



**BOVILL
ELEMENTARY
SCHOOL
HANDBOOK
2023-2024**

The mission of the Bovill School is to create a partnership between school, family and community that is dedicated to the academic and personal success of every child.

Bovill Elementary Staff

Principal	Stacy Monk
Secretary	Brenda Lohman
Preschool/Title 1	Sami Jensen
Preschool Aide/Title 1	Graci Heath
Kindergarten	Brigette Johnson
First Grade	Tessa Olson
Second Grade	Kassie Summerfield
Third Grade	Kristy Johnson
Special Ed.	Kym Fredrickson
Library/Title 1	Angela Eggers
Title 1	Anna Larrison
Title 1/Speech	Aleica Eggers
Occupational Therapy	Courtney Jensen (Gritman)
Speech/Language	Amanda Wells (Gritman)
Custodian	Brenda Bogar
Cook	Kaci Hughes
PE	Tim Olson
Music	Staff
Counselor	Monty Hays

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The purpose of this handbook is to inform students, parents, and staff about the policies of Bovill Elementary School. It does not attempt to include all policies, and is not a legal document. Complete school and district policies are available for public use in the school and district offices and on the web page.

COMMUNICATION

We encourage good communication between the families and school. You can email any staff member of the Bovill School by entering their first initial followed by their last name and then @sd288.org. For example, to email Stacy Monk, enter smonk@sd288.org. You may also call any time before or after school or specified times during the school day to speak with your child's teacher.

SCHOOL HOURS

The doors open at 8:30 for students (the cafeteria is open at 8:15 for breakfast) and students are dismissed at 3:00. The office is staffed until 3:15. Unless a student rides a bus or eats breakfast at 8:15, **there will not be any supervision for your child until the doors open at 8:30. Please do not bring your child before 8:30.**

PLAYGROUND

Students are supervised any time they are on the playground during the school day. **However, there is no supervision before 8:30 a.m. or after school, and the school cannot assume responsibility for children when school is not in session.** If your child plays at the school after hours, he or she must report home first before playing on the playground, and adult supervision is recommended. This includes students who get off the bus at the Bovill School or Deary School.

BUS TRANSPORTATION

Please call Derrick Eggers at 877-1408 or 877-1151 for information about bus routes and time schedules. Bus route students must remain on their regular bus until they reach school in the morning or home in the evening. The buses leave Deary School and go to Bovill at 8:15 a.m. Buses depart from BES at approximately 3:00 p.m. at the end of the school day and arrive in Deary at approximately 3:15.

Just as in our classrooms, we will strive to maintain a safe environment for our students and drivers. School rules apply while riding the bus. Students will be made aware of any additional safety rules that apply strictly to the bus at the beginning of the year. In order to provide the most positive and safe environment possible, the following procedures have been put into place:

- Students will be given three (3) written warnings. Upon the third warning, the student will be suspended from riding the school bus 1-3 school days.
- The fourth (4th) offense occurring in the same semester will result in 3-5 days suspension from riding the school bus.
- The fifth (5th) offense occurring in the same semester may result in loss of bus riding privileges for the remainder of that semester.

MESSAGES & BUS PASSES

We can relay messages to students if necessary. However, if you need to get information to your child, please do this **before 2:00 pm.** The end of the day gets very hectic and we want to ensure enough time to process the message. Children are not allowed to make phone calls from school to arrange social events. Those arrangements must be made prior to arriving at school. If a student is to ride a different bus route or be dropped off at a different location, the student must have a note from

the parent/guardian or the parent/guardian must contact the office with the specific information, before 2:00.

WALKING/BIKING TO SCHOOL

Students who walk to school will use designated pathways and crosswalks, and stay off of private property. Walk on the side of the road. Bicycles may be ridden to school but must be left in the bike rack during the day.

VISITORS

Visitors are required to report to and sign in at the office upon arrival at school. Visitors must have permission to access the hallways and classrooms of the school. They will be given a visitors pass to wear. When visitors leave they need to check out & return visitors pass at the office. Student visitors are not permitted.

ATTENDANCE

Good attendance is important for continued academic progress in school. The positive impacts - academic or otherwise, that our school offers are best presented to students when they are in attendance. When a student is absent from school, please call the school office before 9:00 a.m. so we may be sure students are accounted for and safe. If your child is reported absent and we have not heard from you, we will attempt to reach you by phone for verification of the absence. Students who arrive late must check in at the office.

School Policy requires students to be in attendance 90% of the school days. When a student is habitually absent parents/guardians will receive written notification that includes the number of absences for the current semester. Further notifications to parents and referral to truancy court may be made if the student does not attend regularly.

If your child will be leaving school during the day, please send a note to the teacher or call the main office. Students leaving during the day must be signed out at the office. Written permission from a parent or guardian is necessary for a child to leave the school grounds with someone other than parents or guardians. Please send written notice to the office when this is necessary. People listed on the emergency card will be allowed to take a child from school without written permission if the parent calls. We appreciate your cooperation and share in your concern for the safety of all our children.

PARTICIPATION, WEATHER, & RECESS

Students are expected to participate in all phases of the school day, including physical education and recess. As winter approaches, students should wear coats, snow pants, hats, boots, and gloves. Colds and other infections are not caused from being outside. The germs that do cause these illnesses are transmitted in closed areas. If your child has an elevated temperature, persistent cough, vomiting, diarrhea, or feels unable to participate in school activities, he/she should remain at home. It is understandable for parents to request a short time indoors following an illness. If a

child needs to stay inside for a day, a note explaining the reason should be sent to the teacher.

EMERGENCY CLOSURES

When school must be canceled or delayed due to severe weather or other emergency situations, announcements will be made on the school's website, Facebook page, our emergency notification system, television stations, and local radio stations. In the event of an emergency closure during school hours, we will follow the instructions given to us on the emergency release form. **Please notify us if your emergency contacts change during the year.**

EMERGENCY DRILLS

In an effort to prepare our staff and students for various emergencies, the Bovill and Deary Schools will conduct different types of emergency drills throughout the school year as planned by the District Crisis Team and Administration. These drills are designed and conducted to prepare for actual emergencies.

MEDICATIONS

If a student needs any type of medication, the student must bring that medication to the school office. The student will be responsible for coming to the office to take the medication at the appropriate time. Parents will notify the office and provide clear instructions for its use. Medication may be administered at school only in accordance with School District Policy 3510. An "*Authorization for Self-Administered Medication*" form is located in the main office. Please fill it out and return it to school if your child needs medication administered during the school day. The school will only administer medications provided by the parents/guardians.

COMMUNICABLE DISEASES

In order to maintain the healthiest environment for students and staff, those children suspected of having any communicable disease will be sent home. This may include, but is not limited to, fevers, pink eye, stomach flu, strep throat, coughs and head lice. Some conditions must be treated by a doctor before the child can be allowed back in school. Remember, school staff are not doctors and cannot make a proper diagnosis of any conditions. Only a doctor can make a proper diagnosis of the presence and treatment of illness. Please be patient with the school staff if you are called to pick your child up from school for illness.

LICE

If a child goes home to be treated for lice, he/she must be accompanied by a parent to school the next morning and will be examined to determine if he/she is lice and nit free before remaining at school.

SCHOOL LUNCH & BREAKFAST

Hot lunch is available to all students. The present school district policy allows for a maximum of ten charges. The district appreciates your assistance in keeping lunch tickets current.

Free and reduced lunch applications are available at each school office. Guidelines for the program are listed on the application form.

Parents are invited to visit the school lunch program and have lunch with their children whenever convenient. When planning to eat school lunch with your child, please call the school office by 9:00 a.m. so our cook has time to prepare extra meals.

Students	\$2.60
Adults	\$4.70
Milk	\$.55
Reduced	\$.40

BREAKFAST PROGRAM

Breakfast is available to all students. Free and reduced lunch applications also apply to the breakfast program. Breakfast is served from 8:15 am to 8:30 am in the cafeteria. Full cost is \$1.60 per meal, adults are \$2.65, and reduced is \$.30.

CAFETERIA RULES

1. Talk and eat quietly.
2. Use good table manners.
3. Eat food only in the cafeteria.
4. Keep hands and feet to yourself
5. Stay seated until excused
6. Leave a clean table area.
7. No sharing of Food

SCHOOL DISCIPLINE

Our school, like society, operates on written and unwritten rules. Having respect for each other, waiting our turn, saying thank you and treating others as you would like to be treated are examples of unwritten rules that we obey everywhere. Written rules help us maintain health and safety, avoid disruptions to the educational process, and clarify expectations for behavior.

BASIC SCHOOL RULES:

1. Follow rules for the classrooms, buses, and common areas of the school.
2. WALK in the halls and on sidewalks and pathways.
3. Talk in an indoor voice inside the school buildings
4. Playground equipment must be used appropriately and fairly.
5. Leave sticks, stones, snow, and ice on the ground.

6. Follow instructions of teachers, duty staff, bus drivers, cafeteria workers, and all school district employees immediately, and without talking back.
7. You must ride a bus if going from one school building to another.
8. Students may not leave school grounds during school hours unless accompanied by an adult.
9. Inappropriate display of Affection: Physical manifestations of romantic or “dating” relationships, such as kissing, holding hands, etc. Games such as “spin-the-bottle” or “truth-or-dare” are not allowed when they require the participants to engage in such behaviors.

NOTE: WE BELIEVE THAT APPROPRIATE TOUCHING IS AN IMPORTANT PART OF NORMAL CHILD DEVELOPMENT, AND THIS RULE IS NOT INTENDED TO PROHIBIT A HUG OR A PAT ON THE HEAD.

10. Pushing, tripping, and other types of unwanted physical contact are not allowed. In some circumstances encouraging a fight, pushing and shoving, and acts of physical aggression may be considered fighting or assault, and therefore punishable under the “No Tolerance Violations” portion of the School Discipline Policy.

We encourage and expect all students to treat each other and staff with respect and follow the above mentioned rules. Students are taught the expected behaviors for their classrooms and the common areas of the school. Teachers will teach, model, and allow students multiple opportunities to practice expected behaviors. The staff will review these expectations and make every effort to build positive and healthy relationships with all students. Students making good choices and those that go above and beyond staff’s expectations may receive Cardinal Cards to acknowledge their actions.

Minor Infractions - include the violation of basic school and classroom rules and misbehaviors that are inappropriate or disruptive, but often correctable at the level they occurred. Consequences for these infractions may include, but aren’t limited to the following:

- Warning
- Conference with student
- Natural Consequence - teacher specific & developmentally appropriate
- Timeout
- Parent contact
- Loss of recess or other privilege
- Repeated Infractions will be referred to the Principal

Major Violations are more serious due to the potential harm or damage they may cause. These violations can be punishable by local, state, or federal laws. If a major violation occurs, students will be referred to the Principal, and parents will be notified with a written Disciplinary Report and/or a phone call. Major Violations include, but aren’t limited to:

- Abusive/Obscene language or Gestures
- Defiance/Insubordination
- Severe Disruption
- Fighting
- Bullying, Harassment, Intimidation
- Property Damage/Vandalism
- Theft

Disciplinary Infractions are cumulative. Levels may be skipped due to the seriousness of the violation, or reduced when multiple infractions occur in a single day.

Offenses of this nature will result in one or more of the following actions:

1. Conference with Student/Time in Office
2. Loss of privileges
3. Lunch Detention and loss of privileges
4. In-School Suspension
5. Out of School Suspension

Grade level and number of repeated offenses will be taken into account when a consequence is warranted. Except for zero tolerance violations or consequences which extend beyond the end of a quarter, all students begin each month with a “clean slate.”

ZERO TOLERANCE POLICY

There are some violations which are so disruptive and which cause such a high degree of danger that a zero tolerance policy has been adopted. Bovill Elementary School will not tolerate physical fighting, or any possession, sale, or use of weapons or illegal drugs. All violations in these categories will result in automatic suspension.

If a student threatens to kill another student or staff member or to blow up or shoot up the school, the student may be referred to the Board of Trustees with recommendation for expulsion. A report may also be filed with the local law enforcement. All Special Education laws will be followed for those students in Special Education.

DRESS CODE

Students are expected to wear clothing appropriate for school, weather, and recess activities. On PE Days, students need appropriate shoes and no dresses/skirts. Student attire must not detract from the educational process.

- Inappropriate language or pictures on clothes will not be tolerated. Clothing must not advertise products that are illegal for school-age children.
- Blouses and shirts must extend to the belt line.
- Clothing that exposes private areas or the stomach are not to be worn at school.
- Pajamas are not to be worn at school.
- Head coverings (hats, hoods, scarves, etc..) are to be removed upon entry to the school building.
- Backpacks aren't allowed in classrooms and will be left on the hooks in the hall.

Note: Hat or pajama days may be used for celebrations.

We will try to find a workable solution to dress code violations, however students may be required to change clothes if necessary, and be referred for a disciplinary infraction if appropriate.

CELL PHONES

Cell phone usage is not allowed during school hours. All cell phones must remain off between 8:15 - 3:00. If your child brings a cell phone to school, it needs to be turned off and left with their teacher during school hours. Children using their cell phones without permission may have their phone confiscated.

BIRTHDAYS

We are happy to celebrate children's birthdays at school. There are few days of the year more important to children. However, if parents want to bring a simple treat (beverages are not necessary), please call the teacher in advance to arrange the day and time. To avoid hurt feelings, we do not allow children to hand out party invitations at school unless they have invited the whole class.

TOYS

It is recommended that students do not bring toys to school. Toys can create a distraction if they are in the classroom or can cause arguments among the children. Expensive toys and music devices can be broken or lost, and we do not assume responsibility for that. Students are not allowed to bring skateboards, scooters, rollerblades, heelys, etc. to school.

STATE TESTING

Idaho Reading Indicator (IRI): Istation - is administered to all K-3 students monthly. This assessment will help determine if students need additional reading instruction. The September and May assessments constitute the **IRI** Tests.

The Idaho Standard Achievement Test (ISAT) will be administered to all 3rd - 5th graders each spring. Information on specific dates will be given when a final schedule is determined.

Parents of students should assure that their children eat a nutritious breakfast, are particularly well rested and prepared for school during testing dates. We wish for the students to show their highest potential on these tests. Parent cooperation in this effort is most appreciated.

FIELD TRIPS

Field trips are a privilege and we must feel confident that the students attending the field trips will follow teachers' directions. If a student has exhibited poor behavior or been suspended they may not be allowed to attend field trips.

USE OF STUDENT IMAGES

Bovill Elementary School will participate in a Whitepine School District Web page and Facebook. We hope that you will access our web site at www.sd288.org and Facebook

at Whitepine Joint School District to receive information throughout the school year. If you do not want your child's image used on these media sources, please contact the school to make your wishes known.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

The parent or eligible student should submit to the school principal a written request that identifies the record(s) he or she wishes 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 an amendment of the student's education record that is believed to be inaccurate or misleading. The parent or eligible student should make a written request for an amendment of records to the school principal by clearly identifying the part of the record that needs to be changed and specifying why it is inaccurate or misleading. If the district decides not to amend the record as requested, the parent or eligible student will be notified of the decision and advised of the right to a district hearing regarding the request.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, teacher, or support staff member (including health staff and law enforcement personnel); a person serving on the board of trustees; a person or company that the district has contracted to perform a special task; or a parent or student serving on an official committee, such as a disciplinary grievance committee, or 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 to fulfill his or her professional responsibility.

Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

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 office that administers FERPA is:

NOTICE OF DIRECTORY INFORMATION

The Whitepine School District may disclose certain information, known as directory information, in its discretion without consent. Parents or eligible students may refuse to let the Whitepine School District release any or all of this information. If you do not want this information released, you must send written notice annually to the Office of the Superintendent. Forms are available from that office.

1. The student's name
2. The student's address
3. Student Photos
4. The student's phone number
5. The student's date of birth
6. Participation in officially recognized activities and sports
7. Dates of attendance
8. Weight and height of members of athletic teams
9. Graduation and awards received
10. Other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.

Parents must notify the Office of the Superintendent in writing of any or all items they do not wish to be designated as directory information in their records.