

**2018/19 Coeur d'Alene School District/Borah Elementary
Parent-Student Handbook Agreement**

A link for the Student Handbook can be found on the Borah Website (www.cdaschools.org/borah) under Quick Links. Please let us know if you need a hard copy.

The following important policies and procedures are guidelines developed to insure the safety and welfare of students. They are listed on the school or district Parent-Student Handbook.

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|--------------------------------|------------------------|--------------------------------|
| ~Attendance/Tardy Policy | ~Student Dress Code | ~Field Trips |
| ~Student Directory Information | ~Student Injury Policy | ~Drug/Alcohol/Tobacco Policy |
| ~Student Conduct | ~Weapons Policy | ~Building and Playground Rules |
| ~Medication Administration | ~Library Check in/out | |

I have read and understand the Coeur d'Alene School District/Borah Elementary statements regarding the policies listed. Student Initials _____ Parent Initials _____

We, the undersigned, have read and agree to uphold school and district policies and procedures as presented in the Student Handbook.

Parent or Guardian Signature

Student Signature

Date

Teacher Name

PLEASE RETURN TO YOUR CHILD'S TEACHER AT BORAH ELEMENTARY



Borah
Elementary School
Student and Parent
Handbook
2018/2019

Table of Contents

Principal's Message	3
Staff Contact Information	4
School Schedule	5
Borah Motto	6
Theory of Action	6
Parent Teacher Organization	7
Tardy Policy	8
Bell Times and Drop-off/Pick-up	8
General School Expectations	8-11
Library Policies	11-12
Discipline Procedures	12-13
Positive Student Recognition	13
Field/Activity Trips	13
Parent/Teacher Conferences	13
On-Site Childcare	13
Cold Weather/Snow Days	13
Skyward Student Management Systems	14
Lost and Found	14

Principal's Message

Dear Borah Families,

The 2018-2019 school year is upon us, and I would like to welcome you to Borah Elementary School! I am looking forward to seeing all your smiling faces, and hearing about your summer vacation stories. And I know, first hand, that our staff is as eager as I am to see each of you.

Over the summer, our teachers and administrators embarked on a professional learning journey to explore and develop our abilities to create exciting learning for our students--both in school, and *beyond* our school--in the great community where we live. This year we will be designing learning that expands our Borah classrooms beyond the walls of the school to our community, where students will take field trips, explore, research, question, solve problems, and be inspired to be lifelong learners. Real-life learning experiences will help our Borah students realize that they can make a difference in our community. I hope you'll join me in encouraging our students to become involved in our Coeur d'Alene community as enthusiastic citizens and learners.

Were you able to participate in the CDA Reads program this summer? I was delighted to see our students' faces light up when they read to adults and middle school children, and when they selected books to take home. What a wonderful way to encourage a healthy reading life while spending time in our great community!

I was also able to read for leisure this summer and I stumbled across a wonderful app you should check out if you haven't. One of our amazing teachers recommended it to me and I am hooked. It is called "*Libby*." This free app allows you to connect to our community "*Cooperative Information Network*," which is our local library to check out e-books and audio-books for free. I couldn't help thinking how I wish had access to it when my children were young and I was reading to them. The Libby app offers endless options for good reading, and you don't have to leave home to share the love of reading with your children. When I see you at our Back-to-School night or Open House, I would love to hear if you are using it.

As your principal, I will work hard to make sure Borah is a safe, positive learning environment for our students where they are happy to be a Borah Lion! I look forward to continuing and strengthening our community partnerships, working with our families, and supporting our dynamic team. I will work tirelessly to help all of our students be successful and reach their goals. Please reach out to me if you have questions, suggestions, or want to share a story. I believe it takes a village to raise our children and I am blessed to be part of our Borah community!

Sincerely,

Kristina Davenport, Principal

Staff Contact Information

Office Staff

Kristina Davenport	kdavenport@cdaschools.org
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Kindergarten

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1st Grade

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2nd Grade

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3rd Grade

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4th Grade

Michele Rutherford	mrutherford@cdaschools.org
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5th Grade

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Linley Devlin	ldevlin@cdaschools.org

ALP

Teresa Armstrong	tarmstrong@cdaschools.org
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Non grade specific assignments:

Title 1:	Jessica Sweet	jsweet@cdaschools.org
Special Ed:	Denni Hardy	dhardy@cdaschools.org
	Murray Hughes	mhughes@cdaschools.org
Music:	Tami Vandegrift	tvandegrift@cdaschools.org
PE:	Marla Nixon	mnixon@cdaschools.org
Art:	Mia Portue	mportue@cdaschools.org
	Vern Harvey	vharvey@cdaschools.org
Librarian:	Alexis Barlow	abarlow@cdaschools.org

School Schedule

8:45 Tue-Fri (9:45 Mon.) Entry Bell
9:00 Tue-Fri (10:00 Mon.) Tardy Bell

Lunch

12:25-1:05 Kindergarten
12:15-12:35 First Grade
11:40-12:20 Second Grade
11:55-12:35 Third Grade
12:05-12:45 Fourth Grade
11:35-12:15 Fifth Grade

1:55 p.m. recess (4th and 5th)
11:05/2:00 p.m. recess (Kindergarten)
2:20 p.m. recess (1st)
2:30 p.m. recess (2nd and 3rd)

3:30 Dismissal

Borah Motto

Borah, a place where every story matters.

Borah Elementary Theory of Action

At Borah Elementary we believe all student's and family's stories matter. As educators, we view student learning and social/emotional growth as our primary work. We believe we approach this awesome task with professional knowledge, respect for the students and families we serve, enthusiasm, and perseverance. We also recognize that we need to be learners as well because each student is unique in ability and outlook.

Powerfully supporting student academic growth is a strong and comprehensive plan to address social and emotional needs. Research indicates that students will learn best in an environment that is safe, comfortable, supportive, and challenging. Creating this atmosphere requires school leadership, supportive parents, and student cooperation. Without all three working in harmony, student learning suffers.

As a staff, we believe in Restorative Practices and SWPBIS (School-Wide Positive Behavior Intervention and Supports). A critical component of SWPBIS includes the identification of desired expectations for all students and staff. At Borah, we have identified ROAR (Really Kind, Optimistic, Always Safe, and Responsible) characteristics as our expectations for all. From those, all school rules and expected behaviors begin. These encourage positive student interactions and behavior.

Similar to classroom content, Borah staff is expected to teach all school, classroom, and common area (lunchroom, playground, restroom) expectations. Prevention rather than punishment is the goal of this instruction. Finally, just like content area teaching, these expectations must be reviewed throughout the school year, and for some students, interventions and a system of support will be required.

Borah Elementary is a great place to learn because it is a safe and supportive atmosphere. Thank you for your help and support of the students we serve.

Borah Elementary Parent Teacher Organization (PTO)

The Borah PTO is a small group of dedicated parents and teachers. We work together to provide for the needs of our children while they attend Borah. We fund events such as class projects, field trips, the school library, classroom technology, PE equipment, art & music supplies, 5th grade rockets, the spelling bee, OREOS reading incentive program, and assemblies where students experience opera, puppetry, music, and science. We help provide for things that the school and school district cannot fund. You could say....we help make school FUN!

The PTO is your opportunity to be involved in your child's education and school life. Whether you can come to meetings, volunteer for specific events, help procure donations, or collect box tops & soup labels, WE NEED YOU!

If you have any questions, feel free to contact them via email at ***borahpto@gmail.com***

Tardy Policy

Students at Borah Elementary will be rewarded for excellent attendance. Students not accumulating any tardies or unexcused absences per quarter will be encouraged to attend extracurricular opportunities. Students receiving more than 3 (combined) tardies or unexcused absences per quarter will be given extra time with their teacher to make up missed work.

Definition of tardy: Borah Elementary School starts at 10:00 a.m. on Monday and 9:00 a.m. on Tuesday – Friday. A student is considered tardy if he or she arrives after 10:00 a.m. on Mondays or after 9:00 a.m. Tuesday – Friday.

Leaving Early/Arriving Late:

If a child must leave early during the school day, the parent must stop by the office to sign him/her out. We will have your child meet you at the office. For your child's safety we will not release any student to anyone other than parents or legal guardians without permission from parents. Students who are tardy or are returning to school from an appointment must check in at the office.

Coming too early/staying too late

To ensure the safety of all children, any child who arrives at school 45 minutes before or who has been left at the school after **15** minutes will be taken to the "School Plus" site. *Parents will be charged for this service*

BELL TIMES AND DROP-OFF/PICK-UP

1. Students should arrive no earlier than 9:45 a.m. on Mondays and 8:45 a.m. Tuesday - Friday, unless they are eating breakfast. Breakfast begins at 9:30 a.m. on Mondays and 8:30 a.m. Tuesday-Friday; students may enter through the front entrance for breakfast. Please be sure to complete a Free-and-Reduced Meals Application.
2. Please use the correct loading/unloading location on the south side of the school (McFarland Avenue). The front office is a "no pick-up/drop-off zone." Thank you for helping keep our students safe.
3. Bus pick-up and drop-off is on the north side of the building; please do not use the bus loop for pick-up/drop-off.

GENERAL SCHOOL EXPECTATIONS

We are proud of our school and want each student to be happy and safe while they are here. We have developed these rules to meet this goal. We expect students to follow the rules and procedures in order to keep students and staff safe. Policies listed below may be subject to change due to current School Board policy review.

1. Maintain cleanliness in the building and the school grounds. Take pride in keeping your school clean.
2. Leave dangerous objects at home, including weapons of any kind. Students bringing dangerous weapons are subject to suspension and/or expulsion.
3. Use acceptable language and gestures when communicating with staff, visitors, and other students.
4. Report accidents and concerns to a staff member or adult.
5. Remain in assigned areas unless given permission from the supervisor/teacher. Students must use a pass to leave an assigned area.
6. Please leave gum, toys, hats (including headbands with ears), and electronics at home.
7. Respect other people's property.
8. Keep hands and feet to yourself.

9. Recesses are always held outside, unless the weather is severe. Please dress appropriately for any type of weather.
10. Cellphones shall remain off and stored in student's backpack during school hours. Apple watches must have communication settings turned off.
11. Electronic toys are not allowed at school. This includes items such as tablets, ipads, gaming systems, etc. The school (district) is not responsible for lost items.

HALLS

1. Please walk quietly when traveling in the hallways. Learning is taking place in other classrooms.
2. Walk along the right side of the hall.
3. Do not loiter (wander or stand around) or play in the halls.
4. Please carry items appropriately.
5. Be sure to have a hall pass if unaccompanied by an adult.

RESTROOMS

1. Use the restrooms for their intended purpose and do not loiter (wander or stand around).
2. Respect the privacy of other students while using the restroom.
3. Please keep the restrooms clean and neat.
4. Wash hands with soap and water.
5. Discard paper towels in the garbage can.
6. Use zero voice level.
7. Be sure to have a restroom pass.

DRINKING FOUNTAIN

1. Stay at least an arm's length behind the person in front of you until it is your turn.
2. Do not shove or push those getting a drink.

OFFICE

1. Students may come to the office window for assistance with a pass. Please receive approval from office personnel before entering the office.
2. Please use quiet voice levels in and around the office. Office personnel could be on the phone or assisting visitors.

LUNCHROOM

1. Line up in the hallway outside of the cafeteria before going through the lunch line.
2. Sit at your designated table and remain seated while eating.
3. Students are expected to eat a couple of bites of each item on their tray. Students may not be dismissed to recess until this expectation has been met.
4. Talk quietly while in the lunchroom.
5. Use polite table manners.
6. Please raise your hand to be dismissed by a staff supervisor.
7. Please clean your entire area before you leave. Pick up personal items on the floor and table areas.
8. Please stack empty trays neatly on the designated table.
9. Please do not take food in the hallways.
10. Bringing sodas and high energy drinks to school is highly discouraged.

ASSEMBLY

1. Walk quietly into the assembly area so you will be able to hear directions.
2. Show respect by listening with your “whole body.”
3. When the presenter is ready to begin, immediately pay attention to him/her.
4. When it is appropriate, speak in a soft voice.

GYMNASIUM

1. Use fitness equipment in the designated area under the supervision of a teacher.
2. Please walk in the gymnasium, unless part of a supervised activity.
3. ***Sit on bleachers when they are **only in the open position**. Damage may be caused to bleachers by sitting on them in the closed position.
4. Students must be under the supervision of an adult at all times.

PLAYGROUND

1. The playground is within the fenced area and in front of the baseball backstops.
2. Make sure the playground supervisor person can see you at all times.
3. Use and share playground equipment safely and return it to the equipment shed when finished.
4. Jump ropes are for jumping only.
5. Keep rocks, snow, and other projectiles on the ground.
6. Stay out of mud puddles, standing water and dangerous icy areas on the playground.
7. Line up in your assigned area as soon as the bell rings or the playground supervisor blows the whistle.
8. Playground balls are not to be bounced off the school walls (with the exception of the gym wall) or onto the roof.
9. Hold playground equipment in your hands when in line.
10. Primary students are permitted to play only in their designated area (playground nearest the K-1 classrooms and the tall, blue climbing structure).
11. Intermediate students are permitted to play only in their designated area (basketball courts out to the baseball backstops).

TIRE SWING

1. Swing back and forth while seated.
2. Please do not jump out or off the swing while in motion.
3. Stay clear of students on swings.
4. Count to 100 and then safely exit to allow others a turn.

SLIDE

1. Slide seated, facing forward.
2. One person at the top of the slide at a time.
3. One person on the slide with no interference from people on sides or bottom of the slide.
4. Please do not swing from the top bar of the slide.
5. Please refrain from climbing, walking, etc. up or down the slide.

MONKEY BARS

1. One person on the equipment at a time.
2. Move hand over hand.
3. Please refrain from climbing on top of the bars.

BIG TOY PLAY AREA (PRIMARY AREA)

1. Keep the slide entrance and exit areas open for students to safely enter and exit the slides.
2. Tag games are to be played on the grass.

BALL GAMES

1. The P.E. teacher will teach students the two-square, four-square, and kickball rules.
2. Football is to be played only on the grass.
3. Absolutely no tackle football is allowed.

PICNIC TABLES

1. The tables are for students wishing to sit and converse.
2. No walking, jumping, or standing on the tables.

Library Check-Out and Overdue Policy

Library Classes: **Students visit the library with their class weekly, where they may check out one to three books at a time, depending on their grade and their teacher's instructions. They may also return and check out books during open library.**

Check out period: Books are checked out for one week at a time.

Renewal: If student is still reading at the end of a week, they may renew by bringing the book to the library to check out again, as many times as needed.

Care of books: Please help your child select a safe, dry place to keep their library books at home. It's a good idea to put them in the same place, away from areas where food & drink, pets, and toddlers could cause damage, and where they can be located quickly. Some choose to keep their books in their backpack in a high and secure place. Keeping the book in a plastic bag inside the backpack is a good idea during wet weather.

Overdue books: Notices are sent home weekly for books that are past due by more than one library class visit. (For example, if Johnny just forgot today was library day and his books are due now, he would not receive a notice. However, if his books were due the last time he came to the library, he would receive a notice.)

Because so many books are lost during major holiday breaks, library books will be due at Thanksgiving, Christmas, and Spring break. At the end of the year, all books will be due before Memorial Day.

At the end of each quarter, overdue bills are sent home with the report cards.

Damaged books: Sometimes accidents happen. If a book is damaged, please be responsible and return what is left to the librarian. She will determine if it needs to be replaced, or if it can be repaired, and assess the appropriate fines. (Fines will not be assessed for the kinds of damage due to normal wear and tear.)

Lost books: Any books past due in the previous quarter will be considered lost. To clear up a lost book, students must return, replace, or pay for the book. Most paperback books are \$5 to \$15. Most hardcover books are \$10 to \$50. If the book cannot be located and payment is a financial hardship, a lost book may be replaced with a different book that is in good condition and of comparable value OR arrangements may be made for the student to spend free time working in the library or school.

Consequences for Lost Books: When a book is lost, the librarian, teacher, and/or principal may conference to agree upon the best course of action to help the student clear their record, taking into account the student's past track record, age & ability of the student, the cost of the book, possible family support at home, and needed jobs in the school. This may include calls to parents, working at a library or school job, loss of privileges such as recesses, special events, assemblies, field trips, book fair, or other courses of action.

In addition, if a student loses two books during a school year, they will be asked to KEEP THEIR BOOKS AT SCHOOL until the lost books are cleared.

DISCIPLINE PROCEDURES SUMMARY

- ◆ “Teach to” expected behavior.
- ◆ Use of 1,2,3 Magic
At Borah Elementary, we are working to create a safe learning environment for each student. Our school environment is built on trusting relationships, rigorous and consistent expectations, and shared responsibility. We spend meaningful time during morning meetings, celebrations, interactions, and applicable curriculum activities building this safe environment. Every member of our school community is expected to live and enforce these expectations daily. At Borah we use a discipline method called 1-2-3-Magic. This method has been used in many schools since it was successfully introduced in 1984 by Dr. Thomas Phelan, a clinical psychologist. This method incorporates specific, gentle techniques to stop undesirable behavior, as well as encourage positive changes. We all know that the number one priority during our school day is instruction and when 1-2-3 Magic has been introduced in classrooms, the teachers are able to spend the majority of their energy teaching. The simple 1-2-3 method involves counting, with a brief time-out and time for the student to complete a reflection form if the teacher counts to 3 before the inappropriate behavior stops.
- ◆ Give a “prompt” as a reminder when a student does not comply with expected behavior. This may include losing points in their classroom “point system”.
- ◆ Conference with a student whose behavior continues to be disruptive or inappropriate. Students may also be asked to write a letter to their parents regarding their behavior.
- ◆ If a student continues in non-compliance or defiance, they will be sent to the office to call their parents or to conference with an administrator.
- ◆ Students may also be asked to visit the intervention room. This room will be staffed with a full-time Behavior Support Assistant (BSA). Uses of the room may include:
 - interventions for individuals or small groups
 - a placement for students needing alternative recess
 - sensory room
 - time for students to reflect
- ◆ Serious or repeated disruptive, defiant, or dangerous behavior may result in a student being sent home or receiving in-school or out-of-school suspension.

Positive Student Recognition

We are also encouraging good behavior and positive reinforcement with ROAR which stands for Really Kind, Optimistic, Always Safe, and Responsible. This combination is remarkably helpful especially because it allows the student to continue with his/her work with minimal interruption to the learning environment.

- Students may earn ROAR cards for positive behaviors.
- There will be a weekly drawing from each class and the students whose names are drawn will be able to select from various small prizes or choose one of many activities with a Borah staff member.

FIELD/ACTIVITY TRIPS

During the school year, teachers will schedule field trips to take students on educational experiences outside of the school. Parents will be notified of these field trips as they are scheduled by a written notice requesting parents' permission. School district personnel will take all normal precautions to ensure student safety on all field and activity trips.

Parent/Teacher Conferences

Please feel free to contact your child's teacher any time. If you have any concerns, please call and schedule a time to talk with your child's teacher. There are two regularly scheduled Parent/Teacher Conferences during the school year. Conferences usually occur near the end of November and March of each year. You will receive specific information from your child's teacher. Time may be set aside for evening conferences.

On-Site Childcare

School Plus is an on-site childcare program and is available before and after school for students. The adult-supervised program begins at 6:45 a.m. and is also available after school from 3:15 to 6:00 p.m. A kindergarten School Plus program runs all day at selected sites. School Plus is a self-supporting program through fees paid for by parents, not from district revenue. For information regarding fees and registration, please contact the School Plus office at 769-0700 or visit cdaschools.org under the *For Parents* heading. Parents can now pay for their childcare online through Family Access.

Cold Weather/Snow Days

Please prepare your child for current weather/temperature conditions. If a child is well enough to come to school, they are well enough to go outside. Notes requesting a student stay in at recess will not be accepted unless special arrangements have been made with the principal. Some winters result in canceling school due to weather conditions. Please tune in to radio (KVNI-1080 AM), your local TV stations KREM-2, KXLY-4 or KHQ-6, social media or the district website cdaschools.org for closure information. If school sponsored events are scheduled on an emergency closure day, all events are canceled.

Skyward Student Management System

The Coeur d'Alene School District has implemented the Skyward Student Management System. One feature is Family Access which provides parents or guardians with access to real-time student information. Parents are able to check grades, monitor attendance, and email teachers. Another feature is the message center which allows teachers and administrators to post information to notify parents about their child, school, or upcoming events. Allows parent/guardian to access student information electronically. Follow your student's attendance, grades, fee management, etc. all on-line. **Family Access** is also where you sign up for and select options for emergency notifications through Skylert.

.Lost and Found

The Lost and Found items will be located near the gym. Please have your child check this area frequently for missing items.