

Rupert Elementary School

2016-2017

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 a 5 Star 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 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
Angela Davidson—Assistant Principal
Cindy Bartlome - Secretary
Gena Manning—Secretary
School phone: 436-9707
Fax: 436-1726

School starts at 8:15 A.M.

Tardy bell rings at 8:18 A.M.

School dismisses at 3:05 P.M.

Lunch/Recess Schedule

1st Grade: 11:00- 11:45

5th Grade: 11:15-12:00

2nd Grade: 11:30-12:15

4th Grade: 11:45-12:30

3rd Grade: 12:00-12:45

ACCELERATED READER (AR)

AR criteria can be checked at the District webpage at www.minidokaschools.org, Then click Schools, Rupert Elementary, and under links click on Accelerated Reader. **If students are dishonest in taking AR tests, they will not be eligible for an AR trophy at the end of the year.**

ACTIVITY FEES

Activity fees are \$13.00. The kindergarten supply fees are an additional \$8.00. 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. Fees are also used to treat students on special occasions, such as Field Day and holidays, 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. Any type of attire that causes a disruption of the educational process will require a change of clothing. Non-marking tennis shoes only must be worn to P.E. We are encouraging students not to wear flip flops, crocks or open-toed shoes to school. They are not safe on the playground or toys. Student's feet can slip off the metal bars on the toys causing injuries. Also, they can get slivers in their feet from the bark under the toys. **Please help us keep your children safe.**

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 student's promotion to the next grade. Excessive absences or tardies could result in a student being referred to Truancy Court. Students are expected to make up missed assignments within a reasonable period of time.

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.

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. Do not run around the bus loading area.
5. Walkers (students who don't ride buses) are expected to leave the school grounds at 3:05.
6. Do not go back into the building unless you have an adult supervisor's permission.

CELL PHONES

We encourage students not to bring cell phones to school. If they do they are to be left with their teacher during the school day. Any use of the cell phone during the day without permission will result in the phone being taken away. The phone will be left at the office for the parents to pick up at their convenience. Citations could be issued for breaking the rules.

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.**

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 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.

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.

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. Please call the school office to report student's absence.

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 Policy #502.97.

MEALS AT SCHOOL

We have excellent food at Rupert Elementary! Breakfast is served and free for all grades. Regular lunches are **\$1.55**,

which must be paid before school starts in the morning. **Adult lunches are \$3.25.** (Lunch prices are subject to change.)

MEDICATIONS

The only medications 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.

PERSONAL ITEMS

Any objects that divert a student's attention from his/her schoolwork should not be at school. Children are not to bring valuable jewelry, large amounts of money, or electronic devices to school. If 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. Cell phones brought to school must remain turned off and remain in the student's backpack or given to their teacher until the end of the day.

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.

SCHOOLWORK POLICY

In order to accomplish our district mission **statement of increasing instructional intensity in all classrooms, Rupert Elementary students are expected to complete all school work.** If a student chooses not to complete school work, it may result in further consequences, which could include citations for late, missing and incomplete assignments. **Students may also be required to attend detention in order to get caught up on work.**

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)

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.

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.

WEAPONS (See your complete Weapons School 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.

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 students the way you want to be treated.

DOCUMENTATION

Minor Infraction

The **Minor Infraction (THINK sheet)** 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 **THINK: T=is it True; H=is it Helpful; I=is it Inspiring; N=is it Necessary; K=is it Kind?** 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 will serve an hour detention**. If a student receives 4 additional minor infraction notices he will receive citation points and will forfeit the opportunity to participate in our School Wide Activity for that trimester **as well as serve another hour detention**.

Toy Infraction

Unsafe behavior on any of the toys such as playing tag, jumping off the toy, running up the slide, jumping out of swings or inappropriate behavior playing sports, etc, will be a toy infraction. Penalties for an infraction will be removal from the toys: **1st** offense- 2 days, **2nd** offense- 1 week, **3rd** offense-2 weeks, **4th** offense-1 month and possibly for the rest of the year.

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 disciplines 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, recorded in the discipline record, and a copy is sent home with the child to give to the parents.

Recess detention--The student will miss 3 or more days off the playground lunch recess.

In-school suspension--The student will be removed from the regular classroom, placed in an alternate setting, and is 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.

RTI Referral--The parent/guardian, student, teachers, and other ancillary staff 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 juvenile court

THINK SHEET

When making a choice to do something. Stop and ask yourself these questions.

Is it--- T True?
Is it--- H Helpful?
Is it--- I Inspiring?
Is it--- N Necessary?
Is it--- K Kind?

If you can answer "No" to any of these questions DON'T DO IT!

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:</p> <p>___Playground ___Classroom ___School bus ___Bus line</p> <p>___Rest room ___Lunchroom ___Hall area</p> <p>___Other _____</p> <p>***The following behaviors will receive an immediate citation worth 0 to 15 points:</p> <p>___Misuse/abuse of property ___4 minor infractions (THINK)</p> <p>___Dishonesty ___Harassment/Bullying</p> <p>___Defiance ___Profanity</p> <p>___Disrespect ___Fighting</p> <p>___Controlled substance (Suspension)</p> <p>___Other _____</p> <p>Referral for in-school and outside infractions**</p> <p>Warning Teacher/student</p> <p>5 pt. Teacher/student</p> <p>10 pts. Teacher/student/parent</p> <p>15 pts. Teacher/student/parent & 3 days or more off playground</p> <p>20 pts. Teacher/student/parent/administrator, 1 hour detention & 3 days or more off playground</p> <p>30 pts. Student/teacher/parent/administrator, 2 hours detention &</p> <p>3 or more days off the playground. Refer to RTI</p> <p>40 pts. One day in-school suspension Student / teacher / parent/ administrator/ RTI supervisor and resource officer</p> <p>50 pts. One day out of school suspension. RTI supervisor, administrator, resource officer, parents and student</p> <p>**Behaviors outside may result in removal from playground.</p> <p>** Behavior consequences <u>will be</u> determined by administrator's Discretion.</p>	<p>___Late assignments</p> <p>___Missing assignments</p> <p>___Incomplete assignments</p> <p>For infractions beginning each trimester</p> <p>0 pts 1st citation</p> <p>1pt 2nd citation</p> <p>1pt All following citations</p> <p>**Out of school suspension may occur as per School District Policy #502.22</p>

Describe student behavior:

I have seen this citation. Parent 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:

- 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
- At 8:00 all students go through the halls to their classrooms.

Building:

- Be respectful by keeping quiet hall and assemblies
- Use quiet voices in the restrooms
- Keep litter picked up in the building and cafeteria
- 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

Playground:

- Keep balls out of the bus lane, street, roof, or from hitting other students
- Play only in a supervised 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.
- Keep litter picked up on the playground
- Hurry back to class on time to eliminate tardies
- Play in their assigned grade levels area at lunch and recess
- The following activities are unsafe and may cause injuries or loss of property:
 - Wrestling moves, play fighting, or horse play
 - Kicking the tetherballs
 - Using jump ropes for tying kids up or pulling them around
 - Being behind the hill on the north side of the playground
 - Spitting
 - Kicking the bark in the play area
 - Personal toys on the playground
- The following misuse of equipment will result in students losing the opportunity to play on the equipment for a time period decided by administration.
 - Playing tag on or around the toys or even using the toy for a base
 - Running up the slide
 - Spinning or jumping out of the swings
 - Using playground equipment for things other than what they are made
 - Misbehavior playing various sports

P.M. Bus Duty:

- Late bus students stay in their grade level class.
- Students will then be called to the gym when their bus arrives.