

Rupert Elementary School

2008-2009
Student Handbook

RUPERT ELEMENTARY

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WELCOME!

Si Gusta esta informacion en Espanol, llame a la escuela 436-9707.

The staff at Rupert Elementary School would like to welcome you! Rupert Elementary School is an A+ school where students learn and teachers teach.

RUPERT ELEMENTARY VISION STATEMENT

We envision a safe and hospitable learning environment where students and faculty work together, using the latest technology and training, to develop **academic excellence, ethical behavior, and personal responsibility**. Students are challenged to develop higher order thinking skills while broadening their base of knowledge and improving the quality of their work.

Parents and the community are encouraged to be a part of each child's educational experience by offering their skills, talents, and resources. Our visionary school creates a flexible learning environment that enables children to become meaningful contributors to society. In this place of learning and sharing, all feel safe to express their creativity and individuality within the standards of our school and community.

SCHOOL-WIDE CODE OF CONDUCT

- **Safety:** My actions need to be safe for myself and for others.
- **Respect:** My actions need to show respect for myself and for others.
- **Honesty:** My words and actions need to represent truth.
- **Responsibility:** My actions need to meet the expectation to take care of myself and be a dependable member of the community.
- **Courtesy:** My actions need to help make this a nice place, where people feel welcome and accepted, and where they can do their work without disruptions.

Laurie Copmann--Principal
Cindy Bartlome--Secretary
Ann Kontos—Secretary
Shanna Legault/Laurie Stimpson--School Nurse
School phone: 436-9707
Fax: 436-1726

VISITORS

Adult visitors must check in at the office and receive a visitor's pass before visiting in the school. Student visitors are generally not allowed in the school.

ATTENDANCE

Learning can best be achieved by being in school every day, on time. Please notify the school if your child is going to be absent by calling the school at 436-9707. If a student misses more than ten percent of the school year it is considered excessive. Ten percent of the school year is equal to 18 school days. If students are not in attendance at least 90% of the time, it may affect the of the student's promotion to the next grade. Students are expected to make up missed assignments within a reasonable period of time.

School starts at 8:15 A.M.
Tardy bell rings at 8:20 A.M.
School dismisses at 3:05 P.M.

1:00 Friday Early Dismissal

Lunch/Recess Schedule

1st grade: 11:00- 11:40

2nd grade: 11:15-11:55

5th Grade: 11:30-12:10

4th Grade: 11:45-12:20

3rd Grade: 12:00-12:30

BIRTHDAY PARTIES

Guidelines for celebrating birthdays at school:

- Food treats need to be individually wrapped and prepared commercially
- No Homemade treats
- Please, no gum
- Please check with your child's teacher to find the best time of day to bring the treats
- Please do not pass out invitations to private parties at school. Some students might be left out which can be very hurtful to those not receiving invitations.

MEDICATIONS

The only medication we will dispense at school are prescription medications and over the counter medications as authorized by a physician on the school district's [Authorization To Administer Medication form](#). Parents may, however, come to the school and administer the medication to their child. All prescription medication needs to be in the original prescription bottle.

ACTIVITY FEES

Activity fees are \$10.00. The money is used to provide students with fun and educational experiences which otherwise could not be offered. Assemblies use the greatest portion of the fees. Class fees also make it possible to visit exhibits or museums that have an admission fee. Fees also are used to treat students on special occasions, such as Field Day, when special treats are provided.

APPROPRIATE DRESS

Show pride in the way you dress for school. You are welcome to wear shorts or skirts to school, as long as they are longer than your fingertips, when your arms are placed along your sides. Clothing advertising drugs, alcohol, or displaying inappropriate pictures or messages is not to be worn to school. Hats are not to be worn in the school building. Half-tops, purposely cut holes in jeans, skin-tight clothing, or immodest clothing may not be worn. Any type of attire that causes a disruption of the educational process will require a change of clothing. Non-marking shoes must be worn to P.E.

MEALS AT SCHOOL

We have excellent food at Rupert Elementary! Breakfast is served and free for grades 1 through 5. Regular lunches are \$1.35, which must be paid before school starts in the morning. Adult lunches are \$2.55. (Lunch prices are subject to change)

DISTRICT MEAL CHARGING POLICY

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 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 will be

contacted by the principal so intervention can occur on behalf of the child. Charges that are not collected will be carried over to the next school year. The meal charging policy will be placed in the student handbook and given to parents at registration.

SCHOOLWORK POLICY

In order to accomplish our district mission statement of “academic excellence, ethical behavior, and personal responsibility,” the students at Rupert Elementary are expected to complete all schoolwork. If a student chooses not to complete all school work, it may result in further consequences, which could include citations for late, missing and incomplete assignments.

HEAD LICE

Students 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.

ILLNESS

Students should not come to school if they have a temperature of 100 degrees or more, have diarrhea, or are vomiting. If students have any contagious conditions such as chicken pox, head lice, scabies, ring worm, mumps, pink eye etc., they will be sent home.

SEXUAL HARASSMENT

Sexual Harassment is any form of unwanted behavior that may make students feel uncomfortable. It may include: making fun of a person’s body parts; trying to touch or talk about private body parts, or telling dirty stories or jokes. Sexual harassment is not acceptable at Rupert Elementary. (see board policy #502.13)

INTERNET (See your complete internet Policy *502.97 as handed out and signed at registration)

Rupert Elementary integrates current technology into classroom learning. Students who use the internet for class assignments must follow the Internet Policy of Minidoka County Schools #502.97.

DRUG, ALCOHOL AND TOBACCO (See your complete Drug, Alcohol and Tobacco Policy #502.30 handed out and signed at registration)

Rupert Elementary recognizes that the use of drugs, alcohol and tobacco are harmful to students. Any possession, selling or using of drugs at school by any student will result in disciplinary consequences as cited in the school policy #502.30.

WEAPONS (See your complete Weapons Policy #502.41 as handed out and signed at registration)

Providing a safe environment for all students is essential at Rupert Elementary. Weapons of any kind in the possession of a student will not be permitted.

RELEASING STUDENTS FROM SCHOOL

Please come to the office to notify us that you will be taking your child out of school so that we are aware that your

student is leaving. The office will send for your child. Your child will not be released to walk home alone. We must have permission from parents to release their student to another person (this is for the protection of your child). If your child needs to go to an alternative destination, a written note or call to the school is mandatory. Without this notification, students will need to go home as usual.

COLD WEATHER OR SNOW DAYS

When the weather becomes extremely cold, 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 cold temperatures of Idaho weather by dressing them properly with a heavy coat, hat gloves, and boots.**

PERSONAL ITEMS

Children are not to bring valuable jewelry, large amounts of money, or other expensive irreplaceable objects to school. Such objects as toys, radios, CD players, Game Boys, remote control cars, trading cards, walkie-talkies, etc. are not allowed at school. Cell phones brought to school must remain turned off and in the student's backpack. If these personal items are brought to school, they may be confiscated and can be picked up at the office by a parent or guardian. The school is not responsible for any lost, stolen or broken items. Any objects that divert a student's attention from his/her schoolwork should not be at school.

SPECIAL ACCOMMODATIONS

Any person needing special accommodations to participate in school activities should contact Rupert Elementary one day prior to the activity at 202 18th Street, (208) 436-9707.

STUDENT ASSISTANCE

Rupert Elementary has a Student Assistance Program which students may participate in during the school year. This involves "Talk Times" where students can visit if they are having a difficult time making friends, understanding the rules, adjusting to school, or having problems following school rules. Divorce, anger management and friendship group sessions are also held during the year.

BUS RULES

Mornings:

1. Stay out of the bus lane.
2. All students come through the front doors when they arrive and go directly to the cafeteria.
3. Do not run around the bus loading area. For your safety, do not cross the bus lane.

Afternoons:

1. Stay out of the bus lane.
2. Stay in your own line until released.
3. Visit quietly and act calmly.
4. Stay off the grass.
5. Do not run around the bus loading area.
6. Walkers (students who don't ride buses) are expected to leave the school grounds at 3:05.
7. Do not go back into the building unless you have an adult supervisor's permission.

Rupert Elementary Discipline Guide

INTRODUCTION

Our school's primary goal is to educate. When the student's behavior comes in conflict with the rights of others or disrupts the educational process, corrective actions are necessary for the benefit of the school as a whole.

Most students are very serious about wanting to take full advantage of the time they spend in school. Students who come to school to learn and participate in our activities seldom have problems with school rules. They have a good attitude toward school. Unfortunately, some students do not always have good attitudes or self-control. The behavior of these students creates problems for everyone.

The purpose of this guide is to inform the students and parents about the rules of conduct at Rupert Elementary School and the consequences for violation of these rules.

SCHOOL-WIDE DISCIPLINE PLAN

Our discipline plan outlines expectations for behavior in school, at any school activity, on the way to and from school, and on the school bus. Our school discipline plan is in place so that everyone is aware of our expectations and can benefit by being in a safe, orderly learning environment.

The plan addresses rules, behavior problems and consequences that occur most frequently at Rupert Elementary School. They are not all-inclusive. Each incident will be treated individually with concern for the children involved. A complete copy of the Minidoka County School District's discipline policy is available at the school office or can be accessed from the district's web site www.sd331.k12.id.us under Student Personnel Index-series 500.

The Rupert Elementary Staff treats students with respect, and in return expects students to be respectful to adults and other students. Students are expected to respect the property of the school and of other students. Please treat other people the way you want to be treated.

DOCUMENTATION

Minor Infraction

The **Minor Infraction** policy is designed to help students recognize when their behavior is unacceptable and needs to be modified in order for Rupert Elementary to be a safe and enjoyable environment. **Through this policy, students receive early intervention before more serious behavior problems develop.**

Signs are posted throughout the school explaining what bullying/disrespect is and that it is unacceptable at Rupert Elementary. Students displaying unacceptable behavior will be asked to stop the behavior, look at what they did, remember the rule, and promise not to bully or to be disrespectful to others. The student is then informed that he is receiving a minor infraction notice for bully/disrespect or other minor discipline problems.

All minor infractions are recorded in the computer record kept for discipline. If a student receives 4 minor infraction notices, he receives a warning citation and is counseled on how to avoid getting into more trouble. If a student receives 4 additional minor infraction notices he will receive citation points and will forfeit the opportunity to receive the citation-free award for that trimester.

CITATION

The philosophy of our discipline plan is that all students have the right to learn, and all teachers have the right to teach. All students and teachers have the right to a safe learning environment.

The citation system is designed to document unacceptable student behavior. The citation outlines expectations for behavior, lists some general behavior problems, and lists the referrals and consequences of rule infractions. By using the citation and the computer discipline program, teachers and administrators are able to track discipline frequency and severity.

The administration determines consequences for misbehaviors according to the frequency and severity of the infractions, and according to the needs of the student.

UNACCEPTABLE BEHAVIORS

Disruptive behavior	Bullying	Dishonesty
Throwing objects	Fighting	Disrespect
Game interference	Defiance	Bringing weapons
Misuse/abuse of property	Harassment	Truancy
Unsafe behavior	Battery	Incomplete homework
Controlled substance	Profanity/vulgarity	Other

CONSEQUENCES

A student who becomes involved in areas of problem behavior will be subject to certain disciplinary action. Depending upon the behavior problem and the frequency of problems, one or more of the following actions will be taken to help the student learn more acceptable behavior.

Informal visit--A staff member will visit with the student and try to reach an agreement regarding appropriate behavior.

Teacher/parent communication—Parents will be notified by a staff member to discuss the student's behavior.

Warning citation/Citation--All citations are sent to the office and recorded in the discipline record.

Recess detention--The student will miss 3 or more days of before-school recess and lunch recess.

In-school suspension--The student will be removed from the regular classroom, placed in an alternate setting, and expected to complete all schoolwork.

Suspension--The student may be suspended from school for up to ten days. Returning to school requires that a satisfactory conference be held with the parent/guardian and an administrator.

Behavior contract meeting--The parent/guardian, student, teachers, and discipline committee will meet to design a behavior plan for the student.

Long-term suspension or expulsion--The student may be expelled or given long-term suspension as determined by the district governing board.

Referral to Status Offender—Status offense is an illegal act, such as truancy, excessive absences, being incorrigible, being ungovernable. Status Offender Services (SOS) offer early intervention/prevention.

Referral to juvenile court

RUPERT ELEMENATARY SCHOOL CITATION/PLAN

Student Name _____ Homeroom Teacher _____

Issued by _____ Date _____ Accumulated Points _____

Date Parents notified by teacher _____ Date parents notified by administrator _____

Philosophy: All students have the right to learn. All teachers have the right to teach.

All students and teachers have the right to a safe environment.

BEHAVIOR	SCHOOL WORK
<p>Location: ___ Playground ___ Classroom ___ School bus ___ Bus line ___ Rest room ___ Lunchroom ___ Hall area ___ Other _____</p> <p>***The following behaviors will receive an immediate citation worth 0 to 15 points: ___ Misuse/abuse of property ___ 4 minor infractions (SLRP) ___ Dishonesty ___ Harassment ___ Defiance ___ Profanity/vulgarity ___ Battery ___ Disrespect ___ Controlled substance (Suspension) ___ Fighting ___ Other _____</p> <p>Referral for in-school and outside infractions** 1 pt Teacher/student and teacher/parent 10 pts Teacher/student & teacher/parent 15 pts Teacher/student/parent & 3 days or more off playground 30 pts. One Friday (1:00-3:00) detention & three days or more off playground, possible mentor from the building. Teacher, parent and student evaluate points. 45 pts. Two Friday (1:00-3:00) detentions & 3 days or more off playground, meet formally with discipline committee to evaluate citation points & design a contract with specific consequences for student improvement. 60 pts. One day in-school suspension. Discipline committee, resource officer, parents and student meet. 75 pts. Two day in-school suspension. Discipline committee, resource officer, parents and student meet.</p> <p><i>**Behaviors outside may result in removal from playground. Determined by administrator's discretion.</i></p>	<p>___ Late assignments ___ Missing assignments ___ Incomplete assignments</p> <p>Referral for infractions 0 pts 1st citation Teacher/student and teacher/parent. Recess detention and/or Friday afternoon study hall. 1pt 2nd citation Teacher/student and teacher/parent. Recess detention and/or Friday afternoon study hall. 1pt All Subsequent citations Teacher/student Teacher/student/parent. Recess detention and/or Friday afternoon study hall.</p> <p>**Out of school suspension may occur as per School District Policy #502.22</p>

Describe student behavior:

Action taken: (ex. Removed from activity, isolated, etc)....Please explain.

Parent reply: _____

Student signature _____

Rupert Elementary Rules to Keep Students Safe

Bullying: Rupert Elementary is a safe non-bullying school. Bullying is any mean look, sign or act that hurts a person's feeling, body or things. Students are to treat others the way they want to be treated. Other incidents of bullying can be determined by the discretion of administration.

Before school:

- Backpacks put away through outside coatroom doors
- Children in the hall only with a pass
- All bus students come through the front door to the cafeteria
- All students keep their backpacks with them when eating breakfast
- Quiet voices in the lunchroom
- Only the following classrooms' students may come in the front door, down the hall to their coatrooms to hang up their bags and instruments and then back past the office to the cafeteria. Students need a pass for any other hall.
 - Chandler/Grant
 - L. Hunsaker
 - Bailey
 - Alverson
- Since Paul, Vogt, and Fike do not have outside coatroom doors, their students may come in the 5th grade entrance only to put their backpacks up. To be in the other halls, students must have a pass.

Playground:

- Walk by the bus lane and on the sidewalks
- Keep balls out of the bus lane, street, roof, or from hitting other students
- Play only in a supervised area
- Play in an appropriate grade level area
- Take coats to recess and lunch.
- Sit on the benches without being on the bricks.
- Keep food off the playground
- Keep the bark in the play area.
- Hurry back to class on time to eliminate tardies
- The following activities are unsafe and may cause injuries or loss of property:
 - Wrestling moves, play fighting, or horse play
 - Climbing the flagpole
 - Playing tag on or around the toys or even using the toy for a base
 - Running up the slide
 - Kicking the tetherballs
 - Spinning or jumping out of the swings
 - Using jump ropes for tying kids up or pulling them around
 - Being behind the hill on the north side of the playground
 - Using playground equipment for things other than what they are made
 - Spitting
 - Kicking the bark in the play area
 - Personal toys on the playground
 - Playing in grade levels area .

Building:

- Have a hall pass to be in the hall
- Be respectful by keeping quiet hall and assemblies
- Use quiet voices in the restrooms
- Keep litter picked up in the building, cafeteria, and playground
- Take only your playground equipment, not another person's equipment
- Line up without cutting in line
- Be in the classroom only when there is supervision.
- Walk through the halls without skipping, running or hopping
- Display good behavior in the classroom without disruption

Lunch:

- Keep hands only on your food and tray
- Take playground equipment, coats, etc to the playground when you go to lunch
- Use quiet voices in the lunchroom

Bus Duty:

- Late bus students stay in their lines until released by the duty para-professionals and then students will play on the grassy playground to the east of the school.
- Late bus students will remain off the bicycle racks