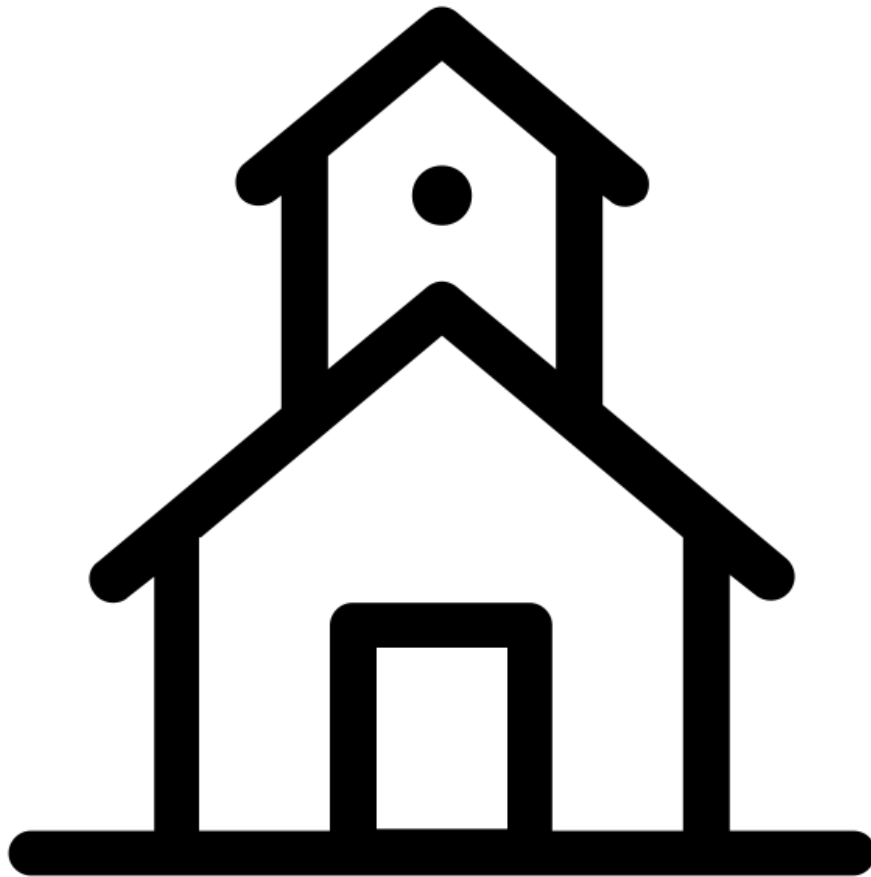


# STUDENT HANDBOOK

## 2018-2019



### ACEQUIA ELEMENTARY SCHOOL

PRINCIPAL: MRS. HEATHER HEPWORTH  
360 N 350 E RUPERT, ID 83350  
PHONE: 208.436.6985 FAX: 208.436.4359

## WELCOME

The staff at Acequia 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. We hold students to high standards of behavior and learning through Love and Logic techniques.

### 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.

Parents are encouraged to call the day of the absence or provide a note the following day to explain the student's absence. 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. After three unexcused absences, a letter of concern is sent home to parents who are asked to help improve the attendance problem of their child. If unexcused absences continue after this, the absences may be considered truant. *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 excessive disruptions for the classroom teacher.

### BIRTHDAY PARTIES

Occasionally students wish to observe his/her birthday at school. Each teacher has his/her own policy concerning this activity. However, there are some general guidelines we all follow:

- Food treats are permissible, but interruption of the school program should be kept to a minimum.
- Food treats need to be individually wrapped and prepared commercially.
- Please avoid red punch or frosting.
- Please do not provide gum.

- Please do not pass out invitations to private birthday parties at school. We do not want to have any student feel left out, so it is more appropriate to do this privately.
- Please do not send balloons to school.

### **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 and District website.

### **CPT ORGANIZATION (CARING PARENTS AND TEACHERS)**

Acequia Elementary School is fortunate to have a wonderful CPT program that helps to bring school and community together. Please be sure to refer to monthly newsletters sent home with the children, and the school website.

The CPT also organizes and assists with other numerous activities throughout the year that support our school. Please contact CPT board members to volunteer your services.

### **DISCIPLINE**

In order to provide a safe learning environment, the staff of Acequia 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. We encourage parents to maintain regular contact with teachers about concerns so we can work as a team to help their children.

### **DRESS CODE**

Students shall 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.

## 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 will be sent home. Individuals will be required to treat their head and clothing appropriately as determined by their doctor or school nurse. Individuals may return to school when they no longer have any head lice or eggs.

## HOMEWORK

A special quiet time and place set aside each evening for schoolwork or reading, encourages good study habits and helps prepare children for secondary schools. 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 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.

## INTERNET POLICY

Acequia Elementary School integrates current technology into classroom learning. Students will complete an Internet permission form, and adhere to the rules of the form. Cells phones are permissible, but need to be kept in the student's backpack, turned off, and used only as necessary. Students may use their cell phone with permission from their teacher. Students are allowed to use school phones any time they wish.

## LOST AND FOUND

Lost and found items are kept in the gym and accumulate quickly as the year proceeds. It is very helpful if parents will check as soon as items turn up missing.

Children are not to bring items to school such as toys, radios, trading cards and electronic devices that can be broken or lost and lead to classroom disruptions. If brought to school, these items will be kept by the teacher until the end of the day.

## MEAL CHARGES

Students at the Elementary Schools will be allowed five charges. An alternative meal such as a 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 contact parents. Free and Reduced Applications will be sent home in an envelope with 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.

## PARENT DROP-OFF AND PICK-UP:

- Drop-off is from 7:30-8:10 a.m. (on the west side of the building) If you come later than 8:00 and there are NO buses in the bus lane, you may pull in and quickly drop off your child. If there is a bus, you must drop your student off on the west side of the building.
- Early pick-up time is from 3:10-3:20 p.m.

- Please DO NOT PARK your cars in the bus loop during this time. If you need to come into the school, please park in the designated area on the west side of the building.
- When picking-up your child in the bus loop, please use the right hand lane (next to the curb) to wait patiently in line for your student to come to your vehicle. The left lane is for cars to drive away. Please do not block the flow of traffic.
- If you by chance see a bus in the loop, you must pick-up or drop off your student on the west side of the building. This is to ensure the safety of the students on the bus.
- Regular pick-up time is at 3:30 p.m. on the west side of the building. Please be sure to use the right lane to wait and pull forward. Please DO NOT PARK in the drive through loop. This blocks the flow of traffic. Please do not wave your child to walk through traffic to your vehicle as well.

### **PLAYGROUND RULES AND CONSEQUENCES**

The person on duty is in charge and students will cooperate as requested. The duty person will issue warnings and time-outs when necessary, and the student may lose recess privileges.

Rules are posted outside on the gym railing.

- 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.

*We want the playground to be a fun place to be and get good exercise and fresh air. We expect students to treat others with respect and play safely.*

### **SCHOOL DAY**

Morning supervision begins at 7:30 a.m. The bell rings at 8:15 a.m. to begin school.

Kindergarten classes will begin at 8:15 a.m. for the morning classes and ends at 11:15 a.m. The afternoon class begins at 12:15 p.m. and ends at 3:30 p.m. Parents may pick up and drop off their kindergarten child by the front doors. The school day ends at 3:30 p.m. when the busses arrive.

### **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.

- 5 doses of DPT vaccine (Diphtheria, Pertussis, Tetanus) unless fewer doses are medically recommended;
- 4 or more doses of Polio vaccine, unless fewer doses are medically recommended;
- 2 doses each of MMR (measles/mumps/rubella vaccine, given after one year of age;
- 3 doses of Hepatitis B vaccine for children
- 2 Hepatitis A vaccine
- 2 Varicella (chicken pox) vaccine

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

### **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.

### **SPECIAL ACCOMMODATIONS**

Any person needing special accommodations to participate in school activities should contact Acequia Elementary by calling 208-436-6985.

### **TARDIES**

It is important for students to be in class on time. Teachers begin instruction at 8:15 a.m. and it is important that all students are present for opening routines. Continual tardies violate district attendance policies.

### **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 streets.

### **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 our building. We do not permit students to bring friends or relatives to spend the day with them in class, as these situations are too disruptive to our educational program. Any person needing special accommodations to participate in school activities are welcome to contact our school at 436-6985.

### **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 school's website. If parents do not have access to a computer at home we will gladly assist you at the school.

Thank you for following the guidelines to provide a fun and safe education for all at Acequia Elementary. If you have any questions, please contact the school.

*Heather Hepworth*

PRINCIPAL, ACEQUIA ELEMENTARY

Si gusta esta información en Español, llame a la escuela a 436-6985.

**"THE BEST 20 MINUTES OF YOUR DAY  
CAN BE SPENT READING WITH YOUR CHILD"**