

**2019/20 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](http://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.

- |                                |                        |                                |
|--------------------------------|------------------------|--------------------------------|
| ~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  
2019/2020

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## Principal's Message



Dear Borah Families,

The 2019-2020 school year is here! If this is your first year here, welcome. If you are returning, welcome back to school! I can't wait to see everyone, meet new Borah families, and hear about your summer fun.

This year at Borah, we will continue to engage our students in community - in their classroom, in our school, and in the great city in which we live. Our professional learning journey as educators will continue to explore how we are creating exciting and safe learning communities for our students which expand beyond the school walls. By investigating real-world learning opportunities, our students will grow and be inspired to invest in their community as they will learn they make a difference. We hope our students become enthusiastic, life-long learners through this endeavor.

We know that working as a team to make sure everyone is safe and learning is the best approach. While there is a lot of information here to digest, please know it is with the intent to ensure a common understanding of our policies and procedures. Parents, we appreciate your support in reviewing the information and helping your child(ren) follow all the rules and procedures.

As your principal, I will do my very best to ensure Borah is a safe, positive learning environment for our students where they are happy to be a Borah Lion! I look forward to working with our families, students, staff, and community partners to make this a wonderful year. Please reach out to me if you have questions or comments. 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  
kdavenport@cdaschools.org  
632 Borah Avenue  
Coeur d'Alene, ID 83814  
(208) 664-5844

## **Staff Contact Information**

### **Office Staff**

Kristina Davenport	kdavenport@cdaschools.org
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### **3<sup>rd</sup> Grade**

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### **4<sup>th</sup> Grade**

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### **5<sup>th</sup> Grade**

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Special Education:	Connie Klopotek	cklopotek@cdaschools.org
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PE:	Marla Nixon	mnixon@cdaschools.org
Art:	Mia Portue	mportue@cdaschools.org
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Librarian:	Alexis Barlow	abarlow@cdaschools.org
Tech:	Shari Jackson	sjackson@cdaschools.org

## School Schedule

Monday 10:00 am – 3:30 pm

Students eating breakfast only, 9:30 am - 9:55 am

All other students drop-off at south gate, 9:45 am

First bell, 9:55 am

School begins, 10:00 am

Tuesday – Friday 9:00 am – 3:30 pm

Students eating breakfast only, 8:30 am

All other students drop-off at south gate, 8:45 am

First Bell, 8:55 am

School begins, 9:00 am

### **Lunch**

Kindergarten 12:05 pm – 12:45 pm

First Grade 12:20 pm – 1:00 pm

Second Grade 11:55 am – 12:35 pm

Third Grade 12:00 pm – 12:40 pm

Fourth Grade 12:10 pm – 12:50 pm

Fifth Grade 12:15 pm – 12:55 pm

## **Borah Motto**

**Borah, a place where every story matters.**

### **Borah Elementary Theory of Action**

At Borah Elementary, we believe everyone's story matters. 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, and 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, 5<sup>th</sup> grade rockets, 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](mailto:borahpto@gmail.com)*



## **Tardy Policy**

Students at Borah Elementary will be encouraged and acknowledged for excellent attendance. Being at school on time is an important component to the success and growth of our students.

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 through 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. Further, we will require ID to release students to adults. Students who are tardy or are returning to school from an appointment must check in at the office. Please make every effort to make appointments after school so as not to disrupt the learning of our children. We will not pull students from class after 3:15 pm so please make sure to plan accordingly.

### **Coming too early/staying too late**

To ensure the safety of all children, any child who arrives at school before supervision begins 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. In addition, chronic abuse of this rule will result in consultation with the school resource officer.***

## **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; only students eating breakfast may enter through the front entrance; all other students, please use the south gate for entrance. Please be sure to complete a 2019-2020 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, 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 per district policy; this includes watches with cellular technology.
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 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. Keep hands and feet to self while waiting in line.

### **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-priced 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](http://cdaschool.org) under "Departments". If you have any questions or need assistance, feel free to contact us at (208) 667-7469.

### **Expected Behaviors in Lunchroom**

1. Sit at your designated table and remain seated while eating.
2. Talk quietly while in the lunchroom.
3. Use polite table manners.
4. Please raise your hand to be dismissed by a staff supervisor.
5. Please clean your entire area before you leave. Pick up personal items on the floor and table areas.
6. Please stack empty trays neatly on the designated table.
7. Please do not take food from the lunchroom.
8. Bringing sodas and high energy drinks to school is highly discouraged. Healthier options can be purchased in the cafeteria and a water-bottle filling station is available in the school.

### **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 can see you at all times.
3. Use sidewalks when provided. Please play away from the building so learning can continue.
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.
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.
2. Football must be played in the outfield only.
3. Tag-football only. Absolutely no tackle football is allowed.

## **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.
- ◆ 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.
- ◆ Have students complete a reflection form and restore the relationship or repair the damage caused.
- ◆ 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
  - regulation area
- ◆ 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 per school board policy.

### **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 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 208-769-0700 or visit [cdaschools.org](http://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](http://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.

