

# Student Handbook

## 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.

### 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.

### 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 \$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 or parents can bring supplies.

### CURRICULUM

The curriculum taught at Paul Elementary is based on 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.

### LEARNING MATERIALS

The school, free of charge, provides specific items, such as textbooks and workbooks.

### HOMEWORK

Homework is 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 5<sup>th</sup> 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 be sure to refer to monthly newsletters as they are sent home with students.

### 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.**

### 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, all food must be individually wrapped and prepared commercially.

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

## **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 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, 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 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.*

## **Tardies**

It is important for students to be in class on time. The morning bell is 8:05am and teachers begin instruction at 8:10am. It is important that all students are present for opening routines. Continual tardies violate district attendance policies.

## **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 1st through fifth grade students. Students read books on their level and take computerized tests of comprehension.

## **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 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.

## **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. Pants that cannot be held up without a belt are forbidden. Bib type overalls/coveralls shall be worn in an appropriate, safe, and fastened manner. 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.

## **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.

## **PERSONAL ITEMS**

Children are not to bring objects to school such as electronic games, toys, radios, trading cards, or objects that can be broken, lost or that will disrupt class. If brought to school, these items will be confiscated. Cell phones should remain in backpacks and are not to be used during the school day.

## **INTERNET POLICY**

Paul Elementary School integrates current technology into classroom learning. Students must complete an Internet permission form agreeing to follow District technology policy.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

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.

## **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.

**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.**

## **Cell Phones**

If a student needs to have a cell phone it needs to be kept in his or her backpack. If the student is using the cell phone during school or recess time, the following consequences will apply:

1<sup>st</sup> offense – warning

2<sup>nd</sup> offense – citation and phone call to parents

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