records, except to the extent that the Act and its regulation authorize disclosure without consent;
4. file with the U.S. Department of Education a complaint concerning allegations of failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the policy adopted by that agency or institution regarding how the requirements of the Act are met;
6. Request a due process hearing regarding contents of records; and
7. Be informed of the cost of copies should copies be requested.
8. ...whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of an and the rights accorded to the parents of the student shall thereafter only be required of an accorded to the student.

NOTIFICATION OF ABSENCE

Student Name: _____ Grade: _____

The above-named student will need to be absent from school

on the following dates: From _____ to _____ . The reason for the
absence is _____

_____.

I understand that it is my responsibility to make arrangements for assignments with
the teacher prior to or before returning from the absence. However, all written work
assigned during this absence will be gathered during the absence and provided to the
student upon his/her return to school. Work must be returned within the same number of
days as the absence. I understand that it will not be the responsibility of the teacher that
these assignments are done or to re-teach lessons. I understand that absence from school
will affect my child's progress.

Parent signature _____ Date _____

Teacher's signature _____ Principal's signature _____

*Signatures indicate receipt of notification, not approval or agreement with absence
*Signatures do not indicate approval or agreement but notification.