



Atlas

Elementary School

*"Life is an Adventure Be an Explorer"*

Student and Parent

Handbook

2022-2023

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# Welcome to Atlas Elementary School

## Principal's Message

I am looking forward to a terrific year with the students, parents, and staff at Atlas Elementary School. The faculty of Atlas is dedicated to providing a school environment that is educationally sound and socially responsible for all students. Using best practices in instruction, highly trained teachers guide students through state of the art curriculum with lessons that are rigorous and relevant. Students take responsibility for their learning while practicing good character and citizenship. We believe that for education to be effective, it must promote positive attitudes and be founded on secure mastery of basic skills and challenges for all learners.

Our Positive Behavioral Interventions and Supports system empowers and enables students to make good choices and be recognized for those choices. Our staff works well as a team to provide students with an enriched quality education. Our focus is on the students and families. We strive to help each individual student set and accomplish his/her academic and social goals.

Show your children you care about education. Speak about school and learning with respect and enthusiasm. Make reading a family matter. Read to your young children, and read along with your older ones. Take an interest in your child's thinking. Ask for their input during family discussions. Support teachers by encouraging your children to respect and work with their teachers. Monitor your children's schoolwork. When they are succeeding, share your pride. If they aren't, help them discover why they are not.

Meet with teachers and work together to find out what is amiss and what can be done. Education takes place over a lifetime. Parent involvement and support can do much to ensure student engagement and success along the way.

Sincerely,

Carrie Shinkle/Principal, Atlas Elementary School

# Atlas Bell Schedule

## Monday Bell Schedule

9:55 First Bell  
10:00 Tardy Bell

## Tuesday-Friday Schedule

8:55 First Bell  
9:00 Tardy Bell

### AM RECESS

10:15-10:30 First Grade Recess  
10:45-11:00 Third Grade Recess

### LUNCH

11:25-12:15 First Grade Lunch/Recess  
11:45-12:30 Second Grade Lunch/Recess  
11:55-12:35 Third Grade Lunch/Recess  
12:05-12:45 Fourth Grade Lunch/Recess  
12:25-1:05 Fifth Grade Lunch/Recess

### PM RECESS

2:15-2:30 First Grade Recess  
2:15-2:30 Second Grade Recess  
2:30-2:45 Third Grade Recess  
2:30-2:45 Fourth Grade Recess

Walkers and Parent pick-up 3:25  
3:30 Dismissal

# Atlas Staff 2022-2023

## Faculty & Staff

**Principal:**

Carrie Shinkle [Cshinkle@cdaschools.org](mailto:Cshinkle@cdaschools.org)

**Vice Principal:**

Kimberly Shandy [Kshandy@cdaschool.org](mailto:Kshandy@cdaschool.org)

**Office Staff:**

Christine Barber [cbarber@cdaschools.org](mailto:cbarber@cdaschools.org)

Michelle Covey [mcovey@cdaschools.org](mailto:mcovey@cdaschools.org)

**Kindergarten**

Laura Phillips [lgordon@cdaschools.org](mailto:lgordon@cdaschools.org)

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Chelsea Howerton [Chelsea.howerton@cdaschools.org](mailto:Chelsea.howerton@cdaschools.org)

**1<sup>st</sup> grade:**

Ilene Shirts [ishirts@cdaschools.org](mailto:ishirts@cdaschools.org)

Karen Adams [kadams@cdaschools.org](mailto:kadams@cdaschools.org)

Cherri Hanson [chanson@cdaschools.org](mailto:chanson@cdaschools.org)

**2<sup>nd</sup> Grade:**

Mindy Banks [mbanks@cdaschools.org](mailto:mbanks@cdaschools.org)

Jennifer Taylor [jtaylor@cdaschools.org](mailto:jtaylor@cdaschools.org)

Stephenie Walker [swalker@cdaschools.org](mailto:swalker@cdaschools.org)

**3<sup>rd</sup> Grade:**

Cory Johnson [Cory.johnson@cdaschools.org](mailto:Cory.johnson@cdaschools.org)

Camille Chappell [cchappelle@cdaschools.org](mailto:cchappelle@cdaschools.org)

Jennie Reynolds [jreynolds@cdaschools.org](mailto:jreynolds@cdaschools.org)

**4<sup>th</sup> Grade:**

Camille Chappell [cchappelle@cdaschools.org](mailto:cchappelle@cdaschools.org)

Amy Wise [awise@cdaschools.org](mailto:awise@cdaschools.org)

Jennifer Taylor [jtaylor@cdaschools.org](mailto:jtaylor@cdaschools.org)

Mark Jerome [mjerome@cdaschools.org](mailto:mjerome@cdaschools.org)

**5<sup>th</sup> Grade:**

Rebekah Comstock [rcomstock@cdaschools.org](mailto:rcomstock@cdaschools.org)

Mark Jerome [mjerome@cdaschools.org](mailto:mjerome@cdaschools.org)

Tamara Fountain [Tamara.fountain@cdaschools.org](mailto:Tamara.fountain@cdaschools.org)

**Library Mgr:** Sara Grimm [sgrimm@cdaschools.org](mailto:sgrimm@cdaschools.org)

**PE:** Stacey Richmond [srichmond@cdaschools.org](mailto:srichmond@cdaschools.org)

**Music:** Renee Kurtz [Renee.kurtz@cdaschools.org](mailto:Renee.kurtz@cdaschools.org)

**Art:** Heather Izzard [hizzard@cdaschools.org](mailto:hizzard@cdaschools.org)

**Counselor:** Deiree Bahr [Desiree.bahr@cdaschools.org](mailto:Desiree.bahr@cdaschools.org)

**Psychologist:** Kassie White [kwhite@cdaschools.org](mailto:kwhite@cdaschools.org)

**Speech:** Holly Gorman [hgorman@cdaschools.org](mailto:hgorman@cdaschools.org)

**ALP:** Jennifer Williams [Jennifer.williams@cdaschools.org](mailto:Jennifer.williams@cdaschools.org)

**Resource:** Shanna Schillinger [sschillinger@cdaschools.org](mailto:sschillinger@cdaschools.org)

**Resource:** Shelby Payton [spayton@cdaschools.org](mailto:spayton@cdaschools.org)

**School Nurse:** Ashley Jameson [ajameson@cdaschools.org](mailto:ajameson@cdaschools.org)

**5th Gr. Strings:** Kristina Phillips [Kphillips@cdaschools.org](mailto:Kphillips@cdaschools.org)

**Kitchen Staff:**

**Custodial Staff:** Kurt Peterson, Dave Trojan, Holly Wilkie

**Playground:**

**School Plus:** Kiera

**Reading Specialist:** Sarena Harrison

**Resource Aid:** Cynthia Nye, Kate Dale, Chelsea Garcia

## **Coeur d'Alene School District Policy and Procedures**

The following items may contain only portions of actual Board Policy. Complete policies can be found on the district website at [www.cdaschools.org](http://www.cdaschools.org). Policies listed below may be subject to change due to current School Board policy review.

### **Nondiscrimination**

**(Policy 3280)** The Coeur d'Alene School District complies with all applicable laws and does not discriminate on the basis of race, color, religion, sex, national origin, age (40 or older), genetic information, veteran status or disability in any educational programs or activities receiving federal financial assistance or in employment practices. The District provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance with this nondiscrimination policy may be directed to the Director of Special Services or Director of Human Resources at the District Administrative Center, 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho 83814-2472, (208) 664-8241.

### **Parent/Teacher Conferences**

Please feel free to contact your child's teacher any time. If you have any concerns, please call and schedule a time to talk with your child's teacher. There are two regularly scheduled Parent/Teacher Conferences during the school year. Conferences usually occur near the end of November and March of each year. You will receive specific information from your child's teacher. Time may be set aside for evening conferences.

### **Lunch Information**

The Coeur d'Alene School District serves nutritious breakfasts and lunches to the students in all of our schools. The Nutrition Services staff at each school prepares meals for the students in their building, allowing for fresh fruit and vegetables, hot meals and individualized attention. All meals meet federal nutrition requirements. Meals may be prepaid in advance by placing money in your child's meal account. Checks: Please make them out to your child's school, with the child's full name on the memo line. Please make arrangements with your school if you would like to join your child for breakfast or lunch.

Free and reduced price meals are provided for children whose family size and monthly gross income meet USDA Child Nutrition Program Income Guidelines. Parents may enroll their children at any time during the school year. Applications are available at each school office. Nutrition Services now offers online payments for school meals. This information can be found on our website [cdaschool.org](http://cdaschool.org) under "Departments". If you have any questions or need assistance, feel free to contact us at (208) 667-7469.

### **On Site Childcare**

School Plus is an on-site childcare program and is available before and after school for students. The adult-supervised program begins at 6:45 a.m. and is also available after school from 3:15 to 6:00 p.m. A kindergarten School Plus program runs all day at selected sites.

School Plus is a self-supporting program through fees paid for by parents, not from district

revenue. For information regarding fees and registration, please contact the School Plus office at 769-0700 or visit [cdaschools.org](http://cdaschools.org) under the *For Parents* heading. Parents can now pay for their childcare online through Family Access.

### **Cold Weather/Snow Days**

Please prepare your child for current weather/temperature conditions. If a child is well enough to come to school, they are well enough to go outside. Notes requesting a student stay in at recess will not be accepted unless special arrangements have been made with the principal. Some winters result in canceling school due to weather conditions. Please tune in to radio (KVNI-1080 AM), your local TV stations KREM-2, KXLY-4 or KHQ-6, or the district website [cdaschools.org](http://cdaschools.org) for closure information. If school sponsored events are scheduled on an emergency closure day, all events are canceled.

### **Emergency**

**(Policy 514)** The Coeur d'Alene School District has a School Emergency Response Plan (SERP) that covers safety and security, including procedures for handling all types of emergencies that might occur in and near our school and community. Potential emergencies include weather conditions that cause the school to close such as blizzards, ice storms or earthquakes, as well as neighborhood environmental conditions such as nearby hazardous material spills. Other types of situations covered by the plan include fires in or near the school, threats within or near the school or suspicious people on school grounds. SERP is designed to ensure the safety of children within our school and the safe evacuation of children, if necessary. You should be aware of certain areas of our emergency planning to ensure that the district responds appropriately in the event of a school emergency. In the event that you become aware of a school emergency, please take note of the following:

**The district's Skylert emergency notification system will notify you in the event of a school emergency.** This notification system will automatically send you a text, phone message, or email regarding emergency procedures. Messages may be sent to individual school populations or to the entire district. Please be sure to verify your Skylert information during your online registration through **Family Access**. You must choose to opt-in for text messaging.

**Tune into your local media.** We utilize outreach to television and radio stations. The media will be notified by school personnel with information to relay to parents.

**Bring identification when you go to pick up your child.** The evacuation and release plan requires that children only be released to parents or someone listed on the child's emergency contact list with proper photo identification.

**Update your child's emergency contact form as necessary.** If you are unable to pick up your child, he/she can only be released to someone on your emergency contact form.

### **Skyward Student Management System**

The Coeur d'Alene School District has implemented the Skyward Student Management System. One feature is Family Access which provides parents or guardians with access to real-time student information. Parents are able to check grades, monitor attendance, and email teachers. Another feature is the message center which allows teachers and administrators to post information to notify parents about their child, school, or upcoming events. Allows parent/guardian to access student information electronically. Follow your student's attendance, grades, fee management, etc. all on-line. **Family Access** is also where you sign up for and select options for emergency notifications through Skylert.

## **Special Education/Services**

Under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, The Coeur d'Alene School District is prohibited from discriminating against students on the basis of a disability. Our schools provide a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The district ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services. Due process rights will be enforced.

**(Policy 4150)** This district makes a good faith effort to provide reasonable accommodations for persons with disabilities, whether they are employees or non-employees. The district is also required to provide reasonable accommodations for persons with disabilities who wish to attend district-sponsored meetings. Requested accommodations should be submitted at least three working days prior to the meeting.

Pursuant to Idaho Code 92-318, notice is hereby given that the Title IX (equal opportunity for activities) Officer for the Coeur d'Alene School District is the Human Resource Director for the district. Inquiries, complaints and information regarding Title IX should be directed to the Title IX Officer at 1400 N. Northwood Center Ct., Coeur d'Alene, ID 83814.

**Notification of Rights and Notice of Compliance** (see document at end of publication)

## **Student Harassment, Intimidation, Bullying & Cyber Bullying**

**(Policy 3295)** No student shall intentionally commit, or conspire to commit, an act of harassment, intimidation, bullying or cyber bullying against another student. Such behaviors foster a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims, create conditions that negatively affect learning, and undermine the ability of students to achieve their full potential.

It is the policy of this district to maintain a safe school environment for all students while on school grounds; walking or busing directly to or from school; and attending district-sponsored activities, events, or functions on school premises or at other locations. Harassment, intimidation, bullying and cyber bullying are disruptive to a safe school environment and will not be tolerated.

## **Enrollment**

**(Policy 512/3001)** Prior to admission of a student, the parent/guardian is required to provide the following three (3) items:

1. Proof of residency (i.e. utility bill, lease agreement with current address); Verification of residency is required annually.
2. Up-to-date immunization records (Idaho state law states that children will not be permitted into school until their immunizations are current or parents have signed an exemption form)
3. Original state certified birth certificate (valid passport or notarized affidavit accepted). You have 30 days from the date the child enrolls to provide the birth certificate or we must report the failure to obtain a birth certificate to the Kootenai County Sheriff's Office.

## Attendance

**(Policy 522/3040)** Regular attendance is essential for learning. This responsibility rests with the student and with the parent or guardian, and is basic in order to meet the instructional goals of District 271 and the Compulsory School Attendance Laws of the State of Idaho. The following procedures have been taken from policy 522/3040:

### Absences and Excuses Procedures

1. A student who is absent 10 or more days during a grading period may be referred to the Board of Trustees for determination as a habitual truant.
2. To ensure the safety of the student, it is required that parents/legal guardian contact/communicate to the school regarding each day or portion thereof that their child is absent;
3. If a student is to be out of school for an approved extended absence, it is the parent's/guardian's responsibility to make arrangements for assignments with the teacher prior to such absence, understanding that many assignments can only be made up after returning to school. In all absentee cases, class assignments must be completed within the specified time frame for the student to receive credit.
4. Inadequate and unacceptable academic progress due to absences may result in loss of credit and/or retention in the current grade, if appropriate to that particular student;
5. Excused absences are those which are verified by the parent/legal guardian or school official and should be verified before the absence or within 2 school days after the absence.
6. Documented notifications will be sent to parents from the school when a child has accrued 4, 7 and 10 absences in a grading period.

Unexcused Absence is defined as a student:

1. Absent without the knowledge and consent of parent/legal guardian, or
2. Absent from school after once arriving on the campus, and without knowledge and consent of the school.

Repeated unexcused absences may be cause for disciplinary action, suspension, expulsion or referral to the Board of Trustees for determination as a habitual truant. An unexcused absence results if the following occur, but is not limited to any one listed below:

1. Leaves school without signing out in the office.
2. Is absent from school without prior permission of parents/legal guardian.
3. Is absent from class without permission.
4. Obtains a pass to go to certain place and does not report there.
5. Becomes ill and goes home or stays in the restroom instead of reporting to the office.
6. Has permission to walk home for lunch, becomes ill and remains there without having a parent/legal guardian call.
7. Comes to school but does not attend class.
8. Fails to excuse all absences within two (2) school days of returning to school.

### Habitual Truancy

1. Parent contact should include:
  - a. phone contact
  - b. truancy letters
  - c. parent/administrator/student conference

2. After school detention, lunch detention and/or in school suspension
3. In/out of school suspension may result (up to 5 days).
4. Driver license prevention or suspension for eligible high school students.
5. Referral to the Board of Trustees for determination as a habitual truant or a case of educational neglect.
6. Request for expulsion may be made in cases of habitual truancy, (see policy on district website).

#### Leaving Early/Arriving Late

If a child must leave early during the school day, the parent must stop by the office to sign him/her out. We will have your child meet you at the office. For your child's safety we will not release any student to anyone other than parents or legal guardians without permission from parents. Students who are tardy or are returning to school from an appointment must check in at the office.

#### Coming too early/staying too late

To ensure the safety of all children, any child who arrives at school 30 minutes or before or who has been left at the school after 30 minutes will be taken to the "School Plus" site. **Parents will be charged for this service.**

### Medication

**(Policy 561/3510)** School personnel are not to administer any medication to students without written instructions from a primary care provider. Medication must be in the original container with matching instructions on a signed authorization form on file in the office. Notes from parents are not sufficient. Parents or legal guardians are welcome to come to the office, and the child will be called from class to take the medication from the parent. Over the counter medication may be administered only if the parent comes to the office prior to giving medication and signs a permission/release form.

### Behavior/Discipline

**(Policy 539)** Students are expected to conduct themselves in such a manner as not to interfere with the orderly operation of the educational program.

**(Policy 543/3340)** To ensure that students can learn in a safe and positive environment, high standards of behavior are expected. Board Policy lists the following causes, but is not limited to, for temporary suspension.

1. Willful disobedience
2. Disruptive behavior
3. Vandalism, including arson
4. Irregular attendance
5. Disrespectful language
6. Public displays of affection
7. The use or possession of tobacco
8. The illegal use, sale, distribution of or the possession of narcotics, dangerous drugs, controlled substance, alcoholic beverages, or any substance which endangers the student's health
9. Attending school under the influence of narcotics, dangerous drugs, controlled substance, alcohol, or any substance which endangers the student's health and welfare

10. Theft
11. The carrying of a deadly weapon(s) or dangerous object
12. Gambling
13. Extortion
14. The operation of any motorized vehicle in a dangerous manner on or near school property
15. Throwing snow, ice or dangerous items
16. Acts affecting health and safety
17. Student to student hazing/harassment/bullying
18. Fighting
19. Using electronic communication devices
20. Using the internet in violation of internet contract, (see curriculum and instruction).
21. Threats, (direct, indirect, written, oral and/or visual)
22. Violation of cellular communication devices (cell phones)

Any of the following procedures may be enacted:

- after-school detention
- out-of-school suspension
- in-school suspension
- parent conference/communication
- loss of recess privileges
- expulsion

### **Electronic Devices/Cell Phones**

**(Policy 3265)** Students in grades K-5 may elect to participate in the Coeur d' Alene School District Bring Your Own Device (BYOD) program. Grade K-5 students may possess PEDs in school, on school property, during after-school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the PEDs are powered completely off (i.e., not just placed into vibrate/silent mode unless being used for an educational or instructional purpose with teacher permission).

Students are responsible for the safety and security of their PED. The District will assume no responsibility in any circumstance for the loss/destruction/damage or theft of PED. Students will be responsible for locating such lost/stolen items.

### **Dress Code**

**(Policy 517/3260)** It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all

students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process. The

building administrator or designee may identify additional dress code requirements to address specific needs within a building or for a specific activity. Below are to excerpts from the dress code that are frequent concerns within elementary schools:

- **Shirts/Blouses/Tops/T-shirts** – Blouses/shirts should be constructed so that the tops of the shoulders are covered with no less than a 2 ½ inch strap (e.g. no halter tops, strapless tops, spaghetti straps, or bare shoulder tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, hips, midriff or breast are not allowed. (If you raise your arms to shoulder level and the stomach shows, the top is unacceptable.) Other blouses/shirts that are not appropriate for school include, but are not limited to, low cut, breast revealing, see through, backless, or tube tops. Undergarments (bras, tank undershirts, etc.) will not be visible. Bedroom clothing, pajamas or sleepwear is not allowed.
- **Shorts/skirts/Pants** – All shorts and skirts must be no shorter than mid-thigh from the bottom of the knee. Nylon tights, biker pants or boxer shorts worn as an outer garment are strictly prohibited. Slits in the skirts cannot be above mid-thigh. Waistline of shorts/skirts/pants must be on or above the hips with no underwear showing. Bedroom clothing, pajamas or sleepwear is not allowed. All belts must be properly fastened around the waist. The belt will not be excessive in length and will not be hanging from either side of the body.

### **Drug, Alcohol and Tobacco**

**(Policy 551/3305)** The State Board of Idaho prohibits smoking in all buildings and on all property owned by public school districts. It is the firm stand by this school district that any use of mind altering substances by students is abuse. Students, while on school property or within a Drug Free School Zone, or attending a school-sponsored activity, who possess, distribute, sell, use or give evidence of having consumed alcoholic beverages, drugs, or narcotics, (without physician knowledge), or other controlled or dangerous substances, or are in possession of paraphernalia, shall be subject to intervention, discipline, suspension, expulsion and/or reported to law enforcement officials.

### **Weapons**

**(Policy 541/3330)** The district is committed to providing a safe environment for all students and staff. As a result, we have a “zero tolerance” policy for students who bring weapons or other objects/substances to school which are a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process. Possession of any dangerous item while attending school is prohibited. School staff is authorized to confiscate such items immediately and take disciplinary action which may include suspension and/or expulsion. Dangerous weapons shall be defined as any article capable of being used as a weapon.

Students attending district schools are prohibited from:

1. Possessing, carrying, using, and/or threatening to use objects/substances which are manufactured, used, or intended for use as a “weapon,” or facsimiles thereof, at school, on a school bus, or at any school sponsored activity whether on school owned/leased property or facilities used by the District but not owned or leased by the District, without prior permission of school officials.
2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the threat, intent or result of causing harm to another person or property at school, on a school bus, or at any school sponsored activity, whether or not such activity is on school owned/leased property or property used for school related purposes.

3. Knowingly assisting another person(s) to possess, carry, or use a “weapon” at school, on a school bus or at any school sponsored activity, whether or not such activity is on school owned/leased property or property used for school related purposes.

### **Bus Conduct**

**(Policy 540)** Bus transportation is provided for students who live more than 1½ miles from the school. Questions involving bus stops, schedules, etc., should be addressed to the Transportation Office at 667-3451. Riding a school bus is not an undeniable right; it is a privilege which each rider is responsible for retaining by maintaining appropriate behavior while loading, riding and unloading. If your child rides the bus, he/she will be given a copy of the bus rules which include the following:

1. Students may be assigned a seat by the driver.
2. Buses cannot wait for those who are tardy.
3. Unbecoming conduct, inappropriate language and/or abusing the driver or other students may forfeit the right to ride the bus.
4. Waste paper or other garbage must not be thrown on floor of bus.
5. No arms or heads will extend out of the bus windows at any time.
6. Do not get on, off, or move about while bus is in motion.
7. When exiting the bus, students crossing the road must look both ways for traffic.
8. The driver is in full charge of the bus and its riders.
9. Unnecessary conversation with the driver is prohibited.
10. If monitors or patrols are on duty, passengers will obey and respect their orders.
11. Damage to the bus is to be reported at once to the driver.

Violation of the above rules or policy may result in temporary or permanent restriction from riding the bus. If your child needs to make any alternate bus arrangements, this needs to be cleared in advance with the transportation office at 667-3451.

### **Emergency Care**

**(Policy 566)** Each school will maintain the following health records for students indicating: medical conditions that may require care by school health services, pertinent information related to immunizations, the name of a contact person in case the parent/guardian cannot be reached in an emergency, authorization from the parent/guardian to obtain emergency medical attention if the parent/guardian is not available and an individualized health plan, if deemed necessary by district health

services. All employees will take reasonable measures to provide for the emergency care of any student that becomes ill or is injured on school property, during school hours, or at a school sponsored event.

## **COEUR D' ALENE SCHOOL DISTRICT #271 NOTIFICATION OF RIGHTS & NOTICE OF COMPLIANCE FOR ELEM. & SECONDARY SCHOOLS**

**SY 2014-2015**

### **In Accordance With the Family Rights and Privacy Act as amended 2012**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the *Coeur d'Alene School District 271* receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish

to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students who wish to ask the *Coeur d'Alene School District 271* to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel, or a person serving on the School Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the students enrollment or transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended in 1997, the Coeur d'Alene School District 271 of Coeur d'Alene, Idaho, hereby gives notice to all parents, legal guardians, and students eighteen years of age attending the Coeur d'Alene School District schools that the following information is being categorized as directory information: the students name, address, telephone listing, graduation year (grade level), participation in officially recognized activities such as sports, weight and height of members of athletic teams; and, degrees and awards received.

Directory information may be published and released by the District without prior consent of the legal guardian or student 18 years of age or older, unless the parent, legal guardian or student 18 years of age or older notifies the District that the above mentioned directory information should not be released without prior written consent of the parents, legal guardian or student 18 years of age or older. Such notification should be in writing and addressed to Marianne Southwick, Clerk of the Board of Trustees, 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho 83814, and to the principal of the school where the student attends. Pursuant to Idaho Code 92-318, notice is hereby given that the Title IX Officer for the Coeur d'Alene School District's Human Resources Director. Inquiries, complaints and information regarding Title IX should be directed to the Title IX Officer at 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho.