

Rupert Elementary



School



Be

Engaged (Listen, Think, Learn)

Accountable (Responsible, Trustworthy, Prepared)

Respectful (Honest, Kind, Dependable)

To Be

Successful

2018-2019

Student Handbook

RUPERT ELEMENTARY

Student Handbook

2018-2019

WELCOME!

Si Gusta esta informacion en Espanol, llame a la escuela (208)436-9707.

The staff at Rupert Elementary School would like to welcome you! We are excited to have your student with us this year.

RUPERT ELEMENTARY VISION STATEMENT

At Rupert Elementary we will maintain high expectations and promote academic excellence for all students.

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.

Angela Davidson—Principal
Cindy Bartlome - Secretary
Gena Manning—Secretary
School phone: (208)436-9707
Fax: (208)436-1726

School starts at **8:00 A.M.**

Tardy bell rings at **8:03 A.M.**

School dismisses at **2:50 P.M.**

Lunch/Recess Schedule

1st Grade: 11:00- 11:45

5th Grade: 11:15-12:00

2nd Grade: 11:30-12:15

3rd Grade: 11:45-12:30

4th Grade: 12:00-12:45

Lunch & Breakfast Fees

Breakfast..... \$1.75

Lunch.....\$2.00 (subject to change)

Reduced.....\$0.40

Adult Lunch.....\$4.00

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. This fee is not mandatory.

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.

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. If a doctor visit is made during school hours, please bring the doctor's excuse into the school.

BIRTHDAY PARTIES

Guidelines for celebrating birthdays at school:

- Food treats need to be individually wrapped and prepared commercially
- No Homemade treats
- No gum
- Check with your child's teacher to find the best time of day to bring the treats
- 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.

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.**

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. All prescription medication needs to be in the original prescription bottle. Parents may, however, come to the school and administer the medication to their child.

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.

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.

Rupert Elementary Discipline Guide

Detentions are served during lunch recess on Monday, Tuesdays, and Wednesday. If a student skips a detention, the time of the detention will be doubled. Teachers and other staff members are allowed to write citations and THINK sheets. Administrators have the right to give detentions and suspensions. In-School Suspension (ISS) will be served in the office. Offenses that warrant ISS include fighting, bullying, harassment, repeated detentions for the same offense, etc. Administration has the right to determine the consequences for any disciplinary situation. Rupert Elementary policies and procedures are governed by those established by the district. The district policies can be accessed in their entirety at www.minidokaschools.org. If you do not have internet access, internet access can be provided at the school or copies of each policy may be obtained from the school or district office.

Law Enforcement

Schools are obliged to work closely with law enforcement agencies in the management of student behavior. In general, these agencies will be called on to assist in handling instances of district policy violations. This will include, but is not limited to, instances of gang activity, fighting, theft, vandalism, bullying, harassment, drugs, alcohol, tobacco, weapons or dangerous items, physical danger, and situations requiring involuntary search of students.

School Bus Discipline

As a staff, we feel that it is very important to be aware of what is happening on the bus and during bus loading and unloading. We are concerned for each of our students and want them to arrive home safely at the appointed time. Students who ride buses are subject to school discipline. Students who fail to follow bus rules will receive bus tickets and school disciplinary consequences.

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 **and** will receive a detention.

APPROPRIATE DRESS

Clothing should always be clean, mended, and suitable to body size and in good taste. It should model and promote a safe, productive, and professional environment for students, staff, and the community. Clothing which is unduly revealing or attire which detracts in any way from the educational mission of the school's instructional program is unacceptable. The principal will determine if a student's attire, hair and/or grooming is acceptable and within appropriate standards according to that policy. The principal will also set the standard of dress for "special occasion" days and activities.

Basic Clothing Do's & Don'ts:

- Pants/slacks are to be worn at the waist and able to stay up without a belt. If a belt is worn, it must be in belt loops and is not to hang down.
- Boys and Girls shirts need to be parallel to the end of students' shoulders. No straps can be showing.
- Skirts and shorts must be no shorter than 3 inches above the knee. Jeans with holes in them cannot show skin higher than 3 inches above the knee.
- Clothing including hats, shirts, book bags, backpacks, accessories (including notebooks and binders) with messages, writing, graffiti, and/ or insignia which advertise, endorse, and/or promote drugs, tobacco, alcohol, profanity, illegal activities, promote "hate" groups, Satanism, death, destruction, violence, gangs, racial separatism, make sexual innuendos, degrade gender, religion, culture, sexual orientation, ethnic values, obscene symbols, signs, and slogans are prohibited.
- Shoes must be worn at all times. Flip flops are discouraged.
- Head coverings, hats, or bandannas are not allowed. Exceptions will be made for head coverings used for medical purposes or religious observance.

Dress Code Violation Consequences:

- 1st Offense: Warning. The student will be asked to call home for something more appropriate.
- 2nd Offense: Detention

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 (208)436-9707. A student will be marked absent for the morning if they arrive after

10:00 A.M. If students miss more than ten percent of the school year it is considered excessive. Excessive absences may affect the student's promotion to the next grade. Excessive absences or tardiness could result in a student being referred to Truancy Court. Excessive tardies (6 or more) will cause a student to serve a detention. Students are expected to make up missed assignments for attendance within a reasonable period of time.

TRUANCY

Truancies occur when:

- Students leave school without permission after reporting to school. This includes riding a bus that is not theirs without permission or riding an early bus instead of late bus.
- Students are absent from school with no knowledge or permission of their parents, guardians, or school.
- Students are found in an area they neglected to get permission to be in

Consequences:

1st Offense: Warning

2nd Offense: Citation and a detention

3rd Offense: Further consequence as determined by administration. Possible referral to court system.

BUS RULES

Mornings:

1. Stay out of the bus lane.
2. All students go directly to the cafeteria from the closest door of being dropped off.
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. Do not go on an earlier bus.
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 2:50.
6. Do not go back into the building unless you have an adult supervisor's permission.

Consequences:

1st Offense: Warning

2nd Offense: THINK sheet

3rd Offense: Citation and a detention

TOY INFRACTIONS

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. Toy infractions will limit students play choices to only games on the grass.

Consequences:

1st offense- 2 days off toys

2nd offense- 1 week off toys

3rd offense-2 weeks off toys

4th offense-1 month off toys and possibly off for the rest of the year

LUNCHROOM RULES

Students are to keep hands on only their food and tray, take playground equipment, coats, etc. to the playground when going to lunch, and use quiet voices in the lunchroom.

Consequences:

1st Offense: Warning

2nd Offense: THINK Sheet

3rd Offense: Eat lunch elsewhere

PLAYGROUND RULES

- 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 tardiness
- 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

Consequences:

1st Offense: Warning

2nd Offense: THINK Sheet/Toy Infraction

3rd Offense: Citation and Detention

BUILDING RULES

- Be respectful by keeping quiet hall and assemblies
- Use quiet voices in the restrooms, and leave restrooms clean
- 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

Consequences:

1st Offense: Warning

2nd Offense: THINK Sheet

3rd Offense: Citation and Detention

Student Use of Personal Electronic Devices

- Electronic devices must be kept in backpacks, turned off or silenced, and may not be used during school.
- The school will not take responsibility for damage to or the loss of any ECD.
- School authorities will not investigate lost or stolen devices.
- Students who choose to bring them to school take sole responsibility for those devices.
- Any use of electronic devices which involves bullying, intimidation, threats, sexting, or other like activity while at school will result in investigation, possible loss of the use of the electronic device at school, and discipline up to expulsion.
- Staff members will confiscate any electronic device being misused by students. The person responsible for taking away the electronic device will turn the device over to the office.

Consequences for the Misuse of Electronic Devices for school or personal devices:

1st Offense: The student's device will be confiscated. Only the student's parent or guardian may pick up the device with the student present. School Device will be taken and the student will no longer be allowed to use the device

2nd Offense: Student will receive a 30 min detention

3rd Offense: Student will receive a day of in school suspension.

4th Offense: Further discipline as determined by administration

INTERNET

Individual users of the internet have the ultimate responsibility to use internet resources appropriately. All internet users are expected to use the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of the Minidoka County School District.

PERSONAL ITEMS

Any objects that divert a student's attention from his/her schoolwork should not be at school. Children are not to bring

toys, valuable jewelry, large amounts of money, Heelys with wheels, 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.

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.

Consequences (Begin new with each trimester):

- 1st Offense (4 incomplete assignments): Warning
- 2nd Offense (6 incomplete assignments): THINK Sheet
- 3rd Offense (8 incomplete assignments): Citation and detention to make up the 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)

Consequences (Administrator may adjust according to severity):

- 1st Offense: Warning
- 2nd Offense: THINK Sheet
- 3rd Offense: Citation and Detention
- 4th Offense: In School Suspension

WEAPONS

Weapons of any kind in the possession of a student will not be permitted. Students found in possession of weapons will immediately be referred to the appropriate law enforcement agency and suspended from school until a thorough investigation is made of the circumstances. If there is satisfactory evidence that the student's continued attendance will be dangerous to other persons, expulsion proceedings will be initiated.

Items Specifically Prohibited by District Policy 502.41: *Snap-blade knives, non-closing knives, razors, razor blades, firearms, explosives (including caps and firecrackers), "fist loads," "brass knuckles," "laser pointers."*

The use of any normally non-dangerous implement, such as a stone, table fork, board, stick, baseball bat, or toothpicks as a weapon shall come under the provisions of *District Policies 502.41*. Any of the above-mentioned items brought to the school by a student will be confiscated evidence and will not be returned. Any student having in his/her possession a weapon, as defined under the Gun-Free School Act, on school property or in any school building, will be immediately suspended from the school and may be recommended to the Board of Trustees for expulsion as outlined in *District Policy No. 502.42*. Suspension will be for those days permitted by law under *Idaho Code 33-205* up to and automatically including those additional suspension days permitted by the school board.

Bullying, Coercion, Cyber-bullying, Discrimination, Gang Activity, Harassment, Hazing & Intimidation

Bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, hazing and/or intimidation of students and/or employees are prohibited and will not be tolerated. Bullying, harassment and/or intimidation are generally characterized by aggressive or intentionally harmful behavior carried out over time in an attempt to exercise control over the victim. Cyber-bullying is a digital form of bullying that utilizes any electronic communication device to convey a message in any format (audio, video, text, graphics, photographs, or a combination of these) that intimidates, harasses, or is otherwise intended to harm another individual. Coercion is using force or control to get another person to do something against their will that involves negative outcomes, behaviors, or emotions. Hazing is any act that is intended to cause humiliation, embarrassment, intimidate, demean, or endanger the mental or physical health of a person as a condition of membership to any district-sponsored group or organization. Gang activity includes wearing, possessing, using, distributing, banging, displaying or selling any clothing, jewelry, emblem, badge, symbol sign, gesture, codes, or other things that suggest gang membership. Behaviors that are prohibited under *District Policy No. 502* include, but are not limited to:

- physical abuse
- verbal abuse
- psychological abuse
- intentional gestures or any intentional written, verbal or physical acts or threats against another that causes harm, damage to property, fear of harm or fear of damage to property

- inappropriate touching
- verbal harassment

Anyone who believes he or she has been a victim of bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, hazing and/or intimidation should report the alleged acts immediately to a teacher, supervisor, principal or the superintendent.

Consequences:

- 1st Offense: Warning
- 2nd Offense: THINK Sheet
- 3rd Offense: Citation and Detention
- 4th Offense: In School Suspension

Drugs, Alcohol and Tobacco

Rupert Elementary is a drug, alcohol, tobacco, and vapor free zone. Students attending school will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances or related paraphernalia on school premises.

Consequences:

Suspension/Expulsion: Suspension for the first offense of this policy will be for three to five (3-5) days, unless extraordinary circumstances exist. The time period for suspension for the second or third offense will be determined at the discretion of the principal. The principal will determine whether or not the suspension will be served in or out of school. A referral to the DDRC (District Discipline Review Committee) to consider denial of attendance may also be made at the discretion of the principal. If deemed appropriate by the superintendent or the DDRC, the superintendent may request that the board expel a student who has violated this policy for a second or third offence.

- **Referral to Law Enforcement:** If the incident involves using or being under the influence of alcohol or a controlled substance, the student will be referred to the local law enforcement agency. In all other situations, referral to law enforcement will be at the discretion of the building principal or designee.
- **Search and Seizure:** A student's person (including purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of alcohol, tobacco, drugs or drug paraphernalia. Any evidence that a student has violated the law and this policy may be seized by the principal or designee. Desks are school property and remain at all times under the control of the school. Authorized school officials may inspect desks when there is reasonable suspicion. Searches may be conducted without a search warrant, and without notice or consent.