

**2016/17 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 Borah News. 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 below and found in detail in the pages of the Borah Elementary 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

2016/2017

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BORAH ELEMENTARY SCHOOL

Principal: Rick Kline rkline@cdaschools.org

632 Borah Avenue • Coeur d'Alene, ID 83814

PHONE (208) 664-5844 • FAX (208) 769-0725

Dear Parent/Family Member,

I take great pride and joy in welcoming you to the 2016-17 school year. It is exciting to be part of a community of great students, parents, and teachers at Borah Elementary!

Borah Elementary prides itself in being a “Community of Learners” where our students, parents, and staff look for opportunities to be learners in our daily lives. We are committed to high academic expectations, mutual respect, and social responsibility.

The staff at Borah has high expectations for all of our students. We have even higher expectations for ourselves. This year we will continue to dedicate our focus on improving student learning for **all** of our students. We will continue to work hard as our staff collaborates to discuss the strategies that they will implement in their classrooms to meet the needs of our students. We will improve student learning through improved instruction of aligned curriculum which is guided by data collection and assessment. We have intervention plans in place for students who struggle in certain areas as well as being committed to finding each student’s skill level and taking them forward in their learning.

Please read the Borah Elementary Handbook of Rules and Expectations and review with your child. We hope that this will assist in explaining our program and answer questions you may have about our procedures.

Your child’s learning is too important for us not to be concerned with their behavior. Our program is a strong, proactive/positive approach to discipline that emphasizes care and nurturing for all students founded on the principles of defining expectations, positive interactions, modeling, and a high degree of staff involvement.

As the site administrator, I believe that in order to be successful, we need to partner with you, the families of our students. We need your support as we ask students to practice reading, writing, and mathematics at home. Throughout the year, I will continue to meet and talk with many of you, as well as to learn about your children and family.

Please provide the school with current home and work telephone numbers so that we may reach you when necessary. If there is anything I can do to help or provide answers to questions you may have, please let me know.

We appreciate your continued support. We invite you to visit Borah to be a part of our programs and activities, and to become a part of our “Community of Learners”. Thank you for sharing your children with us. They are the reason that we are here.

Respectfully,
Rick Kline, Principal
Borah Elementary

School Schedule

8:55 (9:55 Mon.) Entry Bell

9:00 (10:00 Mon.) Tardy Bell

Lunch

12:25-12:40 Kindergarten

12:15-12:30 First Grade

11:40-11:55 Second Grade

11:55-12:10 Third Grade

12:05-12:20 Fourth Grade

11:35-11:50 Fifth Grade

2:10 p.m. recess (primary)

1:55 p.m. recess (intermediate)

3:30 Dismissal

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 Michelle - email at ***borahpto@yahoo.com***.

District Policies

Nondiscrimination

(Policy 3280) The Coeur d'Alene School District complies with all applicable laws and does not discriminate on the basis of race, color, religion, sex, national origin, age (40 or older), genetic information, veteran status or disability in any educational programs or activities receiving federal financial assistance or in employment practices. The District provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance with this nondiscrimination policy may be directed to the Director of Special Services or Director of Human Resources at the District Administrative Center, 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho 83814-2472, (208) 664-8241.

Special Education/Services

Under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, The Coeur d'Alene School District is prohibited from discriminating against students on the basis of a disability. Our schools provide a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The district ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services. Due process rights will be enforced.

(Policy 4150) This district makes a good faith effort to provide reasonable accommodations for persons with disabilities, whether they are employees or non-employees. The district is also required to provide reasonable accommodations for persons with disabilities who wish to attend district-sponsored meetings. Requested accommodations should be submitted at least three working days prior to the meeting.

Pursuant to Idaho Code 92-318, notice is hereby given that the Title IX (equal opportunity for activities) Officer for the Coeur d'Alene School District is the Human Resource Director for the district. Inquiries, complaints and information regarding Title IX should be directed to the Title IX Officer at 1400 N. Northwood Center Ct., Coeur d'Alene, ID 83814.

Enrollment

(Policy 512/3001) Prior to admission of a student, the parent/guardian is required to provide the following three (3) items:

1. Proof of residency (i.e. utility bill, lease agreement with current address); Verification of residency is required annually.
2. Up-to-date immunization records (Idaho state law states that children will not be permitted into school until their immunizations are current or parents have signed an exemption form)
3. Original state certified birth certificate (valid passport or notarized affidavit accepted). You have 30 days from the date the child enrolls to provide the birth certificate or we must report the failure to obtain a birth certificate to the Kootenai County Sheriff's Office.

Attendance

(Policy 522/3040) Regular attendance is essential for learning. This responsibility rests with the student and with the parent or guardian, and is basic in order to meet the instructional goals of District 271 and the Compulsory School Attendance Laws of the State of Idaho. The following procedures have been taken from policy 522/3040:

Absences and Excuses Procedures

1. A student who is absent 10 or more days during a grading period may be referred to the Board of Trustees for determination as a habitual truant.
2. To ensure the safety of the student, it is required that parents/legal guardian contact/communicate to the school regarding each day or portion thereof that their child is absent;
3. If a student is to be out of school for an approved extended absence, it is the parent's/guardian's responsibility to make arrangements for assignments with the teacher prior to such absence, understanding that many assignments can only be made up after returning to school. In all absentee cases, class assignments must be completed within the specified time frame for the student to receive credit.
4. Inadequate and unacceptable academic progress due to absences may result in loss of credit and/or retention in the current grade, if appropriate to that particular student;
5. Excused absences are those which are verified by the parent/legal guardian or school official and should be verified before the absence or within 2 school days after the absence.
6. Documented notifications will be sent to parents from the school when a child has accrued 4, 7 and 10 absences in a grading period.

Unexcused Absence is defined as a student:

1. Absent without the knowledge and consent of parent/legal guardian, or
2. Absent from school after once arriving on the campus, and without knowledge and consent of the school.

Repeated unexcused absences may be cause for disciplinary action, suspension, expulsion or referral to the Board of Trustees for determination as a habitual truant. An unexcused absence results if the following occur, but is not limited to any one listed below:

1. Leaves school without signing out in the office.
2. Is absent from school without prior permission of parents/legal guardian.
3. Is absent from class without permission.
4. Obtains a pass to go to certain place and does not report there.
5. Becomes ill and goes home or stays in the restroom instead of reporting to the office.
6. Has permission to walk home for lunch, becomes ill and remains there without having a parent/legal guardian call.
7. Comes to school but does not attend class.
8. Fails to excuse all absences within two (2) school days of returning to school.

Habitual Truancy

1. Parent contact should include:
 - a. phone contact
 - b. truancy letters
 - c. parent/administrator/student conference

3. In/out of school suspension may result (up to 5 days).
4. Driver license prevention or suspension for eligible high school students.
5. Referral to the Board of Trustees for determination as a habitual truant or a case of educational neglect.
6. Request for expulsion may be made in cases of habitual truancy, (see policy on district website).

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 or 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.***

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 9:00 a.m. A bell rings at 8:55 for students to line up. A student is considered tardy if he or she arrives after 9:00.

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. Complete district policies can be found on the district website at www.cdaschools.org. Policies listed below may be subject to change due to current School Board policy review.

1. Students should arrive no earlier than **9:15 a.m. on Mondays and 8:15 a.m. Tuesday - Friday** and leave the school grounds as soon as they are dismissed in the afternoon. Doors are locked until **9:15 a.m./8:15 a.m.** If you arrive to school earlier than **9:15 a.m./8:15 a.m.**, please proceed to Wake Up and Read – Monday-Thursday
2. Please use the correct loading/unloading locations-
 - student drop off on the north side of the school
 - student pick up on the south side of the school
3. Maintain cleanliness in the building and the school grounds. Take pride in keeping your school clean.
4. Respect other people's property.
5. Keep hands and feet to yourself.
6. Leave dangerous objects at home, including weapons of any kind. Students bringing dangerous weapons are subject to suspension and/or expulsion.
7. Use acceptable language and gestures when communicating with staff, visitors, and other students.
8. Report accidents and concerns to a staff member or adult.
9. Remain in assigned areas unless given permission from the supervisor/teacher. Students must use a pass to leave an assigned area.
10. Please leave gum at home.
11. Recesses are always held outside, unless the weather is severe. Please dress appropriately for any type of weather. Students may remain inside only upon permission of their teacher and only if supervision is available.
12. Electronic *toys* are not allowed at school. Items such as Game Boys, dx, etc. if allowed on the bus, must remain in a backpack or the office/with the teacher while the student is at school. 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 keep your hands and feet to yourself.
5. Please carry playground balls, jump ropes, and/or other play items appropriately and store them appropriately.

RESTROOMS

1. Use the bathrooms for their intended purpose and do not loiter (wander or stand around).
2. As with any area within the school, inappropriate behavior is not acceptable.
3. Respect the privacy of other students while using the restroom.
4. Please keep the bathrooms clean and neat.
5. Wash hands with soap and water.
6. Discard paper towels in the garbage can.
7. Use zero voice level.

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. 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

The Coeur d'Alene School District serves nutritious breakfasts and lunches to the students in all of our schools. The Nutrition Services staff at each school prepares meals for the students in their building, allowing for fresh fruit and vegetables, hot meals and individualized attention. All meals meet federal nutrition requirements. Meals may be prepaid in advance by placing money in your child's meal account. Checks: Please make them out to your child's school, with the child's full name on the memo line. Please make arrangements with your school if you would like to join your child for breakfast or lunch.

Free and reduced price meals are provided for children whose family size and monthly gross income meet USDA Child Nutrition Program Income Guidelines. Parents may enroll their children at any time during the school year. Applications are available at each school office.

Nutrition Services now offers online payments for school meals. This information can be found on our website cdaschool.org under "Departments". If you have any questions or need assistance, feel free to contact us at (208) 667-7469.

Expected Behaviors

1. Sit at your designated table and remain seated while eating.
2. 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.
3. Talk quietly while in the lunchroom.
4. Due to cross-contamination concerns, please refrain from sharing food with other students.
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. Healthier options can be purchased in the cafeteria.

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. Use basketballs for bouncing and shooting. Please don't kick balls in the gym or bounce balls against the gym wall.
3. Please walk in the gymnasium, unless part of a supervised activity.
4. ***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.

PLAYGROUND

1. The playground is within the fenced area unless restricted further by the person on duty
2. Make sure the playground supervisor person can see you at all times.
3. Use sidewalks when provided.
4. WALK on the sidewalk/concrete areas when going from/to the building.
5. Use and share playground equipment and balls safely.
6. Jump Ropes are for jumping only.
7. No throwing rocks, snow, or other projectiles. Infractions will result in a Refocus and 3 days off the playground for the first offense, 5 days for the second, and 10 days for the third.
8. Stay out of mud puddles and standing water on the playground.
9. Line up in your assigned area as soon as the bell rings or the playground supervisor blows the whistle.
10. Playground balls are not to be bounced off the school walls or onto the roof.
11. Hold playground equipment in your hands when in line.

TIRE SWING

1. Swing back and forth
2. Please do not jump out or off the swing while in motion.
3. Stay clear of students on swings.

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 monkey bars 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 out on the open playground, not around the big toy.
3. Intermediate students are asked not to play in this area while primary students are present.

BALL GAMES

1. The P.E. teacher will teach students the two-square, four-square, and kickball rules, a copy of the rules will be given to each staff member, and one copy will be attached to the recess duty notebook.
2. Football must be played in the outfield only.

3. Absolutely no tackle football is allowed

Electronic Devices/Cell Phones

(Policy 3265) Students in grades K-5 may elect to participate in the Coeur d' Alene School District Bring Your Own Device (BYOD) program. Grade K-5 students may possess PEDs in school, on school property, during after-school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the PEDs are powered completely off (i.e., not just placed into vibrate/silent mode unless being used for an educational or instructional purpose with teacher permission.

Students are responsible for the safety and security of their PED. The District will assume no responsibility in any circumstance for the loss/destruction/damage or theft of PED. Students will be responsible for locating such lost/stolen items.

CELL PHONES

Cell phones are required to be turned off or in silent mode (not vibrate) during school hours, unless approved by the student's individual teacher. Cell phone use is permitted after school in designated areas, as arranged by the teacher, to arrange for student transportation only.

Discipline for not following cell phone procedures:

- **1st offense:** Cell phone will be turned over to teacher/principal. Parent must come to the school to pick up the phone.
- **2nd offense:** Cell phone will be turned over to teacher/principal. Parent must come to the school to pick up the phone. Parent/student/teacher/principal meeting is also mandatory.
- **3rd offense:** In addition to the procedures outlined above, the parent and student must sign a contract stating the phone will not be brought to school for the remainder of the school year. If it is, suspension of the student may follow.

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 placed in 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.

Behavior/Discipline

(Policy 539) Students are expected to conduct themselves in such a manner as not to interfere with the orderly operation of the educational program.

We hold students accountable for their actions. In addition, we reward those who follow the appropriate behaviors. If a student chooses to not follow expected behaviors, the teacher will provide the student with a prompt, which is a non-confrontational intervention to remind the student that a behavior has begun to interfere with his learning. There is no verbal response expected and the teacher continues teaching.

For some students the prompt may not work. In this case, ignoring the prompt and continuing the misbehavior elevates the situation to the defiance level. Immediate intervention is required in the form of the student being removed from the area of the misbehavior and seated in a quiet area, either in their classroom, in another teacher's classroom, or in the office. There the student may be required to write a letter to their parents/refocus form explaining their behavior, which they must take home and have signed. Students may also be asked to conference with the principal or call their parent to explain their behavior.

(Policy 543/3340) To ensure that students can learn in a safe and positive environment, high standards of behavior are expected. Board Policy lists the following causes, but is not limited to, for temporary suspension.

1. Willful disobedience
2. Disruptive behavior
3. Vandalism, including arson
4. Irregular attendance
5. Disrespectful language
6. Public displays of affection
7. The use or possession of tobacco
8. The illegal use, sale, distribution of or the possession of narcotics, dangerous drugs, controlled substance, alcoholic beverages, or any substance which endangers the student's health
9. Attending school under the influence of narcotics, dangerous drugs, controlled substance, alcohol, or any substance which endangers the student's health and welfare
10. Theft
11. The carrying of a deadly weapon(s) or dangerous object
12. Gambling
13. Extortion
14. The operation of any motorized vehicle in a dangerous manner on or near school property
15. Throwing snow, ice or dangerous items
16. Acts affecting health and safety
17. Student to student hazing/harassment/bullying
18. Fighting
19. Using electronic communication devices
20. Using the internet in violation of internet contract, (see curriculum and instruction).
21. Threats, (direct, indirect, written. oral and/or visual)
22. Violation of cellular communication devices (cell phones)

Any of the following procedures may be enacted:

- after-school detention
- out-of-school suspension
- in-school suspension
- parent conference/communication
- loss of recess privileges
- expulsion

DISCIPLINE PROCEDURES SUMMARY

- ◆ “Teach to” expected behavior.
- ◆ 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 are sent to the office for a time-out period, to call their parents, or to conference with the principal.
- ◆ 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.

Steps for Reward

- On a monthly basis, any first through fifth grade student not receiving a Refocus will have a free recess during the last week of the month.
- Teachers will keep track of those students who earn this reward.

Steps for Consequences

- Three Refocuses, insubordination and/or noncompliance will result in a detention slip based on teacher recommendation.
- The third detention slip may result in an In-School Suspension and a parent conference.
- A fourth detention slip may result in a second in-school suspension, a parent conference and behavior contract.
- A fifth detention slip may result in an out-of-school suspension and a parent conference before the student can return to school.

Students can also be assigned recess detentions either in a classroom or at the office.

The consequence for throwing snow in any form or ice is as follows:

- 1st offense: off the playground for three (3) days and a Refocus sent home.
- 2nd offense: off the playground for five (5) days and a Refocus sent home.
- 3rd offense: off the playground for ten (10) days and a Refocus sent home.

POSITIVE BEHAVIOR INTERVENTION SUPPORT PLAN

Borah Elementary uses a self-manager application system to identify students who have displayed traits of Always being **R**espectful, **O**n Task & Attentive, **A**lways Safe, **R**esponsible- (ROAR!) These students will have opportunities to be identified by their classroom teacher and asked to complete a self-manager application. Once completed, these students will have extra opportunities beyond those that are asked of all of our Borah students. Student applications can be revoked at any time by the classroom teacher based on student behavior. Our goal is to have 100% of our students receiving these extra bonus opportunities throughout the year!

PEER TUTORING PROGRAM

Borah Elementary believes that students should be given positive opportunities to learn from one another. Fifth grade students will be encouraged to participate in a peer tutoring program that will involve tutoring a primary student in the area of reading or math.

ABSOLUTES

The following are critical behaviors that simply will not be tolerated. Immediate intervention and contact with the student's parents are required for violating an absolute. The minimum consequence will be in-house suspension and/or out-of-school suspension. Further disciplinary action may be implemented if District Policy requires it.

- **Weapons, Drugs, or Alcohol**
- **Physical or Verbal Violence**
- **Extreme Insubordination**
- **Vulgar Language**
- **Harassment/Bullying**

Weapons

(Policy 541/3330) The district is committed to providing a safe environment for all students and staff. As a result, we have a "zero tolerance" policy for students who bring weapons or other objects/substances to school which are a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process. Possession of any dangerous item while attending school is prohibited. School staff is authorized to confiscate such items immediately and take disciplinary action which may include suspension and/or expulsion. Dangerous weapons shall be defined as any article capable of being used as a weapon.

Students attending district schools are prohibited from:

1. Possessing, carrying, using, and/or threatening to use objects/substances which are manufactured, used, or intended for use as a "weapon," or facsimiles thereof, at school, on a school bus, or at any school sponsored activity whether on school owned/leased property or facilities used by the District but not owned or leased by the District, without prior permission of school officials.
2. Possessing, carrying, using, and/or threatening to use, any normally non-dangerous object or substance with the threat, intent or result of causing harm to another person or property at school, on a school bus, or at any school sponsored activity, whether or not such activity is on school owned/leased property or property used for school related purposes.
3. Knowingly assisting another person(s) to possess, carry, or use a "weapon" at school, on a school bus or at any school sponsored activity, whether or not such activity is on school owned/leased property or property used for school related purposes.

Drug, Alcohol and Tobacco

(Policy 551/3305) The State Board of Idaho prohibits smoking in all buildings and on all property owned by public school districts. It is the firm stand by this school district that any use of mind altering substances by students is abuse. Students, while on school property or within a Drug Free School Zone, or attending a school-sponsored activity, who possess, distribute, sell, use or give evidence of having consumed alcoholic beverages, drugs, or narcotics, (without physician knowledge), or other controlled or dangerous substances, or are in possession of paraphernalia, shall be subject to intervention, discipline, suspension, expulsion and/or reported to law enforcement officials.

Student Harassment, Intimidation, Bullying & Cyber Bullying

(Policy 3295) No student shall intentionally commit, or conspire to commit, an act of harassment, intimidation, bullying or cyber bullying against another student. Such behaviors foster a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims, create conditions that negatively affect learning, and undermine the ability of students to achieve their full potential.

It is the policy of this district to maintain a safe school environment for all students while on school grounds; walking or busing directly to or from school; and attending district-sponsored activities, events, or functions on school premises or at other locations. Harassment, intimidation, bullying and cyber bullying are disruptive to a safe school environment and will not be tolerated.

NEW STUDENTS

After the first day of school, new students will be asked to start school at Borah the first school day after they have completed registration. This will allow teachers to collect materials and plan for the incoming student.

DRESS CODE

(Policy 517/3260) It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process. The building administrator or designee may identify additional dress code requirements to address specific needs within a building or for a specific activity. Below are excerpts from the dress code that are frequent concerns within elementary schools:

- **Shirts/Blouses/Tops/T-shirts** – Blouses/shirts should be constructed so that the tops of the shoulders are covered with no less than a 2 ½ inch strap (e.g. no halter tops, strapless tops, spaghetti straps, or bare shoulder tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, hips, midriff or breast are not allowed. (If you raise your arms to shoulder level and the stomach shows, the top is unacceptable.) Other blouses/shirts that are not appropriate for school include, but are not limited to, low cut, breast revealing, see through, backless, or tube tops. Undergarments (bras, tank undershirts, etc.) will not be visible. Bedroom clothing, pajamas or sleepwear is not allowed.
- **Shorts/skirts/Pants** – All shorts and skirts must be no shorter than mid-thigh from the bottom of the knee. Nylon tights, biker pants or boxer shorts worn as an outer garment are strictly prohibited. Slits in the skirts cannot be above mid-thigh. Waistline of shorts/skirts/pants must be on or above the hips with no underwear showing. Bedroom clothing, pajamas or sleepwear is not allowed. All belts must be properly fastened around the waist. The belt will not be excessive in length and will not be hanging from either side of the body.

One of our goals for Borah students is to instill pride in their school, as well as in their personal appearance. To accomplish the latter, we also ask our Borah students to adhere to some reasonable guidelines when dressing for school. The following are compatible with the other elementary schools in our district:

Please refrain from wearing the following at school...

- hats or visors (except for designated days)
- make-up.
- clothing that advertises alcohol, tobacco, drugs, or is gang related.
- clothing or accessories with suggestive, obscene, or violent writing or pictures.
- flip-flops and backless shoes are discouraged due to safety concerns

Students who do not abide by these dress code guidelines may be asked to change or to call home for a change of clothing.

STUDENT DROP-OFF / PICK-UP PROCEDURES

For safety and efficiency, parents are asked to observe the following drop-off / pick-up locations:

- a.m. drop off – between 9:35 a.m./8:15a.m. and 9:35 a.m./8:35 a.m.- front entrance
- drop off after 9:35a.m./8:35a.m. - south playground entrance
- p.m. pickup- south side of the school
- bus transportation- pick up and drop off in the north bus zone

Bus Conduct

(Policy 540) Bus transportation is provided for students who live more than 1½ miles from the school. Questions involving bus stops, schedules, etc., should be addressed to the Transportation Office at 667-3451. Riding a school bus is not an undeniable right; it is a privilege which each rider is responsible for retaining by maintaining appropriate behavior while loading, riding and unloading. If your child rides the bus, he/she will be given a copy of the bus rules which include the following:

1. Students may be assigned a seat by the driver.
2. Buses cannot wait for those who are tardy.
3. Unbecoming conduct, inappropriate language and/or abusing the driver or other students may forfeit the right to ride the bus.
4. Waste paper or other garbage must not be thrown on floor of bus.
5. No arms or heads will extend out of the bus windows at any time.
6. Do not get on, off, or move about while bus is in motion.
7. When exiting the bus, students crossing the road must look both ways for traffic.
8. The driver is in full charge of the bus and its riders.
9. Unnecessary conversation with the driver is prohibited.
10. If monitors or patrols are on duty, passengers will obey and respect their orders.
11. Damage to the bus is to be reported at once to the driver.

Violation of the above rules or policy may result in temporary or permanent restriction from riding the bus. If your child needs to make any alternate bus arrangements, this needs to be cleared in advance with the transportation office at 667-3451.

FIELD/ACTIVITY TRIPS

During the school year, the teachers in your child's school will schedule field trips that will take the students on educational experiences away from the school. Parents will be notified of these field trips as they are scheduled by a written notice sent home with the students requesting the parents' permission. This notification will tell the nominal cost, if any, for each student as well as the place, date and time of the field trip. Teachers are encouraged to use classroom behavior plans for students prior to any field trip.

School District personnel will take all normal precautions to ensure student safety on all field and activity trips.

HEALTH

Medication

(Policy 561/3510) School personnel are not to administer any medication to students without written instructions from a primary care provider. Medication must be in the original container with matching instructions on a signed authorization form on file in the office. Notes from parents are not sufficient. Parents or legal guardians are welcome to come to the office, and the child will be called from class to take the medication from the parent. Over the counter medication may be administered only if the parent comes to the office prior to giving medication and signs a permission/release form.

Emergency Care

(Policy 566) Each school will maintain the following health records for students indicating: medical conditions that may require care by school health services, pertinent information related to immunizations, the name of a contact person in case the parent/guardian cannot be reached in an emergency, authorization from the parent/guardian to obtain emergency medical attention if the parent/guardian is not available and an individualized health plan, if deemed necessary by district health services. All employees will take reasonable measures to provide for the emergency care of any student that becomes ill or is injured on school property, during school hours, or at a school sponsored event.

WELLNESS POLICY

If you have a child with a birthday and would like to provide treats, please check with the classroom teacher first. Some teachers may not allow food in the classroom due to allergies. For those that do, here are some suggestions: Cheese Crackers, string cheese, fruit or veggies. ALL must be pre-packaged, not home-made. Please note that once a month, a special “birthday table” is set up in the lunchroom to honor students having a birthday that month.

It is highly discouraged for students to bring sodas, high energy drinks, etc. to school. Milk and juice can be purchased in the cafeteria.

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.

DIRECTORY INFORMATION

Directory information is information regarding a student contained in a student's educational record, which is generally not considered to be harmful or an invasion of privacy if disclosed to the public. Directory information may include, but is not limited to a student's name, address, telephone listing, photograph, grade level, enrollment status, participation in officially recognized activities/sports, and honors or awards received. This information is a part of FERPA; the Family Educational Rights and Privacy Act.

Schools are not required to provide directory information, and use careful consideration for such requests. Schools may use directory information so a child's picture can appear in local newspaper or video segments, provide mailing information to scholarship organizations, pictures to organizations that honor students, parent contact information to the school's parent group, etc.

The Family Educational Rights and Privacy Act (FERPA) requires us to announce any intent to publish such information and allow sufficient time for a parent to request the information be withheld. Please consider this to be your notice: if you wish to opt out of sharing your directory information, please notify the school office, in writing, as soon as possible. Any opt out request must be renewed annually.

Please know in advance that prudent discretion will be used by school authorities prior to the granting of any request for directory information.

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.

Communication

Tune into your local media. We utilize outreach to television and radio stations. The media will be notified by school personnel with information to relay to parents.

Bring identification when you go to pick up your child. The evacuation and release plan requires that children only be released to parents or someone listed on the child's emergency contact list with proper photo identification.

Update your child's emergency contact form as necessary. If you are unable to pick up your child, he/she can only be released to someone on your emergency contact form.

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.

No Child Left Behind

On January 8, 2002, President Bush signed the No Child Left Behind Act of 2001 into law. The law brings sweeping changes to public schools throughout the nation. One of these changes requires that any school in receipt of Title I, Part A funds must now inform parents if their child is assigned a teacher for four or more consecutive weeks who is not yet "highly qualified" under the terms and criteria outlined in law.

According to the Title I, Part A provisions, a "highly qualified" teacher is one who

1. Has obtained a bachelor's degree or higher;
2. Has obtained full state certification – in our state this means that the teacher has either a preliminary, initial, or professional teaching license; and
3. Has demonstrated competency in the core academic subject area(s) that he/she teaches.

Please know that all teachers who teach the core academic subjects had until June 30, 2006 to meet all three standards. This transition was deliberately written into the law to acknowledge that many states have certification and licensure requirements that differ from the new federal standards for teacher quality. This is true of our state. Although our state has some of the most demanding certification requirements in the country, these requirements do not automatically mean that every teacher meets the highly qualified standard, even if the teacher has been teaching for years and has been performing at high levels.

As of this writing, your child's teacher has met the bachelor's degree requirement and the state certification requirement.

If you have any questions regarding the qualifications of your child's teacher, please feel free to contact me. For additional information about the federal highly qualified teacher requirements and the state's policies related to them, please visit the department of education's Web site.

**COEUR D' ALENE SCHOOL DISTRICT #271
NOTIFICATION OF RIGHTS & NOTICE OF COMPLIANCE FOR ELEM. & SECONDARY SCHOOLS
SY 2014-2015**

In Accordance With the Family Rights and Privacy Act as amended 2012

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the *Coeur d'Alene School District 271* receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students who wish to ask the *Coeur d'Alene School District 271* to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel, or a person serving on the School Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the students enrollment or transfer.(Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended in 1997, the Coeur d'Alene School District 271 of Coeur d'Alene, Idaho, hereby gives notice to all parents, legal guardians, and students eighteen years of age attending the Coeur d'Alene School District schools that the following information is being categorized as directory information: the students name, address, telephone listing, graduation year (grade level), participation in officially recognized activities such as sports, weight and height of members of athletic teams; and, degrees and awards received.

Directory information may be published and released by the District without prior consent of the legal guardian or student 18 years of age or older, unless the parent, legal guardian or student 18 years of age or older notifies the District that the above mentioned directory information should not be released without prior written consent of the parents, legal guardian or student 18 years of age or older. Such notification should be in writing and addressed to Lynn Towne, Clerk of the Board of Trustees, 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho 83814, and to the principal of the school where the student attends. Pursuant to Idaho Code 92-318, notice is hereby given that the Title IX Officer for the Coeur d'Alene School District is Kelly Ostrom, Human Resources Director. Inquiries, complaints and information regarding Title IX should be directed to the Title IX Officer at 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho.