

## Minidoka County Schools Mission Statement:

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- ◆ Academic Excellence
- ◆ Ethical Behavior
- ◆ PERSONAL Responsibility



### **WELCOME TO ACEQUIA ELEMENTARY SCHOOL!**

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.

### **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, 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.

### **Curriculum**

The curriculum taught at Acequia Elementary is based on district adopted curriculum which is aligned to the 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 a strong academic background. We encourage parents to become active participants by monitoring homework, communicating with the classroom teacher, and ensuring good attendance for your child. Together, we can ensure a positive and rewarding learning experience.

### **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.

### **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 supply items as needed. Supply lists are available from the office

### **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.

### **Tardies**

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

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### **BIRTHDAY PARTIES**

Occasionally students wish to observe his/her birthdays 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.

### **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.

### **INTERNET POLICY**

Acequia 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.

### **FEES**

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

### **MEAL CHARGES**

Students at the Elementary Schools will be allowed five charges. An alternative meal such as a 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 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.

### **FRIDAY EARLY RELEASE**

In order to provide adequate 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

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choose to have your child remain at the school on Friday afternoon an enrollment form must be filled out. 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 grades 1-5. The program runs from 3:15 to 5:30 September through the first 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.*

### **LOST AND FOUND**

Lost and found items are kept by the office and 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.

### **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 as they are sent home with the children.

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.**



### **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.

*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. **We utilize the Two Choice discipline method and encourage students to make good choices.***

### **School Day**

Playground supervision begins at 7:40 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 11:17 a.m. The Afternoon class begins at 12:15 p.m. and ends at 3:17 p.m.

We will have 15 minute recesses for 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> grades in the morning and for all grades in the afternoon. **The School days ends at 3:17 p.m.**

### **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. Those entering Kindergarten for the **2008-2009** school year need: additional Dtap, DPT or DT for a total of 5 doses ; a second dose of MMR is also required.

- 5 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;
- 2 doses each of MMR (measles/mumps/rubella vaccine, given after one year of age;

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- 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.

### **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.

### **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.

### **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

Parents please **drop and pick up your students by the flagpole on the South side of the building**, as there is significant safety risk if students are picked up in the bus zone. If you need to pickup your child during the school day, **Please come to the office and sign your child out and we will call for your child.**

### **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.

Any person needing special accommodations to participate in school activities should contact Acequia Elementary one day prior to the activity at 20504 4<sup>th</sup> Street, Acequia, Rupert, Idaho by calling 208-436-6985.

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Please review this handbook with your child/children within the first few weeks of school. We look forward to a wonderful year of working together with your children.

Thank you, in advance for all that you will do, to make this the best year ever at Acequia School.

Principal

**Suzette Miller**

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”**