

# FAMILY HANDBOOK

## 2017-2018



**Ethel Boyes Elementary School**

1875 Brentwood Dr.

Idaho Falls, ID 83404

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

# Staff Assignments

Principal	-----	<b>Pauline Alessi</b>
Secretary	-----	<b>Roxana Flores</b>
Part-time Secretary	-----	<b>Julie Loftus</b>
Counselor	-----	<b>Marie Elser</b>
School Psychologist	-----	<b>Mary Ann Vineyard</b>
Speech/Language Pathologist	-----	<b>Kay Williams</b>
Librarian	-----	<b>Shannon Rood</b>
Custodian	-----	<b>Luis Vazquez</b>
Custodian Part-time	-----	<b>Adler Nelson</b>
P.E. Paraprofessional	-----	<b>Dianne Nichols</b>
Music Paraprofessional	-----	<b>Stephanie Serumgard</b>
Kindergarten	-----	<b>Cheyenne Shultz</b>
First Grade	-----	<b>Ruth Byron</b>
	-----	<b>Leslie Wilmes</b>
Second Grade	-----	<b>Kris Hansen</b>
	-----	<b>Carolyn Laney</b>
Third Grade	-----	<b>Christina Giannini</b>
	-----	<b>Becky Heiner</b>
Fourth Grade	-----	<b>Rae Lynn Baker</b>
	-----	<b>Marcy Hanson</b>
Fifth Grade	-----	<b>Kate Danielson</b>
	-----	<b>Kylie Dixon</b>
Sixth Grade	-----	<b>Morgan Hammon</b>
	-----	<b>Mark Hunsaker</b>
Early Childhood Special Education/ Developmental Preschool	-----	<b>Madison Mancini</b>
	-----	<b>Michelle Pierce</b>
Resource Room	-----	<b>Kassie Pfeiffer</b>
	-----	<b>Megan Gil</b>
DACC	-----	<b>Clairene Longhurst</b>
Instructional Coaches	-----	<b>Karrin Allen</b>
	-----	<b>Heather Rasmussen</b>
Interventionist	-----	<b>Kathy Johnson</b>

Title I Tutors	-----	Sara Brinton
	-----	Tiffany Brown
	-----	Nicole Killpack
	-----	Geraldine Mecham
	-----	Mireya Quiroga
	-----	Rachel Williams
Extended Day Kindergarten	-----	Chiane Williams
ELL Kindergarten/Title One	-----	Mireya Quiroga
ELL Tutor	-----	Veronica Sanchez
Special Education		
Paraprofessionals	-----	Emily Busch
	-----	Rebecca Capp
	-----	Wendy Chapman
	-----	Stephanie Haderlie
	-----	Cecilia Huerta
	-----	Candice Hurley
	-----	Kaye Melander
	-----	Lori Murdoch
	-----	Kelly Roberts
	-----	Carol Schuette
	-----	Theresa Suekel
	-----	Brittney Waid
Aide to the Deaf and Hard of Hearing	-----	Melanie Ford
Certified Occupational Therapy Asst.	-----	Diane Mecham
Classroom		
Paraprofessional	-----	Tracy Morgan

**Thank you for sharing your students with us. We embrace a growth mindset and care about student growth and learning. Please contact me if you have concerns, questions, ideas, or would like to visit. I feel honored to be the principal at Ethel Boyes.**

**Warmest Regards,**

**Pauline Alessi, Principal**



# PTO Board Members 2017-2018

President .....	Melissa Bristol .....	521-0543
Vice Presidents .....	Erin Ashenfelter ...	201-0749
Secretary .....	Kimberly Fitch.....	520-0383
Treasurer .....	Bethany Wright ....	206-9182
Historian/Yearbook .....	Becky Freeman .....	390-0782
Homecoming .....	Lori Murdoch .....	542-0653
Halloween Carnival.....	Cherish Saurey.....	313-7127
Room Parent Coordinator.....	Michelle Mitchell ...	403-3238
Teacher Appreciation.....	Onala Perkins.....	227-4770
Box Tops .....	Barbra Ashcroft ...	949-212-4487
Popcorn .....	Glenda Sant .....	529-5414
Field Day .....	Selena Fullmer .....	932-4008
FAME.....	Julie Nef .....	552-6440
Math Night .....	TBD .....	
Reading Night.....	TBD .....	
Donuts with Dad.....	TBD .....	
Muffins with Mom .....	TBD .....	
Book Fair.....	Mary Klinger.....	403-7415

## 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.....	8:30 -8:55 a.m.
Supervision on Playground begins.....	8:40 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.
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.....	1:45 - 2:00 p.m.
Grades 4-6 (Tuesday-Friday).....	10:45-11:00 a.m.

## Lunch

1 <sup>st</sup> Grade.....	11:30 - 12:00
2 <sup>nd</sup> Grade.....	11:40 - 12:10
3 <sup>rd</sup> Grade.....	11:50 - 12:20
4 <sup>th</sup> Grade.....	12:00 - 12:30
5 <sup>th</sup> Grade.....	12:10 - 12:40
6 <sup>th</sup> 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.....	11:20-2:00 p.m.

# Food Services

## Breakfast Prices

Elementary \$1.95

Adult \$2.65

Milk \$0.40

## Lunch Prices

Elementary \$2.50

Adult \$3.85

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 9:20 to order lunches or send a note with your child. We do not keep change on hand, so please have exact change or a check to pay for your lunch.
- **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.
- If your student is going to be late and will be having hot lunch, please call the school by **9:20** with your student's choice. Ethel Boyes is a satellite school, so we order our lunches from another site. We need an accurate count every morning. Students are not allowed to change their order after the order has been placed at 9:20.
- **Milk is \$.40.** If you bring a cold lunch and would like to purchase a milk, you must bring milk money with you or have money on your account. Milk is only included with the hot lunch. Students are **not allowed** to charge milk.
- **If your students were receiving free or reduced meals last school year** or you feel you qualify this school year, you need to fill out an application at the beginning of the school year. The forms are new this year and must be filled out completely and signed or they will be returned to us. You may also fill out the application out on line at **[freereduced.d91.k12.id.us](http://freereduced.d91.k12.id.us)**



# Mission Statements



## Our Vision and Goals

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



### **ETHEL BOYES**

Ethel Boyes community  
*Inspires* growing minds by  
*Embracing* challenges,  
*Celebrating* effort, and  
*Believing* in success.

# 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](mailto: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> .

## 😊 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/Visitor Pass Stickers

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, scooters or wearing Roller Blades to school should walk their wheels 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. Interruption to the school program should be kept to a minimum.
3. **Students may 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](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. Students do not take cell phones to recess, the bathroom, or on the playground. Teachers may request students put their cell phones in their backpacks until the end of the school day.

## 😊 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 the second week of April and is due to the Principal by the date indicated on the form. **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. A penguin is posted on the door on days it is too cold to be outside. Students are to enter the building when the penguin is posted.

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.**

## 😊 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 Idaho Core Standards 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.**

## 😊 DISCIPLINE

Board policy is followed. An emphasis is on preventative positive measures through school wide expectations and positive behavior supports.

For further information, refer to board policy 1005 <http://www.d91.k12.id.us/board/policy/1000.pdf>

A copy of our Discipline Referral Form is in the appendix.

## 😊 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.**
- Midriffs must be covered. Shredded leg jeans may be worn with leggings underneath.
- Shoes should be appropriate for P.E. and the playground (students may bring P.E. shoes and change if desired). Students are encouraged to wear shoes that attach to their with buckles or ties to promote ease when running, climbing, and playing.

## CLOTHING TO AVOID AT SCHOOL

- T-shirts or other clothing with inappropriate messages including alcohol, tobacco, drugs, violence etc.
- Short shorts or skirts.
- Camisole tops 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)
- Flip-flops

## 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, phone/watches, Apple watches etc.)
- Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, PSP, 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 1<sup>st</sup> 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.

## **FAMILY ENGAGEMENT TEAM**

Ethel Boyes Family Engagement Team will meet monthly. The group will consist of parents and staff working on the goal to coordinate and plan activities and provide resources for all Ethel Boyes families to boost student and family learning.

### 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.

### 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. Samantha Zollinger is the district homeless liaison.

## 😊 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. Parent purchase of certain supply items such as pencils, paper, crayons and other supplies according to the needs of particular grades is appreciated. A current supply list can be found on our school website, or can be picked up in the office.

## 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. A Lockdown drill is completed one or two times per school year. <http://www.d91.k12.id.us/board/policy/400.pdf>

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

**Off-Site Evacuation:** The off-site evacuation sites for Ethel Boyes students are #1 Eagle Rock Middle School and #2 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 text wire alerts to parents with instructions. Parents may visit District 91's homepage at [www.ifschools.org](http://www.ifschools.org) to sign up for text wire 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 Access 2.0 assessment for a LEP program (ELL kindergarten, Newcomer's Center, ELL tutor), they may be invited to participate in the appropriate program.

### **MUSIC and ART**

Students will have a full year of music and art 30 minutes weekly provided by district personnel.

### **PACE (Gifted and Talented Program)**

PACE is available for qualifying students in grades 3, 4, 5, and 6. All qualifying students will attend on *Tuesday*. PACE students **will usually 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 Thursdays. Please be sure your children are wearing appropriate footwear on their P.E. day. Injuries may occur if inappropriate footwear such as sandals or snow boots 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.

<b>Common Area</b>	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
Cafeteria	<ul style="list-style-type: none"> <li>*Stay seated</li> <li>*Sit with feet on floor, bottom on bench</li> <li>*Walk in and out of cafeteria</li> <li>*Keep playground equipment in lunch tubs</li> <li>*Eat your own food and don't share</li> <li>*Keep your hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Bring your coat and other materials with you to lunch</li> <li>*Clean up after yourself</li> <li>*Be careful dumping trays</li> <li>*Wait in the appointed area to sit down</li> <li>*Sit in assigned area</li> <li>*Wait to be excused</li> <li>*Go directly outside to the playground</li> <li>*Do not return to class without permission</li> </ul>	<ul style="list-style-type: none"> <li>*Keep your hands, feet and other objects to yourself</li> <li>*Use good table manners</li> <li>*Use a quiet voice</li> <li>*Listen and obey adults</li> </ul>
Arrival and Dismissal (teachers are expected pick their students up in the morning and after recess and lunch.)	<ul style="list-style-type: none"> <li>*While on school grounds, walk bikes, scooters, and skateboards</li> <li>*Go straight to the playground when you arrive</li> <li>*When crossing at the CROSSWALK look both ways</li> <li>*Tell your parents they must use the drop off zone</li> <li>*Use sidewalks - don't walk through parking lots</li> <li>*Do not walk between cars</li> </ul>	<ul style="list-style-type: none"> <li>*Arrive on time</li> <li>*Line up when bell rings and wait for your teacher to pick you up</li> <li>*If you come late, stop at the office to check in before going to class</li> <li>*Go right home after school</li> <li>*Can't play on the playground until 4:00 p.m.</li> <li>*Take your backpack and homework home each day</li> <li>*Report problems to the playground duty or your teacher</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and other objects to yourself</li> <li>*Respect the property of others</li> <li>*Follow adult directions</li> <li>*Use nice, friendly language</li> <li>*Don't intentionally leave students out when playing</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>*Keep feet on the floor</li> <li>*Keep water and soap in the sink</li> <li>*Wash hands with soap and water</li> <li>*Keep entry clear</li> </ul>	<ul style="list-style-type: none"> <li>*Check out before you leave your class</li> <li>*Go and return to class QUICKLY</li> <li>*Go empty handed</li> <li>*Don't play, use loud voices or visit</li> <li>*KEEP IT CLEAN</li> <li>*Put towels in garbage</li> <li>*Flush toilets</li> <li>*Use proper amount of toilet paper, paper towels and soap (just what you need to get the job done)</li> <li>*Report IMMEDIATELY anything that is inappropriate (People playing, messes)</li> </ul>	<ul style="list-style-type: none"> <li>*Use quiet voices</li> <li>*Give people privacy</li> <li>*Wait quietly for your turn</li> <li>*Treat the equipment with care</li> <li>*Follow adult directions</li> </ul>

Hallway Expectations	*Walk *Face Forward *With class or in a group, walk in a line	*Walk directly to and from area to area *Go only where you have permission	*Be silent *Keep hands feet and other objects to yourself *Follow adult directions *Be silent
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## SCHOOLWIDE Recognition

A "Super Power Spotlight Student" from each class will be selected by the teacher to eat lunch with the principal on Mondays. Students will bring a certificate home to celebrate why they were selected. Parents will be called and "Super Power Spotlight Students" will be asked to bring a drink on Monday to enjoy with Pizza. Teachers will also recognize students through the use of Bulldog tickets.

## TARDIES

Tardiness 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 tardiness. 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-3<sup>rd</sup>: IRI (Fall- Aug 21 - Sept 29, Winter Jan. 2-Feb. 28, Spring April 16- May 18)
- 1<sup>st</sup> - 6<sup>th</sup>: STAR Reading & Math (Sept. 5-Sept. 20; Nov. 2-Nov. 17; Feb. 1-Feb. 16; April 16-May 1)
- 3<sup>rd</sup> - 6<sup>th</sup>: ISAT 2.0 (Mar. 19-May 18)
- Direct Writing Assessment grades 2-6 once per semester

## **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.

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

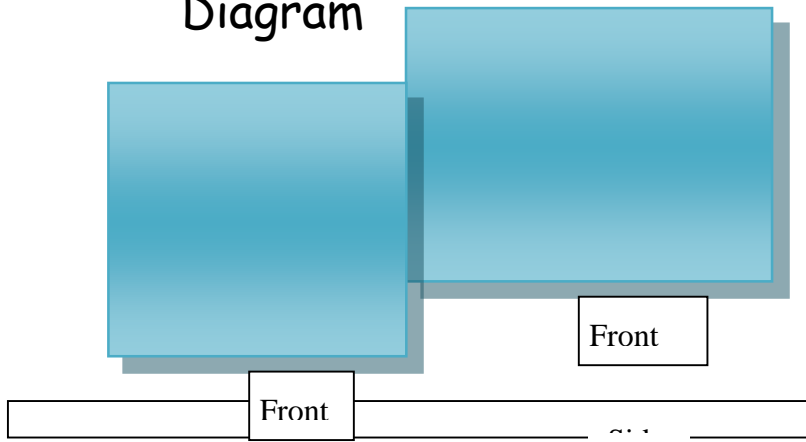
Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

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

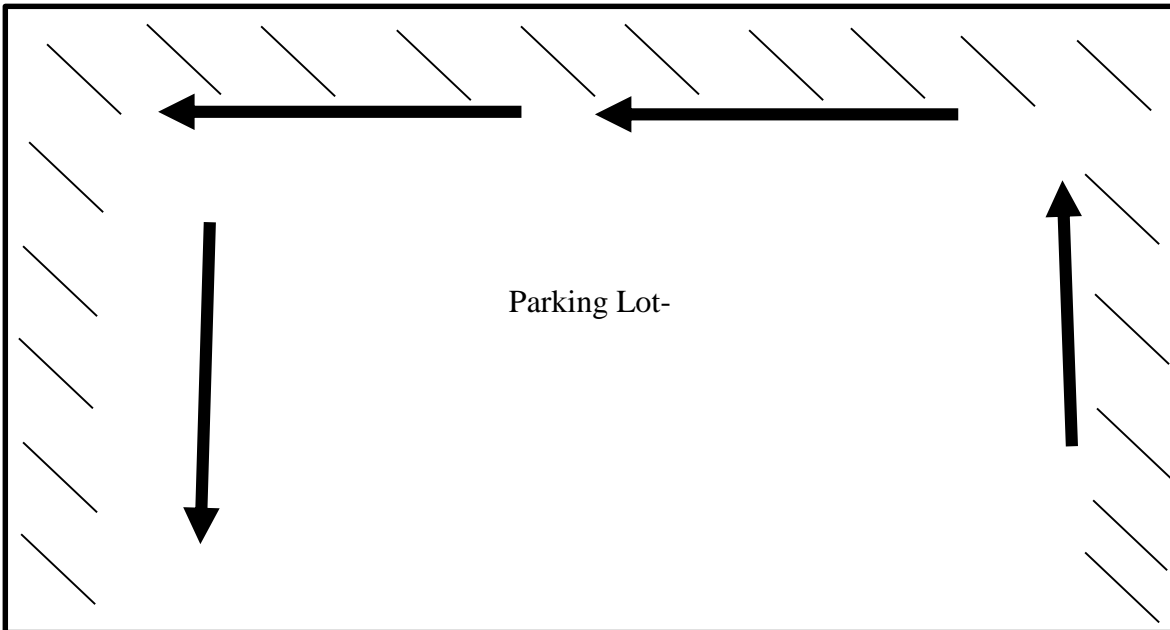
# ETHEL BOYES ELEMENTARY

## Student Pick-Up / Drop-Off Parking Lot Diagram

Playground



Field



Brentwood Drive