

Student/Parent Handbook 2025-2026



Welcome TO PAUL ELEMENTARY

Principal: Josh Greenwalt
201 1st Street W Paul, Idaho 83347
(208) 438-2211

For School Safety - All external doors will be locked during school hours. The office inter-com button will need to be pushed to enter the building.

Student/Parent Handbook

WELCOME TO PAUL ELEMENTARY SCHOOL

Home of the Panthers!

(208) 438-2211

School Business Hours 7:30 am - 4:00 pm

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.

GENERAL INFORMATION

TITLE ONE SCHOOL

Paul Elementary is designated a **Title I** school. That means that the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

SCHOOL PROCEDURES

SCHOOL SAFETY & SECURITY

Periodically, our school receives a safety audit by the School Safety & Security Analyst. We have made a few changes to help keep your students as safe as possible. As in the past, parents are to report to the office to check in and sign students out. Due to Intruder Awareness, visitors will be asked to remain in the office and the child will be called to the office as needed. If the parent has a specific reason to visit a classroom such as an invitation for a student presentation or pre-arranged conference, he or she will follow the procedure for a visitor and be issued a badge.

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 (208) 438-2211.

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 at least 90% of the time. 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 (208) 438-2211 no 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 from a Dr., 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 trancies.

*Students not meeting the 90% attendance requirements set by the district may be denied advancement and will be referred to Attendance Court. **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.***

REQUEST FOR EARLY DISMISSAL

Requests for early dismissal must be made in writing by the child's parent or legal guardian. We ask you to use these times sparingly, as the class work often cannot be duplicated. Dismissal will be from the school office. Only those who are pre-approved to pick up the child from the school and show proper identification will be allowed to sign that child out of school. The early dismissal sign-out log is located in the school office.

TARDY

It is important for students to be in class on time. The morning bell will be 7:40 am and teachers begin instruction at 7:45am. It is important that all students are present for opening routines. 3 instances of being late, counts as an absence according to district policy. Habitual tardiness violates district attendance policies and will be referred to Attendance Court.

AUTOMOBILE DROP OFF / PICK UP DIRECTIONS

If you choose to drive your child to/from school, it is important that you follow the drop-off and pick up procedures. Once you have pulled up to the designated "Drop Off" area, then your student(s) should exit or enter the car. **Please do not have your child cross between the cars that are on the road.** If you would like to park and walk your child to the school, please park in the designated areas and walk your child to the front entrance using care as cars will be moving in the drop off lanes.

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. Bus drivers require written permission for students to ride buses that are not the students' assigned bus.

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

CHANGE OF ADDRESS/TELEPHONE NUMBERS

Parents should notify the school office in writing of any change in home or work addresses and phone numbers, as well as cell phone numbers. This information is vital for emergency contacts. Before the start of the school year, parents and guardians will be able to update demographic and contact information.

CLASSROOM INTERRUPTIONS

When a student forgets lunch, homework, musical instruments, etc. and parents bring these items to school, it can create a disruption to the educational process. On the occasion a forgotten item needs to be brought to school, the following procedures have been developed to avoid unnecessary classroom disruptions.

All contact with students and teachers must be made through the main office, and those items should be left at the office for the child to pick up.

Only emergency telephone messages will be delivered. If you must change a student's after school arrangement, please send a written notice signed by the parent or guardian to the school office. If the school does not receive this notice, the child will follow the regular routine.

FEES

An optional \$13.00 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 and individual earbuds for iPads.

Activities include numerous assemblies, recognition awards and field trips. Third grade students are invited to pay \$4.00 (optional) to purchase a recorder for music.

Supply lists are available from the office. Kindergarten has an optional fee for supplies.

CITIZENSHIP EXPECTATIONS

LEARNING ENVIRONMENT

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.

TECHNOLOGY AND INTERNET POLICY

Paul Elementary School integrates current technology into classroom learning. Students must complete an Internet permission form agreeing to follow District technology policy. Technology users are expected to follow guidelines outlined in the District's Acceptable Use Policy. These guidelines include internet use as well as rules of network etiquette, social media guidelines, and copyright ethics when involving software utilizations. Any user who does not comply with the policy rules will receive remediation on technology use and possibly lose technology privileges for a period of time under the discretion of the administrator. Repeated or severe infractions of the policies may result in termination technology privileges permanently.

IPADS

Students in K-5 will be using iPads during the school day. The purpose is to provide current tools and resources to the 21st century learner. To maximize the students' full potential, prepare them for post-secondary education and the workplace. iPad use by students is subject to the district Acceptable Use policy. This policy can be found on the district website under Board Policies 360.00 Electronic Services for Students.

PERSONAL CELL PHONES and SMART WATCHES

If a student needs to have a cell phone it needs to be kept in his or her backpack. Student smart watches must be used for the purposes of a watch and not a communication device during school hours. If the student is using the cell phone or smart watch for communication during school or recess time, the following consequences will apply:

1st offense – warning

2nd offense – citation and phone call to parents

3rd offense – citation and phone will be sent to the office for parents to pick up.

For more information, please review the district policy 362.00 P - Student Use of Personal Electronic Device Procedure.

PERSONAL ITEMS AND MONEY

Students are not allowed to bring large amounts of money, expensive equipment (electronic games, tablets, trading cards, cell phones, etc.), or jewelry to school. Students are not allowed to buy or sell items to or from other students in school, or on the school grounds. **The school cannot accept responsibility for loss or damage to any items brought to school.**

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.

- Students will use all playground equipment (swings, slides, tires, etc.) correctly.
- 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.
- Students must always ask the duty person for permission to leave the playground.
- Students are not to harass, intimidate or provoke others. This includes no foul language or gestures.
- Rough play is not allowed: intentionally pushing, grabbing, tackling, tripping, hitting or kicking others is strictly forbidden.

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. Make-up is not allowed at school. Student dress that is deemed inappropriate by the school staff will be corrected **in accordance with district policy**. Pants/slacks are to be worn at the waist. Belts are not required, but if worn, must be in belt loops and are not to hang down. No extremely tight-fitting clothing will be worn. Clothes must conceal undergarments at all times. Clothing which is unduly revealing or attire which detracts in any way from the educational mission of the school's instructional program, is unacceptable. Skirts and shorts should be fingertip length or mid-thigh (determined by the building principal) and leggings or tight jeans can only be worn under garments that meet this length criterion. Holes in jeans must also be below the above length or have other garments beneath the holes.

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

BULLYING

Bullying creates an imbalance of power which creates fear and intimidation.

Not all misbehaving is an act of bullying. Repeated behaviors such as teasing, name-calling, taunting, or fighting that have received other discipline consequences such as a citation but still do not deter the aggressor, move into the category of bullying. At this level of discipline, a parent meeting will be called with a discussion about school suspensions and depending on the severity, the Resource Officer may be contacted.

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.minidokaschools.org. If parents do not have access to a computer at home we will gladly assist you at the school.

Progressive Discipline Policy

At Paul Elementary, we believe that discipline should be a learning experience that helps students grow and develop into responsible, respectful, and productive members of the school community. Our Progressive Discipline Policy is designed to address inappropriate behavior in a fair, consistent, and educational manner.

Objectives:

- **Ensure a Safe and Positive Learning Environment:** Maintain an atmosphere conducive to learning.
- **Promote Responsibility and Accountability:** Encourage students to take responsibility for their actions.
- **Provide Support and Guidance:** Offer support to help students understand and correct their behavior.

Steps in Progressive Discipline:

1. Verbal Warning:

- **Description:** The teacher or staff member discusses the behavior with the student, explaining why it is inappropriate and how it can be corrected.
- **Purpose:** To make the student aware of the issue and provide an opportunity for immediate correction.

2. Written Warning:

- **Description:** A written notice is sent home to inform parents/guardians of the behavior. This may include a reflection activity for the student.
- **Purpose:** To formally document the behavior and involve parents/guardians in addressing it.

3. Loss of Privileges:

- **Description:** The student may lose certain privileges (e.g., recess, participation in special activities).
- **Purpose:** To reinforce the consequences of inappropriate behavior by temporarily removing enjoyable activities.

4. Time-Out or In-School Suspension:

- **Description:** The student is removed from the classroom environment for a designated period but remains in school under supervision.
- **Purpose:** To provide a break for the student to reflect on their behavior in a structured setting.

5. Parent-Teacher Conference:

- **Description:** A meeting involving the student, parents/guardians, teacher, and possibly other school staff to discuss the behavior and develop a plan for improvement.
- **Purpose:** To collaboratively create strategies to support positive behavior and address any underlying issues.

6. Out-of-School Suspension:

- **Description:** The student is temporarily removed from school for a specified period.
- **Purpose:** To provide a serious consequence for severe or repeated inappropriate behavior, emphasizing the need for behavior change.

7. Expulsion:

- **Description:** Permanent removal from the school in extreme cases of severe or repeated misconduct.
- **Purpose:** To maintain the safety and integrity of the school community when other measures have failed.

Appeals:

Parents/guardians have the right to appeal disciplinary decisions by contacting the school administration. A review meeting will be scheduled to discuss the concerns and determine appropriate next steps.

By following this Progressive Discipline Policy, we aim to help students learn from their mistakes, make better choices in the future, and contribute positively to our school community.

HEALTH & SAFETY

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 or more 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;
- Two dose each of MMR (measles/mumps/rubella vaccine, given after one year of age);
- 3 doses of Hepatitis B; 2 doses of Hepatitis A
- 2 Varicella.

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

GENERAL RULES FOR ALL ILLNESS

Please observe your child carefully each day before sending him/her to school. Do not send your child if there are any signs of illness or infection. For example, a temperature elevation above 100 degrees, a cold with symptoms that include the following: sore throat, ear ache, persistent coughing, red eyes, nausea, and **never** if the child vomited during the night or upon rising. **Students must be fever free and vomit free for 24 hours prior to returning to school.**

COMMUNICABLE DISEASES

Our school has a commitment to keep students and staff as healthy as possible. We will continue to monitor our area and make the best possible choices regarding the education as well as the health and safety of the people in our building.

Minidoka School District Nurses give us new and updated information from the Idaho South Central Public Health and CDC regarding the current health situation of our community. Please be patient as plans may change depending on the need and health wellbeing of the students and staff.

LICE

Per district policy- 386.60 - The student is to be sent to the office for a head check. Maintain student's confidentiality as much as possible throughout this procedure. If available, the nurse will perform the head check. If unavailable, the secretary will perform the head check. The head check will consist of the nurse or secretary going through the student's hair in sections (with gloves on) to see if lice or nits can be detected; this will be done in a private area with adequate lighting, not visible to other students. If no lice or nits are detected, the student will be sent back to class. If lice or nits are detected, student's guardians will be notified that proper treatment of head lice will need to occur at home. Nurse or secretary will educate the student and guardian on the topics of: how to avoid spreading head lice, proper treatment for head lice, and how to sanitize the home and other necessary items. An educational handout will also be sent home with the student. Whether or not the student is to be sent home depends on the severity of the lice infestation - this will be determined by the nurse, secretary, and parent's discretion. The CDC recommends that students diagnosed with live head lice do not need to be sent home early from school. Please refer to the CDC's Head Lice Information for Schools document for exact information. The student will either go back to class or will wait to be picked up by their guardian (if this was the determined course of action). The secretary or school nurse should follow up with the teacher on what course of action was decided. Refer staff to this procedure as needed. Routine classroom screening for head lice should not occur, per the American Academy of Pediatrics (<https://pediatrics.aappublications.org/content/135/5/e1355>)

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 physician's 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 them.

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.**

FIRE AND SAFETY DRILLS

Fire and safety drills are held monthly throughout the year. These drills are specifically designed to teach students the appropriate behavior in a disaster or dangerous situation. The children are given instructions as to proper procedures for each condition.

EMERGENCY SCHOOL CLOSURES

When a very cold day or snow day comes, please watch for notifications by Remind, listen to local radio stations, and check the school website to find out if school will be in session or not.

SCHOOLWIDE INFORMATION

CURRICULUM

The curriculum taught at Paul Elementary is based on the district adopted curriculum which is aligned to state standards. Strong emphasis is placed on individual reading and mathematics. 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.

ASSESSMENTS REQUIRED BY THE STATE OF IDAHO

Kindergarten through grade 3 - Idaho Reading Indicator (IRI) in Reading

Grades 3 through 5 - Performance and Comprehensive assessments in Idaho State Achievement Test (ISAT) in English Language Arts and Math

Grade 5 - Idaho Science Assessment (ISAT Science)

Kindergarten through grade 5 - Limited English Proficient students only: Assessing Comprehension and Communication in English test (ACCESS)

RECESS

Students in grades Kindergarten through 5th grade participate in recess activities. Recess periods are supervised each day. Appropriate dress is expected. **A child well enough to attend school can participate in fresh air activities.** Students will be excused from outdoor recess subsequent to an illness upon written request of a parent. In excess of three days, a physician's statement is required as to the nature of the student's issue, the time period during which the student is excused, and the specific kind of activity to be avoided. These requests must be in writing. **Please note that children will be outside in cold snowy weather; please have them dress accordingly.**

HOMEWORK

Homework may be assigned to help students practice skills taught during the day and develop good study habits. In addition to assigned work, students in grades 1 through 5th are encouraged to read 20 minutes each night. **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.**

PARENT TEACHER ORGANIZATION

Paul Elementary School is fortunate to have a wonderful PTO organization that helps to bring school and community together. Please contact us if you would like to volunteer with the PTO.

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 fill out the necessary forms 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.**

BREAKFAST AND LUNCH

Students at the elementary schools will pay for breakfast and lunch. 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.

*** 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.**

BIRTHDAY PARTIES

On the last Thursday 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, **all food must be individually wrapped and prepared commercially.** ***Please do not send balloons to school. They are not allowed on the bus.**

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. All unclaimed items will be donated to a charitable organization.

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.

Minidoka Communication Plan for Parents

The Minidoka Communication Plan outlines the steps to be taken to communicate information with parents/guardians before, during, and after an incident.

BEFORE AN INCIDENT

Communicating with the school community begins before an incident occurs. In the event of an incident, parents/guardians, media, and first responders will require clear and concise messaging from the Minidoka County School District about the incident, what is being done about it, and the safety status of the children and staff.

Before an incident occurs, Minidoka County School District will:

- ✓ Develop a relationship with parents/guardians so that they trust and know how to access alerts and incident information.
- ✓ Inform parents/guardians about the school's Emergency Response Plan, its purpose, and its objectives. Information will be included in registration packets (typically the student handbook) and posted to the school and district websites.
- ✓ Be prepared with translation services for non-English speaking families and students with limited English proficiency.

DURING AN INCIDENT

The School District will communicate with parents during an incident by:

- ✓ Disseminating information via *text messages, radio announcements, emails, Remind and Facebook* to inform parents about exactly what is known to have happened.
- ✓ Implement a plan to manage phone calls and parents who arrive at school. Describing how the school and school district are handling the situation.

The principal will notify the district office and designate a staff member to monitor all communication.

RUMOR CONTROL

The School District and/or principal will:

- ✓ Designate and brief personnel answering calls to help control misinformation.
- ✓ Conduct briefing for community representatives directly associated with the school.

AFTER AN INCIDENT

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, the Minidoka County School District will collect and disseminate accurate information to help facilitate the recovery process.

The School District will:

- ✓ Schedule an open question and answer meeting for parents and guardians as soon as possible.
- ✓ Conduct public meetings as needed to provide the community with the opportunity to ask questions and receive accurate information.
- ✓ Provide information regarding possible reactions of their children and ways to talk with them.
- ✓ Provide a phone number, website address, or recorded hotline where families can receive updated incident information; informing families and students when and where school will resume.
- ✓ Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- ✓ Educate students, and parents on available crisis counseling services.
- ✓ Develop alternative teaching methods for students unable to return immediately to classes
- ✓ Create a plan for conducting classes when facilities are damaged

Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

Acknowledgement of Student/Parent Handbook

(All students and parents or legal guardians should return this acknowledgment form within 15 days of enrollment at the school.)

Family Acknowledgement

My signature acknowledges that I have received a copy of Paul Elementary Student/Parent Handbook.

I understand that my child and I are responsible for reviewing the handbook and becoming familiar with the school policies and expectations set forth in the handbook. I understand that my child will be held accountable for his or her behavior and may be subject to disciplinary action or other ramification if he or she violates any policy or agreement set forth in the handbook.

Date _____

Parent Signature (or legal guardian)

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