

Florence Unified School District No. 1

ANNUAL K-8 INFORMATION

UPDATE PACKET



Parents and Students,

Each year the following forms need to be updated to ensure your understanding of the District Policies and Procedures, as well as, ensure we have the most current information on for you and/or your child.

Forms to update:

1. Programs/Policies Acknowledgment Form
 - a. Code of Conduct Acknowledgement
 - b. Student Acceptable Use Policy for Technology Acknowledgement
 - c. FUSD Student Handbook Acknowledgement
 - d. FERPA Acknowledgement
2. Student Annual Medical Information Form
3. Classroom Information Summary for the Teacher
4. Free and Reduced Lunch Application

Additional Information provided:

1. FERPA Notice for Directory Information
2. Helpful Parent/Student Information
3. Acceptable Use Policy for Technology
4. Current School Year Calendar

We appreciate your assistance in updating our records.



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P.O. 2850 * Florence, AZ 85132 * 520-866-3500

Anthem K8 * Circle Cross Ranch K8 * Copper Basin K8 * Florence K8

Magma Ranch K8 * Skyline Ranch K8 * Walker Butte K8 * SuMMit * Leadership Academy of Excellence

Florence Virtual Academy * Florence High School * Poston Butte High School



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that school districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, districts may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Florence Unified School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within two weeks of the start of school or, if transferring into the district, within two weeks of registration. F.U.S.D. has designated the following information as directory information:

- Student's name
- Photograph
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and awards received

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended and 10 U.S.C. § 503(c), as amended.



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PROGRAMS/POLICIES ACKNOWLEDGEMENT FORM



SCHOOL: AN CCR CB FK8 MR SR WB SUMMIT LAE FVA

(Circle One)

DATE:		SCHOOL YEAR:	
STUDENT NAME:		GRADE:	
STUDENT SIGNATURE:			
PARENT NAME:			
PARENT SIGNATURE:			
CONTACT NUMBER:			

The following policies/guidelines have been provided to you and your child. Please initial to acknowledge your receipt and understanding of the information. Student and Parent acknowledgement is required.

1. Code of Conduct Acknowledgement	Parent Initials	Student Initials
I have been provided a copy of the F.U.S.D. Student Code of Conduct for the school year. I am aware of its contents and understand that my child is expected to follow all district and school rules. Included in the Code of Conduct is HB 2476.		
	Parent Consent	Parent Refusal
House Bill 2476 -student confinement- Confinement is defined as leaving a student alone in an enclosed space. FUSD has chosen not to use "confinement" as a disciplinary method. However, this method is useful for safety or therapeutic reasons when students pose imminent physical harm to themselves or others. If the district is compelled to use this method for the safety of your child or others or for therapeutic reasons, parent (s) will be notified as soon as possible. Additional details on HB 2476 are available on our District website.		
2. Student Acceptable Use Policy for Technology Acknowledgement	Parent Initials	
As a parent or guardian of this student, I have read this policy and understand it. I acknowledge that, although the Florence Unified School District uses Internet filters and firewalls to restrict inappropriate material, it is impossible to block access to all controversial materials. I will not hold the District responsible for materials acquired by use of the information services. I also agree to report any misuse of the information services to a school district administrator. Misuse may come in many forms, but can be viewed as any message sent or intentionally received that indicates or suggests pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, or other issues described in the policy.		
	Student Initials	
I have read and understand the FUSD Student Acceptable Use Policy for Technology. I will not break any of the rules. If I am not sure whether it is okay to do something on the computer, I will ask the teacher, librarian, counselor, principal or technical staff. I understand that if I don't follow these rules, I may not be allowed to use the computer anymore, and/or I may be disciplined according to school policy.		
3. Florence K-8 Schools Student Handbook Acknowledgement	Parent Initials	Student Initials
I have been provided a copy of the Florence K-8 Schools Student Handbook for this school year. I am aware of its contents and understand that my child is expected to follow all district and school policies outlined in the handbook.		
a. FUSD Stamp Sheet Program Acknowledgement	Parent Initials	Student Initials
FUSD utilizes the Stamp Sheet program to instill responsibility and promote academic success for students in 4th - 8th grade. Detailed guidelines are listed in the Student Handbook.		
4. FERPA Acknowledgement / Directory Information	Parent Initials	
I understand that FUSD adheres to the Family Educational Rights and Privacy Act (FERPA), which governs the types of student information that can be released without prior written consent from parents (directory information), including: student's name, photograph, grade level, honors and awards, and participation in school activities and sports. I can access the current FERPA Notification of Rights and Notice for Directory Information with a link found at the bottom of every K-8 and District website home page, or I may obtain hard copy of the notifications at the school administrative office. I understand that if I do not want FUSD to disclose part or all of the directory information for my child I must notify the District in writing, on a separate letter, within two weeks of registration.		
	Letter Attached (School Use)	
	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Open Enrollment / Out-of-District Enrollment	In-Boundary Parent Initials	Out-of-Boundary Parent Initials
FUSD offers Open Enrollment/Out-of-District Enrollment depending on the capacity limit established for the school and/or its grade levels. The parent affirms that the student will abide by the rules, standards, and policies of the school and the District if enrolled. Failure to abide by the rules, standards and policies of the school and the District will result in revocation of open enrollment privileges. The parent has met with the Administration to review these standards and sign any applicable behavior contract. Transportation for the student is the responsibility of the parent/guardian.	Not Applicable. My child resides inside school boundaries.	
	OFFICE USE	
	SM Entry Date	/ CUM File



Florence Unified School District #1 Student Annual Medical Information Form



(Copy to Health Office)

STUDENT/PARENT INFORMATION			
Child's Legal Name:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	
Physical Address:		Date of Birth: / / Grade:	
Mother/Step/Guardian Name:			
Home Phone: ()		Work Phone: ()	Cell Phone: ()
Father/Step/Guardian Name:			
Home Phone: ()		Work Phone: ()	Cell Phone: ()
Mother/Father/Step/Guardian Email Address:			@
Child resides with: () Both Parents () Mother () Father () Guardian			

PHYSICIAN INFORMATION	
<i>Please list the name of a physician to be called in case your child becomes ill or has an accident and you cannot be reached.</i>	
Physician Name:	Phone Number: ()

EMERGENCY CONTACT INFORMATION			(must be 18 year of age or older)
<i>Please provide 3 individuals who will assume responsibility of your child in case of illness or accident until you are reached.</i>			
Name	Relationship	Phone Numbers (H)ome, (W)ork, (C)ell	
1.		(H)	(W) (C)
2.		(H)	(W) (C)
3.		(H)	(W) (C)

MEDICAL HISTORY			YES	NO
Has your child had the Chicken Pox?				
Does your child wear glasses or contacts?				
Medical condition your child is being treated for: (circle) NONE Asthma Diabetes Heart Seizures Hearing Loss				
Other Medical conditions:				
Medication taken and why:				
Severe allergies and their symptoms:				
Other allergies:				
Information which will help us understand your child physically and emotionally:				

OVER-THE-COUNTER MEDICATIONS			
Occasionally your child may need an over-the-counter medication, of which, the Health Office maintains a limited supply. Please indicate below any listed medications your child may receive during the school day. (Medication will be administered at the nurse's discretion. Dosage will be consistent with the child's weight and/or age as indicated on the medication package). An OTC medication taken daily needs a doctor's consent. Physician forms can be picked up at the Health Office.			
OK to give ALL	NO medication to be given	Only circled items to be given	
Acetaminophen (Tylenol)	Ibuprofen (Motrin)	Oragel (Toothache)	Antibiotic Ointment (cuts)
Cortisone Cream (Itch)	Tums (antacid)	Eye drops	Thermo lotion (muscle soreness)
Diphenhydramine (Benadryl)	Caladryl (insect bites)	Cough Drops	

I, the undersigned, do hereby authorize the school nurse or principal's designee to give the medication checked above to my child and do hereby authorize officials of Florence Unified School District to contact directly the persons named above and do authorize the named health providers to render such treatment as may be deemed necessary in an emergency for the health of said child. In the event that persons named on the school registration form cannot be contacted school officials are hereby authorized to take whatever action deemed necessary, in their judgment, for the health of the said child. In case of serious illness, your child will be taken to the closest hospital by ambulance, if necessary, and emergency treatment will be provided until parent or legal court ordered guardian can be contacted. Any expenses for emergency transportation and/or treatment shall be the responsibility of the parent or legal court-ordered guardian.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____



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NEW STUDENT CLASSROOM INFORMATION PAGE

This form will be provided to the classroom teacher to assist them in communicating with you.

Teacher's Name:	
Grade:	

(Please print clearly)

Student Name:	
Date of Birth:	
Parent/Guardian Name: <i>(primary contact)</i>	
Parent/Guardian Phone Numbers: <i>(Please provide in the order of calling preference)</i>	
Parent/Guardian Email:	
How does your child get home? <i>(please circle one)</i>	Walk Parent Pick-Up Bus (No. _____)
Does your child have siblings that attend this school?	Siblings Name: _____ Grade: _____ Siblings Name: _____ Grade: _____ Siblings Name: _____ Grade: _____
What will your child do for lunch? <i>(please circle one)</i>	Bring from home Buy at cafeteria Both
Does your child have access to a computer and the internet at home?	<u>Computer</u> <u>Internet</u> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
Does your child have any health concerns? <i>(Allergies, daily medications, etc.)</i>	
Parent Comments: <i>(Any additional information you think might be helpful for your child's teacher.)</i>	

IMPORTANT NOTE: Siblings of students who are tutoring will be sent home per their normal daily instructions. No after-school care is provided for these students unless the parent makes specific arrangements with the teacher in advance.



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Helpful Parent/Student Information

Acceptable Use Policy for Technology

This policy is available online and outlines the acceptable use of the technology available in the Florence Unified School District. Students must adhere to the policy outlined to use the technology that is available. Parents and students will acknowledge receipt, understanding and compliance on the Program/Policies Acknowledgement Form included in this packet.

Cafeteria Menus

If you would like to view a copy of the monthly breakfast and lunch menus provided by our cafeteria, please visit our Food Service Department on the website at www.fusdaz.org. The cost of the lunch is \$2.35 and breakfast is \$1.35 per day. Adult lunches are \$3.00. A carton of milk is supplied with each lunch, or may be purchased separately for 35 cents. Reduced prices for breakfast are \$.30 for breakfast and \$.40 for lunch.

Familylink

Familylink offers "real time" student information for grades, attendance and more. Each parent will have their own username and password and so will the students making the site more secure. Parents with multiple students enrolled will see all their children in a drop down menu so they can toggle between each without having to login and logout again to view each child's grades.

School Website

Our school's website is updated regularly and contains event updates, parent/student reminders, staff information, calendar of events, athletics, newsletters, emergency procedures, various helpful documents, as well as, other valuable resources. We encourage you to check the website regularly to stay informed about events occurring on campus.

School Calendar

The current school year calendar is available online and reflects school days, early release days and days when school will not be in session. If you need an additional copy, this annual calendar is maintained on the Florence Unified School District website at www.fusdaz.org. (Under the Short Cuts Box found on the left side of the screen you will see District Calendar listed. After selecting District Calendar option a monthly calendar will appear that reflects District Events, as well as, a District Calendar box on the left. Select the appropriate school year calendar to open and print, if desired, the calendar you need.)

Tax Credit Donations

Arizona State Law allows taxpayers to donate up to \$400 per household (\$200 for single taxpayers and head of household; \$400 for a married couple filing a joint return) of their state taxes to public schools to support extracurricular activities. Your donations reduce the costs of school sponsored activities for students. You do not have to have a student at F.U.S.D. or any other public school to take advantage of this tax break. Tax Credit Donations can easily and quickly be processed online at: <https://payment.fusdaz.org>. You will need your child's student ID number or sign-in as a guest if you do not have a child in our District. Tax Donation forms are available in the school's front office. Payments online can be designated as Tax Credit Donation. Payments in person MUST be accompanied by a form or they will not be processed as a Tax Credit Donation.