

FAMILY HANDBOOK

2014-2015



Ethel Boyes Elementary School

1875 Brentwood Dr.

Idaho Falls, ID 83404

Phone (208) 525-7630 Fax (208) 525-7633

Staff Assignments

Principal	-----	Pauline Alessi
Secretary	-----	Jessica Means
Counselor	-----	Marie Elser
School Psychologist	-----	Hayley Orcutt
Speech/Language Pathologist	-----	Kay Williams
Lunchroom	-----	Crystal Standifird
	-----	Lisa Pack
Librarian	-----	Shannon Rood
Custodian	-----	Luis Vazquez
Custodian Part-time	-----	Alex DuShane
P.E. Paraprofessional	-----	Tara Meacham
Music Specialist	-----	Jennifer Korenke-Stanger
Music Paraprofessional	-----	Kimberli Buer
Kindergarten	-----	Kylie Dixon
First Grade	-----	Eileen Bird
	-----	Leslie Wilmes
Second Grade	-----	Brooke Anderson
	-----	Ruth Byron
	-----	Kris Hansen
Third Grade	-----	Felecia Crawford
	-----	Christina Giannini
Fourth Grade	-----	Rae Lynn Baker
	-----	Kim Taylor
Fifth Grade	-----	Nick Barnes
	-----	Kate Danielson
Sixth Grade	-----	Mark Hunsaker
	-----	Marcy Hanson
Early Childhood Special Education/ Developmental Preschool	-----	Christy Adams
	-----	Amyra Burnett
Special Education	-----	Karadean Grayson
DACC	-----	Clairene Longhurst
D91 Instructional Coaches	-----	Jenna Briggs
	-----	Penny Kimmet
	-----	Angie Lee
Interventionist	-----	Kathy Johnson

Title I Tutors ----- Sara Brinton
----- Tiffany Brown
----- Mary DeYoung
----- Candace Hurley
----- Geraldine Mecham
----- Marsha Olsen
----- Rachel Williams
ELL Tutor ----- Mireya Quiroga

Special Education/Duty
Paraprofessionals ----- Emily Busch
----- Stephanie Haderlie
----- Dawna Henderson
----- Cecilia Huerta
----- Julie Loftus
----- Nancy Monk
----- Lori Murdoch
----- Janice Nelson
----- Carol Schutte
----- Karen Tom

Aide to the Deaf and Hard of Hearing ----- Terri Jensen
Certified Occupational Therapy Asst. ----- Diane Mecham

Classroom/Duty
Paraprofessionals ----- Nathan Means
----- Tracy Morgan

PTO Board Members 2014-2015

President	Onala Perkins.....	227-4770
Vice Presidents	April Conley	569-1874
Secretary	Gina Lay	552-0610
Treasurer	Stacey Chapman....	604-3498
Homecoming	Lori Murdoch	542-0653
Harvest Carnival	Stacy Chapman....	604-3498
.....	Heidi Murray	403-9471
Head Room Mother	Marcia Bodily.....	529-2610
Scholastic Book Fair.....	Tisha Morris....	701-770-0703
Teacher Appreciation.....	Peni Neibert.....	535-1471
Box Tops	Sandy Martinez	821-8247
Popcorn	Glenda Sant	529-5414
Field Day	
Movie Tickets	Kim Burton.....	522-7651
Face Painting	Heidi & Paul Murray..	403-9471
FAME	Heidi Olson.....	542-1828
Science Night	Lori Stephenson	525-5257

VOLUNTEERING AND OUR PARENT-TEACHER ORGANIZATION

The PTO is one way parents can become involved with their child's education. Every parent is encouraged to take an active part in the operation of Ethel Boyes School. You are invited and encouraged to become involved with the PTO. You will find volunteering at school a positive and rewarding experience for you and your child. We are always looking for future volunteers to help with upcoming events. Please don't hesitate to jump in and be a part of all the fun things we do at Ethel Boyes!

The PTO would also really appreciate anyone who is interested in serving on their board either this year or in the future. Excellent education for our students includes a positive school environment and PTO plays a huge role in our school climate. We could not do an excellent job of educating our children without involvement from the PTO and other volunteers. We are always hopeful in finding future leadership for our volunteer efforts at Ethel Boyes. **If parents are interested in finding out how they can help or even just provide input during our planning process, they are welcome to attend our monthly PTO meetings in our library.**

Help for classroom teachers is always in high demand, and ways parents can volunteer their time include classroom presentations, tutoring, library, coaching, planning before- or after-school activities such as a chess club, sports teams, language instruction, or academic clubs. Parents are always welcome in the classrooms and are encouraged to ask teachers for suggestions on how else they can participate in their child's education.

As per board policy, school/classroom volunteers are required to sign in/out at the office and wear a visitor's badge. Volunteers who are working unsupervised in the building must be fingerprinted at the district office.

Schedule Grades 1-6

Breakfast.....	8:20 -8:55 a.m.
Supervision on Playground begins.....	8:35 a.m.
First bell Tuesday-Friday.....	8:55 a.m.
Tardy Bell Tuesday- Friday.....	9:00 a.m.
Dismissal Monday through Friday.....	3:05 p.m.
Early Release (1-6) December 4, March 12, June 5	2:00 p.m.
Monday Late Start First Bell (Grades 1-6).....	9:55 a.m.
Monday Late Start Tardy Bell (Grades 1-6).....	10:00 a.m.

Recess

Grades 1 - 3.....	1:50 - 2:05 p.m.
Grades 4-6 (Tuesday-Friday).....	10:30-10:43 a.m.

Lunch

1 st Grade.....	11:25 - 12:00
2 nd Grade.....	11:35 - 12:10
3 rd Grade.....	11:50 - 12:20
4 th Grade.....	12:00 - 12:30
5 th Grade.....	12:10 - 12:40
6 th Grade.....	12:20 - 12:50

Kindergarten

Morning Session Late Start Monday.....	9:55-12:12 p.m.
Morning Session Tuesday-Friday.....	8:55-11:42 a.m.
Afternoon Session Late Start Monday.....	12:53-3:05 p.m.
Afternoon Session Tuesday- Friday.....	12:23-3:05 p.m.

Developmental Pre-school

Morning Session.....	8:00-10:40 a.m.
Afternoon Session.....	11:20-2:05 p.m.

Food Services

Breakfast Prices

Elementary \$1.65

Secondary \$1.65

Adult \$2.35

Milk \$0.40

Lunch Prices

Elementary \$2.20

Secondary \$2.45

Adult \$3.45

Milk \$0.40

Please send checks made out to Ethel Boyes School or School District 91 Hot Lunch on a weekly or monthly basis. **Please enclose the correct amount of money for the lunches ordered as no change will be given to the children as per district policy. Please do not combine lunch money with money for other activities in the school** as those are separate accounts. Parents are always welcome to come and have lunch at school with students. If a younger sibling will also be eating lunch, they are the same price as an adult lunch. The elementary price is a discounted price for enrolled students. Please call the office before 9:15 to order lunches or send a note with your child. **Free and reduced price lunch applications are available at any time during the year.** Lunch account balances are available in Powerschool and payments may be made online.

Mission Statements



Our Vision and Goals

- Culture that empowers
- Instruction that engages
- Technology that enables



ETHEL BOYES

Our vision is to help students develop strong foundational skills within a creative and positive learning environment focusing on communication, collaboration, and critical thinking skills.

GENERAL INFORMATION

ATTENDANCE POLICY

Good attendance at school is an extremely important aspect of each student's education and has many carry-over implications for adult life. It is important that students be in attendance at school. **If a student must be absent from school, the parent is requested to call the office (525-7630) or email us at Boyes@d91.k12.id.us before 9:00 a.m. to report the absence for that day.** If a phone call is not possible, a note explaining the absence must be given to the teacher on the day of return. If parents find it necessary to take students out of school for a period of time, please contact the office in advance. Elementary students are limited to five absences per trimester, with a maximum of 12 days for the year. Please see Board Policy 1002.0 for further information at <http://www.d91.k12.id.us/board/policy/1000.pdf> .

ACCELERATED READER IMPLEMENTATION GUIDELINES

Grading and reporting Practices:

- At the elementary level, supplemental reading, (AR, home reading supplemental reading, DEAR, etc.) whether at school or home, will not be graded or used in student grading practices.
- Teachers will report student consistency in reading practice on the report card using the following categories: consistent, inconsistent, did not complete.
- Displays (classroom, hallways or other school areas) that show individual student progress in relation to reading goals are not supported by research and are not allowable.
- Displays that show group (class, grade level, school) progress toward a cumulative goal are allowable.

Reading Range:

- In some cases, students should be allowed to read outside their range, especially if the student is highly interested or motivated.
- Monitor practice quizzes to adjust level or length of books. Students should be able to maintain an average of 85% correct.
- Conference with students frequently to review reading and assist in selecting books.
- Flexibility should be discussed with the student and parents when possible
- Students who read above grade level will be allowed to select books within and outside their range - more or less challenging, with guidance from the teacher and appropriate support.

Reading Goals:

- Encourage students and, when possible, parent participation in the goal setting and monitoring process.

- Student goals will be flexible and can be based on the number of books read, points, time spent reading or average percent correct on an AR test.
- Students should be encouraged to monitor their own growth.
- Parents will be notified in writing of the goal period and point goal.
- Teachers will conference with students frequently to review reading progress and quiz scores, check w/ comprehension and assist students in selecting a book to read
- Students will be allowed to read materials other than books. Research clearly demonstrates that engaging students in independent reading is more important than the specific material students read.

No Available Test:

- When no test is available, students must be given the opportunity to earn credit (number of pages read, number of books, points, etc) for the reading material. Teachers will determine how students will demonstrate comprehension/completion of reading material.

Group and Individual Recognition

- Inclusive group rewards have been shown to be most effective. Only inclusive group rewards based on a group goal are allowable.
- Events, parties, celebrations, etc. are most effective when connected to reading (books as a reward, special reading events, guest speakers connected to reading, etc.)
- Individual prizes as incentives for reading are allowable.
- Individual recognitions are appropriate (certificates, recognition at an assembly etc.)

ACCIDENTS

If an accident occurs at school, we will call parents to notify them of the situation.

ALLERGIES

It is not uncommon for students to have serious allergies. **Please notify the office if your child has any allergies.**

BADGES

As per board policy, all adults in the building are required to wear a district or school issued identification badge. **Please check in at the office upon entering school.**

BICYCLES/ROLLERBLADES/SKATEBOARDS/SCOOTERS/WHEELIES

Students riding bikes to school should walk their bikes as soon as they are on school property. Bike racks are available on the playground area. Students are encouraged to wear helmets and to use locks on their bikes. **Wheelies are not allowed at school.**

😊 BIRTH CERTIFICATES

Idaho State law requires: "Upon enrollment of a student for the first time in an elementary school or secondary school, the person enrolling the student must provide either a **CERTIFIED** copy of the student's birth certificate or other **reliable proof** of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate". Other reliable proof of the student's identity and birth date may include a passport, visa, or other governmental documentation of the child's identity.

😊 BIRTHDAY PARTIES

Occasionally, students wish to celebrate their birthday at school. **Classroom teachers may have their own policy in regards to this**, and parents and/or students should consult with their teacher in advance. However, there are some general guidelines that parents are asked to follow:

1. No homemade food items may be served at school.
2. It is suggested that something other than a food treat be planned with the teacher's approval.
3. Interruption to the school program should be kept to a minimum.
4. Students should not pass out invitations to private birthday parties at school.

😊 BOARD POLICY

All board policies can be accessed through the following link:

http://www.d91.k12.id.us/index.php?option=com_content&view=article&id=282&Itemid=53

😊 BULLYING

Bullying is an aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength. A child who is being bullied has a hard time defending himself or herself. In order to fulfill the Mission of Ethel Boyes Elementary, we will provide all students with a safe, bully-free environment that will allow them to learn and grow. Please read Board Policy 1005.8 for further information at <http://www.d91.k12.id.us/board/policy/1000.pdf> .

😊 BUSES

It is important that the school be accountable for students while being transported on school buses. Therefore, **all students must ride their designated bus unless written notification by the parent is made**. Students must take the notification to the office to get a Student Bus Pass. Students who do not follow safety guidelines and rules on the bus will be given a citation by the bus driver. Parents will be notified if this occurs. If you have questions about bus schedules, call the Transportation Department - 525-7580.

CELL PHONE POLICY

All cell phones shall be silenced during instructional times. If you must take a call while you are visiting our building, please go to a private location before conversing on the phone. See Electronic Devices for guidance on student cell phone use.

CHILD ABUSE

Teachers are legally obligated to report suspected child abuse or neglect.

CLASS PLACEMENT PROCEDURES

Teachers are the key decision-makers in determining student placements for the next year. Parents can be a part of the process by furnishing information as to what they believe their child's needs and learning style are without regard to a specific teacher. A Parent Input form may be picked up in the office and is due to the Principal by the date indicated. **Please do not request a specific teacher but rather provide the appropriate input as to your child's needs.**

COLD WEATHER

According to District policy, students will remain indoors when the temperature is **zero degrees wind chill**. There will be times when the temperature is marginally in that range, and we may use an abbreviated schedule at lunch because the length of time students are outdoors is also a factor. This policy also pertains to before school times.

If a student has been seriously ill and needs to remain indoors during recess, parents should send a note to inform the teacher. **A student will need a doctor's note to be excused from recess for more than three days.**

COMPUTER LAB

The K-6 Technology curriculum which is aligned with state standards is taught to students while they are in the lab. Teachers plan and conduct these lessons.

CONFERENCES

The conference schedule will be determined at the building level based on the district calendar. This year, Parent-Teacher Conferences will be held in December and March. The staff is available to meet with parents on these dates to discuss your child's progress in school. You will be notified of your appointment time prior to the beginning of the conference. If there are any conflicts with this time, please contact our office as soon as possible in order to reschedule.

We strive for regular and effective communication with parents. Should the need arise for a conference at any time during the year, please don't hesitate to contact your child's teacher or the principal, Pauline Alessi via email or phone in order to make an appointment.

😊 CURRICULUM

Curriculum information is available at <http://curriculum.d91.k12.id.us/D91Curriculum/1Elementary/> . Teachers are required to teach the adopted curriculum using research-based best practices as per board policy.

😊 CUSTODY ISSUES

In case of student custody and/or divorce issues, the teacher's "knowledge" is limited to three areas related to the student: academics, attendance, and school behavior. This information is only to be shared with each parent. **This information will not be shared with other parties without a signed exchange of information form on file or when a subpoena is issued.**

😊 DRESS CODE (students)

According to board policy 1005.4

<http://www.d91.k12.id.us/board/policy/1000.pdf>

Students are encouraged to dress for success and learning. These guidelines apply to all students at all times. Dress and appearance must not present health or safety problems, or pose potential disruption of the educational process as adjudged by school personnel.

- Always dress for the weather . . . Hats, coats, gloves, boots etc. when the weather calls for it.
- Hats or the hood from a hoodie sweatshirt may be worn outside only.
- Shirts must have a sleeve.
- Midriffs must be covered.
- Shoes should be appropriate for P.E. and the playground (students may bring P.E. shoes and change if desired)

CLOTHING TO AVOID AT SCHOOL

- T-shirts or other clothing with inappropriate messages including alcohol, tobacco, drugs, violence etc.
- Short shorts or skirts that do not have a hem below the student's fingertips
- Shirts without sleeves worn without a t-shirt underneath
- Tank tops—muscle shirts—halter tops—spaghetti strapped tops
- Clothing that is gang related in any way (intentional or unintentional)
- Haircut, color or style that distracts and interrupts the learning environment
- Flip-flops

Students who attend school in inappropriate clothing will be sent to the office. Parents will be notified and will be asked to come to school with school appropriate clothing.

😊 DROP OFF AND PICK UP PROCEDURES

Please use the front of the building (north side) only to pick up or drop off students. For student safety we want to keep bus and parent vehicle traffic separated. School busses will drop off and pick up students in the back or south side of the building—exception is bussing for preschool and Kindergarten students. All vehicles must enter thru the west driveway and exit thru the east driveway. Please pull up

next to the sidewalk to unload and load children from the **right side of the vehicle ONLY**. Continue pulling forward as far as possible to allow room for more vehicles. **Please do not park in this drive-through area**. If parents need to get out of their cars to find students, they must park in one of the designated parking spots and walk across the parking lot to safely escort children back to their cars. **CHILDREN ARE NOT ALLOWED TO WALK ALONE THROUGH THE PARKING LOT IN ORDER TO REACH PARKED CARS IN THE LOT OR ON THE STREET**. When parents wait in their cars on Brentwood, their children must use the sidewalk instead of crossing across the parking lot. Please do not stop in the middle of the driving area to wait for students.

EDUCATION FOUNDATION

If parents would like to donate to our school, they are encouraged to donate through the Education Foundation.

ELECTRONIC DEVICES

Electronic Device" means a privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument. Electronic Devices may include but are not limited to:

- Existing and emerging mobile communications systems, and smart technologies (cell phones, smartphones, walkie-talkies, pagers, etc.)
- Personal Digital Assistants (PDAs, Palm organizers, pocket PCs, etc.)
- Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, Walkman devices, etc.)
- Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting, receiving,

POSSESSION AND USE

- Electronic devices may not be used on school grounds during the school day or at any school event including recess, the restroom and school transportation.
- Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law.
- Students shall be responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violations.

VIOLATION OF POLICY

- If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit. The electronic device will be released/returned to the student's parent or guardian. Additional disciplinary action may be taken against the student depending on the incident.

EXCEPTION TO THE POLICY

- Parent **and** teacher approve of educational use of the device and it is used under the direct supervision of the classroom teacher.
- Use is determined to be necessary for medical reasons
- Device is required for testing
- Other as approved by the school administration

😊 TEACHER EVALUATIONS

Parental Input

Parental input shall be part of teacher evaluations completed before February 1st of each year. Only parental input received via the approved district parental input form will be used in written evaluations. Parental input forms will be available in each school office and on the district web page.

Written evaluations will note the number of signed parent input forms received for each individual teacher. Parental input forms received between February 1 and January 31 of the following year will be included in written evaluations.

😊 FINGERPRINTING AND BACKGROUND CHECKS

The state requires fingerprinting and background checks on employees. Additionally, *volunteers not working under the direct supervision of a district employee must be fingerprinted.*

😊 FIRE DRILLS

We will have a minimum of one fire drill each month plus one within the first ten days of school. Please instruct your students about the proper behavior and building evacuation plan.

😊 FLAG/PLEDGE OF ALLEGIANCE

According to state law, every classroom must display the flag and conduct the Pledge of Allegiance or sing the national anthem at the beginning of school each day. If pupils object, they cannot be compelled to participate but must remain respectful.

😊 GRADES

The District #91 Policy states:

1. Parents are informed regularly of student progress.
2. Parents will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory.
3. To the extent possible, distinctions will be made between a student's attitude and academic performance.
4. At comparable levels, the school system will strive for consistency in grading and reporting.
5. When no grades are given, but the student is evaluated informally in terms of their own progress, the school staff will also provide a realistic appraisal of the student's standing in relation to his peers.

6. When grades are given, the school staff will take particular care to explain the meaning of marks and symbols to parents.

The District's adopted grading policy is:

90-100 = A	70-79 = C	59 & below = F
80-89 = B	60-69 = D	

For primary grades, the district adopted policy is a 3 (At Grade Level), 2 (Near Grade Level), or 1 (Below Grade Level).

HEALTH AND IMMUNIZATION

If your child has a specific health condition that could require emergency attention, please notify the office and the classroom teacher.

State law requires all elementary students to have **proof** of immunization **prior** to entering school. **No child may enter school without proof of immunizations.**

HOMEBOUND STUDENTS

Students are considered for the homebound program if they will be out of school for three or more weeks due to a medical condition.

HOME LANGUAGE SURVEYS

School districts are required by both federal and state laws to determine the first language learned by each student. This information is essential in order to provide meaningful instruction for all students and the district is required to keep a copy every child's survey.

HOMELESS STUDENTS

If a family has been displaced from their home, District 91 has a Homeless procedure in place to help mitigate the ill effects of this unfortunate event. Parents or other family members may contact our school counselor, Marie Elser, and she will help provide resources. Any information provided by families is strictly confidential.

HOMEWORK

1. The relationship between homework and classroom activities should be evident. It should never be busy work or punishment.
2. Homework should meet the ability and maturity levels of the individual students.
3. The type of homework assigned should be varied (i.e. practice, preview, extension, creative).
4. Homework should be evaluated and feedback provided for the student.
5. The homework program should stress regularity and continuity with a maximum time limit of 10 to 15 minutes daily for grades 1-3; gradually increasing to 45 to 70 minutes daily in grade six.
6. Consideration should be given to the total homework load of students, special school activities, weekends, and holidays.
7. ALL students should be encouraged to read every night.

Acceptable time for reading based upon grade level:

Kindergarten	10–15 min.
1st Grade	15–20 min.
2nd Grade	20–30 min.
3rd Grade	30–40 min.
4th Grade	40–50 min.
5th Grade	50–60 min.
6th Grade	60–70 min.

KEEPING STUDENTS AFTER SCHOOL

A student may not be kept after school unless the teacher receives prior approval from the parents. The teacher needs to contact the parent for the prior approval and contact the office to apprise them of the situation.

LEARNING MATERIALS

Specific items such as textbooks, workbooks, penmanship paper, basic art supplies, etc. are provided free of charge. Parents are expected to purchase certain supply items such as pencils, paper, crayons and other supplies according to the needs of particular grades. A current supply list can be found on our school website, or can be picked up in the office.

In addition to the regular school supplies, parents assume the cost of a \$10 registration fee. This money helps us pay for assemblies and art supplies to provide enrichment experiences to the regular curriculum.

LIBRARY

Classes will enjoy thirty minutes weekly of library time as well as open checkout times library available daily. A book is due one week from the day it is checked out. A student may not check out another book from the library if he/she has an overdue book.

LOCKDOWNS

Refer to board policy section 402.

<http://www.d91.k12.id.us/board/policy/400.pdf>

We are required to practice two lockdowns per year, one during each semester.

Safe Place: The safe places for Ethel Boyes students are Eagle Rock Junior High and the LDS Church on Brentwood Dr. These are the locations our students will travel to in the event they must evacuate our building.

In the event of a school closure or evacuation, District 91 will send textwire alerts to parents with instructions. Parents may visit District 91's homepage at www.ifschools.org to sign up for textwire services or text "SUBSCRIBE" to 68453. School personnel will also call parents in order to find out how students will be getting home—whether they will need to ride the bus or who will be picking them up.

MEDICATIONS

Before any medication (prescription or over the counter) can be administered at school, the child's doctor and parents must give written permission. Only trained personnel may administer medication. Please see the office for the required forms.

The medication must be brought in its original pharmaceutical container labeled with the student's name. Medication must be delivered to the school by a parent. Do not send any medicine in your child's lunch box or back pack. Over the counter pain relievers must be given to the child by a parent. With any new prescription, it is District policy that a parent give their child the first dose. As per state statute, asthma inhalers may be kept and used by students ONLY after a medication form has been signed by both the physician and the parent and submitted to our office. It is important for the student to notify his/her teacher if use of the inhaler is necessary so we can immediately monitor their health.

MIGRANT/LEP PROGRAMS

If students qualify (Woodcock-Munoz score) for a Migrant/LEP program (LEP kindergarten, Newcomer's Center, Migrant/LEP, tutor), they may be invited to participate in the appropriate program.

MUSIC

Students will have a full year of music provided by district personnel.

PACE

PACE is available for qualifying students in grades 3, 4, 5, and 6. All qualifying students will attend on **Tuesday**. PACE students **should not** be required to complete all of the class work they missed while attending PACE.

PEDICULOSIS (Head Lice)

According to the CDC, pediculosis (head lice) is a public nuisance, not a public health concern.

<http://www.cdc.gov/lice/head/schools.html>

This stance is also supported by the [American Academy of Pediatrics](#), the [National Association of School Nurses \(NASN\)](#), and the [Harvard School of Public Health](#).

As a result, students will not be sent home or excluded for head lice.

PHYSICAL EDUCATION

Students also receive a full year of physical education. This class is offered by a P.E. paraprofessional for 30 minutes, once a week on Tuesdays or Wednesdays. Please be sure your children are wearing appropriate footwear on their P.E. day. Injuries often occur if inappropriate footwear such as sandals or snowboots are worn while exercising.

SCHOOL CLOSURE

The superintendent will determine closures. This information will be announced on the morning radio and TV stations. Additionally, this information will be available through e-mail, text wire, the D91 homepage, or you can call the district hotline at 525-7502 for the same information.

SCHOOL-WIDE EXPECTATIONS








The following is a list of guidelines that our students are expected to follow. These guidelines help us provide a safe, comfortable learning environment for our students.

Please see the chart on the following page:



School-Wide Expectations



 School Wide EVERYWHERE!	Be Safe!	Be Respectful!	Be Responsible!	Be a Learner!
 Hallways	<ul style="list-style-type: none"> •Walk •Make choices that will keep you and others safe 	<ul style="list-style-type: none"> •Keep hands, feet and objects to yourself •Use kind words and actions •Follow all adult instructions 	<ul style="list-style-type: none"> •Follow School wide expectations •Respect others space and property 	Come to school and class prepared ready to learn
 Bathrooms	<ul style="list-style-type: none"> •Always Walking •Eyes Forward •Stay to the right 	<ul style="list-style-type: none"> •RED ZONE- stay quiet voice level 0 or level 1 •Work quietly •Hands to Self 	<ul style="list-style-type: none"> •Hands to Self •Go directly to where you are supposed to go 	Follow all Adult Instructions
 Playground	<ul style="list-style-type: none"> •Use the bathrooms •Wash hands •Head back to class 	<ul style="list-style-type: none"> •RED ZONE- stay quiet •Be quick and clean •Hands to self 	<ul style="list-style-type: none"> •Clean up after yourself 	Respect others space and personal items
 Cafeteria	<ul style="list-style-type: none"> •Stay in assigned area •Use equipment correctly •Throw only playground equipment made to be thrown. •Walk wheeled equipment on playground •Help others 	<ul style="list-style-type: none"> •Hands and feet to self •Allow others to join the game •Follow directions the first time •Use equipment correctly 	<ul style="list-style-type: none"> •Return equipment •Take care of school property •Line up quickly when the bell rings 	Follow school rules and adult instructions
 Library	<ul style="list-style-type: none"> •Eat only your own food •Sit with pockets on the bench 	<ul style="list-style-type: none"> •YELLOW ZONE- inside/whisper voices •Clean up after yourself •Dump your tray /garbage carefully •When lining up for class; get in line, voice level 1, and hands to self 	<ul style="list-style-type: none"> •Keep hands and feet to self •Chew with mouth closed •Follow adult directions •More eating less talking 	<ul style="list-style-type: none"> •Practice Good Manners -Keep mouth closed when eating -Eat only your food -Say Please and Thank You -Use quiet-inside voices
 Library	<ul style="list-style-type: none"> •Always have all four chair legs on the floor. •Keep your feet on the ground 	<ul style="list-style-type: none"> •Use a quiet voice •Listen 	<ul style="list-style-type: none"> •Follow directions •Treat books with care 	<ul style="list-style-type: none"> •Find a book •Check out book(s) •Return book when done

SCHOOLWIDE REWARDS

We like to regularly recognize and reward students who exemplify outstanding academic achievement, character, and citizenship. In addition to the rewards that classroom teachers may award students, we recognize students with Paws-itive Notes home, "Bulldog Tickets," Student of the Week Drawings, awards for meeting individual and classroom goals, maintaining an A average, demonstrating outstanding citizenship, practicing perfect attendance, and many other daily good deeds.

Top Dog Award -A student from each class will be selected by their teacher in recognition for a contribution they are making to their class and the Ethel Boyes school community. On Mondays this group of students will have pizza with the principal during their regular lunchtime.

TARDIES

Tardies caused by a late bus, inclement weather, or are medically excused shall not be counted on the student's record.

Kindergarten - Students arriving in class after the bell, leaving for a period of time during the day or leaving prior to the end of the school day, will be marked tardy.

Grades 1-6 - Students arriving in class after the bell, leaving for a period of time during the day or leaving prior to the end of the school day, but in attendance for either morning (prior to lunch) or afternoon (after lunch) school sessions will be marked tardy.

Review Process - By the fifth tardy the teacher will contact the parent regarding the child's tardies. The parent contact will be documented by the teacher.

At eight tardies, the teacher will notify the building administrator in writing of the tardy concern regarding a specific child. The principal will make a parent contact to discuss the tardy concern.

At 12 and 16 tardies, the building administrator or designee shall notify the parents in writing.

At 20 tardies, the building administrator or designee may complete a truancy referral and notify the parent/guardian of the referral in writing.

TELEPHONES

Telephone use for students is limited to emergencies only. Teachers are encouraged to use their own discretion when determining what constitutes an 'emergency' because they know the students and parents best. If children need to call home, they are required to do so from our office phone so we may assist in this process. It also allows the office to know why the students are calling in the event the student isn't able to immediately reach their parent, then the office can relay the message. Please refrain from calling to speak with your child during the school day. If transportation arrangements need to be communicated to your child, please call our office and we will relay that information to your child as well as their teacher.

Students are not allowed to use their personal cell phones during the school day as this can create a distraction to the learning environment.

TESTING SCHEDULE

The state and district test required are:

- K-3rd: IRI (Fall, Aug 18 - Sept 26, Spring April 1- May 1)
- 1st - 6th: Universal Screening - CORE (Fall, Winter, Spring); STAR Enterprise
- 3rd - 6th: ISAT 2.0 - formerly SBAC (Spring 2015)

Other tests and screenings may be determined at the building or grade level.

TRANSFER FROM ETHEL BOYES

If you move from the Ethel Boyes School boundaries, please notify the office or your child's teacher in advance. This will allow time to complete the checkout procedure. Please take care to see that all school property such as textbooks and library books has been returned.

VIDEOS AND FILMS

Videos and films should be directly related to the curriculum and the learning goals for your students. Time is a precious commodity. **When videos are used, the District policy mandates that they must be "G" rated.**

VISITORS IN THE CLASSROOM

Occasionally parents and/or students request to have friends or relatives visit school. This situation causes an interruption to the classroom and is not allowed.

Discipline Referral

Ethel Boyes Elementary

Student Name		Grade	Previous Referrals
Date of Incident	Time	Location	
Teacher/Duty Name		Discipline Log #	

Warning
 Level I
 Level II
 Referral to District Level

- _____ Aggressive/Unsafe Behavior
- _____ Arson
- _____ Bullying
- _____ Cheating
- _____ Computer Misuse
- _____ Destruction/Vandalism/Mischief
- _____ Dishonesty
- _____ Explosives
- _____ Fighting/Assault/Physical threat
- _____ Forging note/Excuse
- _____ Gang activity

- _____ Harassment/Abuse – Sexual and/or Verbal
- _____ Incurribility/Disruptive/Unruly behavior
- _____ Insubordination/Refusal to comply with directions
- _____ Name Calling/Gossip
- _____ Profanity/Gestures
- _____ Stealing
- _____ Tardiness
- _____ Truancy
- _____ Controlled/Illegal substances
- _____ Possession of a Weapon(s)
- _____ Other _____

In accordance with District #91 Board Policies 1005.2 and 1005.3, criminal acts or disruptive actions may result in suspension or expulsion. Criminal acts may also result in referral to the appropriate legal authority.

Description of Incident: _____

For Office Use:

Parent/Guardian Contacted by: _____ Time: _____

Notes: _____

Criminal Act (1005.2)
 Disruptive Action (1005.3)
 District
 SDFS

Person Responsible for Overseeing Consequence: _____

Action(s) Taken:

<ul style="list-style-type: none"> _____ Verbal Reminder _____ Loss of Privilege _____ _____ Conference _____ _____ Work Detail _____ Assignment _____ _____ Referral to PBS _____ After School Detention _____ Date(s) _____ 	<ul style="list-style-type: none"> _____ In-School Suspension Time _____ Date(s) _____ _____ Saturday School _____ Date(s) _____ _____ Out of School Suspension Days _____ Date(s) _____ _____ Other(specify) _____
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Teacher/Administrator Signature _____

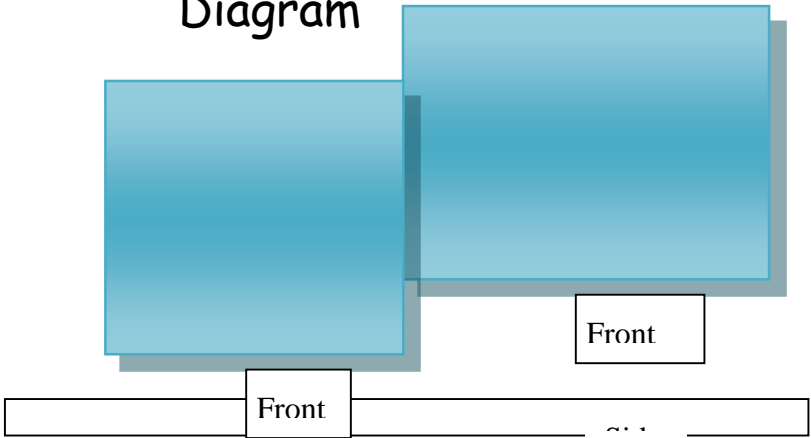
Student Signature _____ Parent Signature _____

White Parents please sign and return to Principal
 Yellow Parents please keep
 Pink Teacher please keep

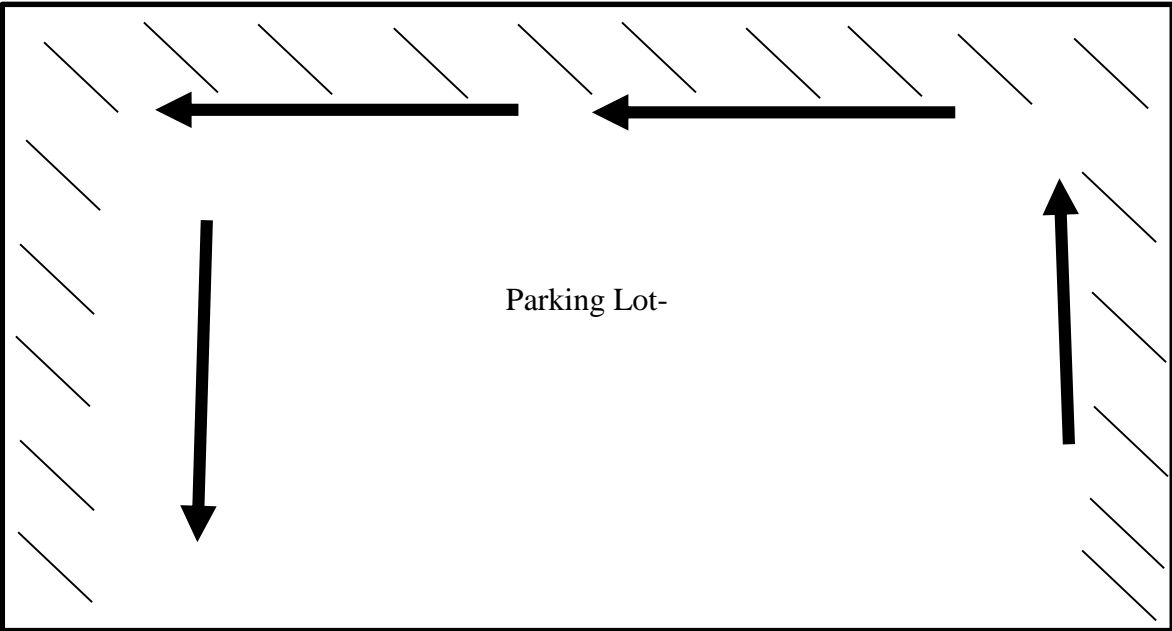
ETHEL BOYES ELEMENTARY

Student Pick- Up /Drop-Off Parking Lot Diagram

Playground



Field



Brentwood Drive