

## WELCOME TO PAUL ELEMENTARY SCHOOL

The staff at Paul Elementary would like to welcome you to school. Our mission is to work with our staff, students, and community to provide a safe, positive, and challenging environment where students can reach their fullest potential. Students will develop technical skills and achieve academic excellence with clear criteria for success and accountability. Students will be empowered to communicate, compete, and contribute as responsible citizens and valued members of the community.

### VISITORS

**We ask that all visitors sign in at the office and pick up a visitor's tag. To ensure our student's safety, we closely monitor traffic in the building.** We do not permit students to bring friends or relatives to spend the day with them in class, these situations are too disruptive to our educational program.

Any person needing special accommodations to participate in school activities are welcome to contact Paul School one (1) day prior to the activity at 438-2211.

### FEES

An optional \$10.00 activity fee is charged at registration for each student. This fee provides for various student activities and field trips that occur during the school year. Activities include numerous assemblies, recognition awards and field trips. Supply lists are available from the office.

### CURRICULUM

The curriculum taught at Paul Elementary is based on district adopted curriculum which is aligned to state standards. **As a Reading First School, strong emphasis is placed on individual reading needs and intervention. Open Court and Saxon Math are curriculum materials used in kindergarten through 5<sup>th</sup> grades. The curriculum promotes strong academic and technical skills. We encourage parents to become active participants by monitoring homework, communicating with classroom teachers, and ensuring good attendance for your students. Together, we can ensure a positive and rewarding learning experience**

### SCHEDULE (Monday – Thursday)

8:10 am	1 <sup>st</sup> Bell
8:15 am	Classes Begin (song and pledge)
mid-morning	snack
9:55 – 10:05	Recess (grades 1-3)
11:10 – 12:00	Lunch and Recess 1&2
11:30 – 12:30	Lunch and Recess 3, 4 & 5th
1:40 – 1:50 p.m.	Recess (grades 1-4)
2:00 – 2:15 p.m.	Recess (grades 3-5)
2:55 p.m.	Early Bus Dismissal
3:10 p.m.	School Dismissed

### SCHEDULE (Friday)

8:10 am	1 <sup>st</sup> Bell
8:15 am	Classes Begin (song and pledge)
9:45 – 9:55	Recess (grades 1-2)
11:10 – 12:05	Lunch and Recess 1 & 2
11:30 – 12:25	Lunch and Recess 3, 4, 5th
12:50 p.m.	Early Bus Dismissal
1:00 p.m.	Dismissal

### ATTENDANCE

Good attendance at school is an extremely important aspect of each student's education. The Minidoka County Joint School District's attendance policy states that students are expected to be in attendance whenever school is scheduled. Failure to attend denies the student learning opportunities and decreases the effectiveness of the teacher's presentation. Excused absences are illnesses that are verified by parents or a physician and reported to the school office by note or phone call. Pre-excused absences need to be approved by the principal and/or teacher. Unexcused absences are absences that are not approved as described above.

Parents are encouraged to call not later than 9:00 a.m. the day of the absence or provide a note the following day to explain the student's absence. Without a phone call or note, the absence may be considered unexcused. If a pre-excused absence has been approved, all schoolwork shall be completed prior to the absence, or at the teacher's discretion. With any excused absence, the student is to complete all assignments as required by the teacher and will be permitted two days make-up for each day of absence. Continual unexcused absences may be considered as trancies. *Students not meeting the 90% attendance requirements set by the district may be denied advancement.* **We ask that parents not pick up their children prior to the end of the school day as this causes missed instruction and disruption for the classroom teacher.**

### Tardies

**It is important for students to be in class on time. Teachers begin instruction at 8:20 and it is important that all students are present for opening routines. Continual tardies violate district attendance policies.**

### HOMEWORK

A special quiet time and place set aside each evening for schoolwork and reading encourages good study habits and helps students be more successful in school. A good rule of thumb is to multiply the grade level by ten and that is the average number of minutes the student should be studying or reading each night (example: 4<sup>th</sup> grade 4 X 10 = 40 minutes). **If your child is absent for several days, we encourage you to call the office and arrange to have homework ready to pick up after school.**

To help students assume responsibility for homework, Paul Elementary uses a homework policy. Students who have late or missing homework will fill out an assignment form. After 3 missing homework assignments, students will visit with an administrator and may be assigned to Friday detention to help them complete necessary assignments.

### LEARNING MATERIALS

Specific items such as textbooks, workbooks, penmanship paper, and major art supplies are provided free of charge. Parents are asked to purchase other necessary

### FRIDAY EARLY RELEASE

In order to provide teaming and preparation time for teachers, all students in grades 1-5 will be dismissed from school on Fridays at 1:00 p.m. and bus transportation will be provided. If parents are unable to provide supervision for their children with this earlier dismissal, supervised activities will be provided at the school until the regular dismissal time. If you choose to have your child remain at the school on Friday afternoon an enrollment form must be filled out. The enrollment form must be on file in the school by the Wednesday prior to when the student is to begin staying. It is very confusing for the children and difficult to manage if students stay one week and not the next. *Parents need to make other arrangements for supervision of their children if they cannot enroll them on a continuous basis.*

### AFTER-SCHOOL PROGRAM

A free, after-school program is open to all students in 1<sup>st</sup> through 5<sup>th</sup> grades. The program runs from 3:10 to 5:30 September through the 1<sup>st</sup> week of May. Transportation is available for students needing rides home. The program provides a safe environment for students to participate in academic and enrichment activities.

### CONFERENCES

Parent-teacher conferences will be held on October 3<sup>rd</sup>, January 9th and April 9th. Conferences begin at 2:00 and continue until 7:30. Each conference takes place at the end of the trimester. Appointments with parents for each conference day will be made by the teachers and will take into consideration such factors as parents with more than one child in school as well as the working schedules of parents. If your schedule conflicts with the given appointment, we will be glad to rearrange the conference so that we can still meet. Should the need arise for a conference at any time during the year, please do not hesitate to contact your child's teacher. At each conference, parents will receive a report relating to student progress.

### READ 20 MINUTES A DAY!

Research indicates that strong reading growth and improvement can result for students who read 20 minutes a day. Daily reading practice is vital for fluency and vocabulary. Paul Elementary implements the Accelerated Reader program. This computer based reading tool builds reading comprehension skills for kindergarten through fifth grade students. Students read books on their level and take computerized tests of comprehension.

### PARENT TEACHER ORGANIZATION

Paul Elementary School is fortunate to have a wonderful PTO organization that helps to bring school and community together. Please be sure to refer to monthly newsletters as they are sent home with students.

### BIRTHDAY PARTIES

On the last Friday of each month, classrooms celebrate all student birthdays for that month. (Please wait to celebrate your child's birthdays until this day). If you wish to help provide treats, please contact your child's teacher. Just a reminder that all food must to be individually wrapped and prepared commercially.

**\*Please do not send balloons to school. They are not allowed on the bus.**

### COLD WEATHER OR SNOW DAYS

When the weather becomes extremely cold or wet, we allow students to stay indoors during recess time. As a school staff, we recognize the difference between "uncomfortable" temperatures and those that present a health hazard to our students. We have found that when students are able to go outside during recess time, the fresh air and change of environment gives them a break that helps them feel renewed when they come back in. Please prepare your child for the temperatures of an Idaho winter by dressing them properly with a heavy coat, gloves, hat and boots.

When a very cold day or snow day comes, please listen to local radio stations to find out if school will be in session or not. Information about possible school closure will be given each morning before school on the radio.

### INTERNET POLICY

Paul Elementary School integrates current technology into classroom learning. Students who use the Internet for class assignments are asked to complete an Internet permission form.

### DRESS CODE

Students shall be required to show proper attention to personal cleanliness, neatness, and conservative, appropriate standards of dress and appearance. Student dress and student conduct should not disrupt or distract from the instruction at school. Student dress that is deemed inappropriate by the school staff will be corrected in accordance with district policy.

Students should always dress appropriately for weather conditions and label coats and jackets.

### Calendar of Events:

September	Back-to-School Night
October	Spell-a-thon
December	Christmas Program
January	Book Fair
February	Student Program
March	Carnival Night
April/May	PTO Elections/Program

### VOLUNTEERS

We appreciate all the parents and family members that volunteer to assist classroom teachers. *We strongly support volunteerism in our school and encourage everyone to spend some time helping in a classroom.* Please contact the classroom teacher or the office to volunteer.

The PTO also organizes and assists with numerous activities throughout the year that support our school.

**Please contact PTO board members to volunteer your services.**

### **LOST AND FOUND**

Lost and found items accumulate quickly as the year proceeds. It is very helpful if parents will check at the office as soon as items turn up missing.

Children are not to bring objects to school such as toys, radios, trading cards and CD players that can be broken or lost and lead to classroom disruptions. If brought to school, these items will be confiscated.

### **DISCIPLINE**

In order to provide a safe learning environment, the staff of Paul Elementary School believes it is our responsibility to administer a fair and comprehensive discipline policy. The purpose of this policy is to ensure the rights of each student to attend a school with a safe and positive learning environment while also helping students to see that there are consequences for inappropriate behavior. Our goal is to help students learn to become responsible citizens.

Teachers are responsible for maintaining classroom discipline. Every attempt is made to resolve problems with students with positive interactions and recommendations for improvement. Classroom refocus papers are used to help student's correct inappropriate behavior. Citations are issued when serious discipline problems arise. Citations are issued to inform the student and the parent that this behavior will not be tolerated. When a citation is issued, the student will bring home a copy for the parent to sign and return it to the classroom teacher. Citation forms are available at the school office for parent review if desired.

We encourage parents to maintain regular contact with teachers about concerns so we can work as a team to help their children.

### **PLAYGROUND RULES AND CONSEQUENCES**

The person on duty is in charge and students will cooperate as requested. **The duty person may issue time-outs, warnings or citations if necessary.**

- 1) Students will use all playground equipment ( swings, slides, tires, etc) correctly.
- 2) Students will not throw rocks, dirt, snowballs or other objects that could hurt others or participate in any action that causes bodily harm or property damage.
- 3) Students must always ask the duty person for permission to leave the playground.
- 4) Students are not to harass, intimidate or provoke others. This includes no foul language or gestures.
- 5) Rough play is not allowed: intentionally pushing, grabbing, tripping, hitting or kicking others is strictly forbidden.

### **PLAYGROUND PROCEDURES**

- Unless the backfield is closed only 1<sup>st</sup> and 2<sup>nd</sup> graders are allowed to play football and soccer on the front playground during lunch recess.

- Students are encouraged to involve others when playing and not leave others out.
- All students must be in their classroom within three minutes of the bell ringing ending recess.
- When there is any problem or a student is injured students must seek the assistance of the person on duty.

*We want the playground to be a fun place to be and expect students to enjoy themselves, treat others with respect and return to class ready to learn.*

### **TRANSPORTATION**

When riding on district buses students are required to adhere to all rules and regulations as stipulated by transportation personnel. Disruptive behavior will not be tolerated and student cooperation is greatly appreciated. Citations will be issued if students are uncooperative with bus drivers or other school personnel on bus duty or acting as supervisors.

**Please be very cautious when loading and unloading children from private vehicles and be aware of crosswalks, parking areas, and one-way driveways.**

### **WEAPONS**

The Minidoka County School District has very detailed and strict policies concerning the possession or use of weapons, drugs or alcohol at school. Extensive policies listing appropriate consequences also exist for student behavior concerning harassment, fighting, theft or destruction of property. Parents are encouraged to review these and other policies on the district's homepage at [www.sd331.k12.id.us](http://www.sd331.k12.id.us). If parents do not have access to a computer at home we will gladly assist you at the school.

### **MEAL CHARGES**

Students at the Elementary Schools will be allowed five charges. An alternative meal such as peanut butter sandwich will be provided for two additional days. The Food Service staff will send home notices of low and negative balances as well as trying to call parents. Free and Reduced Applications will be sent home in an envelope with the child. A parent that consistently does not provide money or a homemade lunch for their child should be contacted by the school principal or school nurse so an intervention can occur on behalf of the child.

**No charging will be allowed the last three weeks of school. Charges that are not collected will be carried over to the next school year.**

### **HEALTH ROOM**

A room is available by the office for students that are ill or injured during the school day. Students must report to their classroom teacher and receive permission to come to the Health Room. If necessary, parents will be contacted to take children home who are too ill to return to the classroom. Students must be sent home that have untreated conditions such as Pink Eye or Ringworm. **It is very important that parents be sure that accurate emergency information is on file at the school office.**

### SCHOOL IMMUNIZATION LAW

The immunizations listed are required of children who are to attend preschool, kindergarten through grade twelve (12) in any Idaho public, private, or parochial school (Idaho Code 39-4801). Immunizations must be administered in the manner and in accordance with medical standards recognized by the Idaho Board of Medicine and within "Immunization Recommendations" available from the Bureau of Communicable Disease Prevention.

- 4 or more doses of DPT vaccine (Diphtheria, Pertussis, Tetanus) unless fewer doses are medically recommended;
- 3 or more doses of Polio vaccine, unless fewer doses are medically recommended;
- One dose each of MMR (measles/mumps/rubella vaccine, given after one year of age;
- 3 doses of Hepatitis B vaccine for children **born after November 22, 1991.**

Students not in compliance with Idaho Immunization Law will not be permitted to attend school.

### HEAD LICE

Students and adults are not permitted to attend school if they have head lice or head lice eggs (nits). An individual that is found to have head lice or head lice eggs will be sent home. Individuals will be required to treat their head and clothing appropriately as determined by their doctor or school nurse. Appropriate medication must be used in order to kill the lice and eggs. Individuals may return to school when they no longer have any head lice or head lice eggs.

### SCHOOL MEDICATIONS

The Minidoka County School Board has established that no medication will be given to students (prescription and non-prescription) except in cases where failure to take prescribed medications would jeopardize the child's health. In these cases, the following procedures will be followed:

- A letter from a doctor giving detailed instructions will be provided to the school by the parent/guardian. The letter must be also signed by the parent/guardian.
- The medicine, to be furnished by the parent, shall be plainly labeled with the student's name, the name of the medicine, prescription number, the amount to be given, the time of day to be taken, and the expected duration of treatment. The physicians name must be on the label.
- Students who use Inhalers should either leave them at the office or with their teacher unless due to severity they must carry with them.