

**JULIAETTA TIGERS**

# **JULIAETTA ELEMENTARY SCHOOL**



## **PARENT/STUDENT HANDBOOK 2023-24**

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**Juliaetta Elementary School  
305 4<sup>th</sup> Street  
Juliaetta, Idaho 83535  
Tel: 208 276-3422**

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Please read through this year's student handbook so you understand the policies and expectations of our school. If you have any questions or concerns, don't hesitate to contact us. Have your child return the signature page to the school office. - Thank you!

Dear Students, Parents, and Guardians:

Welcome to Juliaetta Elementary School. We trust your experience here will be positive and valuable as you prepare for the future.

We believe we have a very talented and dedicated staff who, strive to provide an educational environment that allows children to master the basics, accept responsibility, feel successful, and push themselves to excel.

Parents/guardians are an important part of the educational team and with your active participation, this will be a rewarding school year. Participation in your child's education is vital to your child's success. It takes all of us – parents, students, and staff – working together to maintain a positive and productive learning environment. We invite you to share your ideas and concerns, volunteer in classrooms and visit the school frequently.

Again, welcome to Juliaetta Elementary. We look forward to sharing exciting educational experiences with you.

Sincerely,  
Juliaetta Elementary School Staff



## VISION, MISSION AND GUIDING PRINCIPLES

### VISION STATEMENT

Kendrick School District, in partnership with parents, students and community, envisions that every student will grow to be a healthy, well educated, productive member of society.

### MISSION STATEMENT

"Preparing today's students for the challenges of tomorrow."

### GUIDING PRINCIPLES

Juliaetta Elementary School is guided by the following goals which are aligned with the "Elements of Thoroughness" legislation. (Defined by Section 33-1612, Idaho Code)

- 1) Ensure that students have a learning environment where they can learn free of concerns for their physical or emotional safety.
- 2) Maintain a "Student Management" program which allows teachers and other staff to maintain discipline throughout the school, in the classrooms, in the activity areas and in the hallways. Procedures are in place to hold students accountable for their actions while helping them learn to demonstrate self control.
- 3) Model and teach the basic values of honesty, integrity, cleanliness of body and mind, work ethic and service to others.
- 4) Develop student ability to communicate orally and in writing. This is to include speaking skills and listening skills, writing skills and reading skills.
- 5) Provide an educational program for all students with emphasis on basic skills while still recognizing individual differences. Offer students a solid, well-taught core curriculum rounded out with a responsible selection of elective opportunities.
- 6) When students leave this school system, they will be good citizens and will have the basic skills pertinent to entering the work force, participating in a vocational program or enrolling in a formal post secondary education program.
- 7) Provide students with opportunities to develop technology skills appropriate to their level of understanding. Help students to understand the appropriate, responsible and ethical uses of technology as a tool for their education and as enrichment in their lives.
- 8) Teach students to deal with the critical issues of society and develop attitudes and values that are congruent with and guide participation in a democratic society

# **JULIAETTA ELEMENTARY SCHOOL**

*"PREPARING TODAY'S STUDENTS FOR THE CHALLENGES OF TOMORROW"*

## **STAFF LIST 2023-24**

Dorie Nelsen – Elementary Principal  
Denise Silflow –Office Manager  
Asst. Office Manager – Laura Lustig  
Jessica Clemenhagen- Kindergarten Teacher  
Raylynn Wilson – First Grade Teacher  
Morgan Heier – Second Grade Teacher  
Angie Cannon – Third Grade Teacher  
Angie Tweit– Fourth Grade Teacher  
Amy Morgan – Fifth Grade Teacher  
Suzanne Brammer – Sixth Grade  
Victoria Curry – Music Teacher  
Heather Anderson – Special Education Teacher  
Danielle Cowley - Special Education Aide  
Karen Kimbley – Special Education Aide  
Connie Hedler – Library Aide  
Drew Eggers – Counselor  
Dan Smith - Technology Director  
Kelly Surber – Lead Title I Aide  
Cassidy Warner– Title I Aide/General Aide  
Christine Marshall – Special Education Aide  
Sam Turcott– Part-time General Aide  
Polly Thompson – Pre-School Teacher  
Kayce Brown – Pre-School Aide  
Dorie Nelsen - 21<sup>st</sup> Century Program Director/Teacher  
Danean Schmidt– Speech/Language Aide  
Molly Olson – PE Teacher  
Susan Moore – Head Cook  
Tammy Swift – Assistant Cook

# **SCHOOL COMMUNICATION**



Communication is essential in helping a student grow intellectually, behaviorally and socially. The major influences in an elementary student's life are family and school. If both know the dreams and goals of your child and communicate during the developmental stages, they can work together to ensure his/her success.

## **OFFICE TIMES**

The office is staffed from 7:45 A.M. – 3:30 P.M. daily.

## **CLASS FOLDERS**

All students bring home a "communication folder" at least once a week. In the FOLDER you will find school newsletters and flyers as well as student work. Please read the information and discuss pertinent issues with your child. Please sign the folder and return it at the time requested by the classroom teacher.

## **PHONE**

You may contact us at 208-276-3422.

Students will be permitted to use the school phone only for emergencies. After-school activities should be planned before the child comes to school. Parents should feel free to call the school whenever an unexpected change in plans occurs; the message will be delivered to the child or teacher. Messages need to be called in to school no later than 2:30 in order to get to the student by 3:00

Except in an emergency, please do not ask teachers or students to come to the phone during the time school is in session.

## **CONTACTING TEACHERS DURING THE DAY**

Please call the office for teacher preparation times and contact teachers during those times. Teachers use ClassDojo as their primary communication tool. You can also find out about events and "what's happening" in our building on Facebook page.

## **CONFERENCES**

Teachers are available for conferences at regularly scheduled times throughout the year and special conferences as needs arise. To arrange a conference, contact the teacher by phone or e-mail.

## **PROGRESS REPORTS**

Progress reports will be sent out four times during the school year. Report cards will be sent out at the end of each grading quarter.

**Commented [DS1]:** With all forms and pertinent documentation, we need to utilize PowerSchool for a majority of them.

**Commented [DN2R1]:** They are talking about homework mostly and information coming home from their classroom.

## SCHOOL CALENDAR

For planning advanced family activities, trips, and daycare, please refer to the School District calendar.

<u>Aug.</u>	Teacher In-Service/Workday	August 21-22
	School Starts	August 23
<u>Sept.</u>	Labor Day – No School	September 4
	Fair Day’s – No School	September 14, 15
	Teacher Development Day	September 25
<u>Oct.</u>	Teacher Workday	October 13
	End of 1 <sup>st</sup> Quarter / Early Release 1:15 p.m.	October 20
	Parent/Teacher Conferences	October 25, 26
	End of 1 <sup>st</sup> Quarter - No School	October 27
<u>Nov.</u>	Thanksgiving Vacation	November 20– 24
<u>Dec.</u>	Early Release Day	December 20
	Winter Break	December 21 – Jan 3
<u>Jan.</u>	Civil Rights Day – No School	January 15
	End of 2 <sup>nd</sup> Quarter/Early Release 1:15 p.m.	January 18
	Teacher In Service – No School for students	January 19
	Teacher Development Day	January 29
<u>Feb.</u>	Teacher In Service – No School for students	February 16
	Presidents Day – No School	February 19
<u>March</u>	End of 3 <sup>rd</sup> Quarter / Early Release 1:15 p.m.	March 15
	Parent Teacher Conferences	March 20 21
	Vacation Day/No School	March 22
	Spring Vacation	March 25 -29
<u>May</u>	KHS Graduation/Early Release 1:15 p.m.	May 24
	Memorial Day – No School	May 27
<u>June</u>	Last Day of School/Early Release – 1:15 p.m.	June 4

## Homework

Homework is a vital part of the learning process for many reasons. Students must assume responsibility for their classwork just as they will assume job responsibility in the future.

Students and their parent/guardian have a responsibility for the students' mastery of the subject matter. The learning process is a joint effort.

Teachers provide instruction to each student so mastery of the subject matter can occur. The assignment of homework is an outgrowth of the classroom instruction. Understanding the nature of the subject matter being taught lends itself to different "types" of homework; the following are examples of homework assignments given to students at Juliaetta Elementary School.

- Independent practice of newly learned skills
- Expansion activities beyond the subject matter presented in class.
- Introduction of new materials, such as reading a chapter in the text with a stated purpose of the reading
- The reworking of assignments for continuous improvement
- Independent student projects, approved by the teacher.

Parents can establish a positive learning environment in the home by:

- Showing a positive attitude toward education.
- Taking an interest in your child's schoolwork.
- Establishing good study conditions for his/her individual child and their particular learning style needs.
- Monitoring your child's study habits
- Exercising patience as you encourage your child to do quality work.

The single most frequently given reason for students having poor academic performance is that assignments are not completed on time, or not done properly. Juliaetta Elementary School intends to be proactive in addressing these concerns. The following procedure will be followed with students who do not turn in quality assignments when they are due.

For students who choose not to complete assigned homework, the following may occur:

- Missing work will be completed at PE, recess or break time.
- The student may be assigned after-school detention to make up the work.
- Late work will receive a lower grade.



## ATTENDANCE

### **PLEASE CALL THE OFFICE IF YOUR CHILD WILL BE ABSENT FOR ANY REASON!**

If your child is absent from school on any day for any reason, it is your responsibility to notify the school office. If the school has not heard from the parent/guardian by 10 A.M., school personnel will contact the home. We truly appreciate the consideration parents give when they call the school to let us know their child will not be in attendance. **In Idaho, funding is determined by student attendance. Making sure your child attends school helps him/her learn more and also helps the school receive State money.**

If your child needs to leave school during the day, you must also make arrangements with the office. **If at all possible, please try to schedule doctor's appointments after 1:30. To be considered a full day of school, a student must be here until at least 1:30.**

Absences for reasons other than medical are discouraged, as they directly affect your child's learning.

If absences are pre-arranged, teachers will provide lessons for the student to complete at home. These can be sent home with siblings or picked up in the office by parents.

### **Excessive Absences**

Parent/Guardians will be contacted by office personnel when their student has received six (6) absences; excused or unexcused. Once a child reaches ten (10) absences the Parent/Guardians will be contacted by the principal and invited to participate in an Attendance Planning Meeting to correct attendance problems. Further absences will trigger a mandatory appearance before the School Attendance Review Board (SARB) in Moscow, Idaho and may result in a referral to the District Attorney's Office. Retention can be recommended if a student's academic achievement is adversely affected by poor attendance.

### **PICK UP & DROP OFF OF STUDENTS**

- **Please do not park in front of the school between 8:00 a.m. and 5:00 p.m.**
- **The front of the school is reserved for picking up and dropping off students; it is a drive-through lane. Parents picking up students should remain in their cars and leave as quickly as possible.**

## **BEFORE SCHOOL INSTRUCTIONS**

- Students are encouraged to be at the school by 8:00 A.M.
- Students who are here before 8:00 A.M. will remain outside on the playground.
- Weather considerations: Students will be sent inside if the temperature falls below 20 degrees Fahrenheit or if it is pouring down rain. Inclement weather - students need to dress accordingly.
- Playground supervision begins at 7:45 A.M. All students will go to the playground and stay there until the bell rings at 8:10 A.M.
- The breakfast program begins at 7:50 A.M. in the cafeteria; only those students eating will be allowed in the building.
- Breakfast students will return to the playground until the bell rings at 8:10 A.M.
- Students are not to go to their classrooms before school in the morning unless prearranged by their teacher. This time is teacher planning and preparation time. Students need to take their things with them to the playground.

## **DRESS AND APPEARANCE EXPECTATIONS:**

Students will dress in good taste that does not distract from the educational process and is appropriate for the day's activities. The following are unacceptable:

- Spaghetti straps, half shirts, tube tops etc.
- See-through shirts
- Short shorts and short skirts (extend past fingertip length when arms at sides)
- Low cut tops, halter tops
- Low-riding pants (boys and girls)
- Shirts with questionable printing or pictures
- Hats or head coverings inside buildings (except for hat days)
- Gang related attire (i.e., chains, bandannas, hanging belts)
- No hee-lies or other wheeled shoe wear
- Bare feet in hallways or classrooms (shoes must be worn on school grounds)

Students who go astray of the dress code will be asked to cover up or call home to have someone bring appropriate clothing.

We regard our dress expectations as reasonable and a part of our responsibility to teach young people about fundamental standards of courtesy, modesty, and respect.

## BOOK DAMAGE



Students using school textbooks and library books are expected to maintain them in the best possible condition. Normal wear and tear is to be expected. However, students will be expected to pay for damage that is beyond normal. Lost books must be replaced. If a borrowed textbook or library book cannot be returned, the school will notify you of the cost of replacing that book. Books that are marked in and cannot be cleaned up and used again must be replaced. Books with graffiti and books that have pages torn out must be replaced. Books that have torn pages need to be mended.

We expect students to be responsible as they use school materials. It is one way to minimize the burden on the taxpayer. Books are expensive, ranging from \$20 to as much as \$60 for a single book.

## SCHOOL VISITORS

**If you plan to visit, please let us know in advance. It is a common courtesy** to let a teacher know in advance if there will be a visitor in the classroom.

**ALL VISITORS TO THE SCHOOL ARE REQUIRED TO CHECK IN AT THE OFFICE, IDENTIFY THEMSELVES AND THEIR PURPOSE IN BEING HERE.**

During the school day all outside doors are locked. We have a doorbell located outside the main door to gain access into the building. This is done for the safety and protection of our students and our staff.

Ensuring the safety and protection of students and staff is of utmost importance for JES. Locking all outside doors during the school day is a common practice to enhance security. A doorbell is located outside the main door to allow authorized individuals to gain entry.

## EMERGENCY CLOSURES/DISMISSALS

Occasions may arise when it is necessary for school to be closed. A closure may involve one or both of the schools in the ***Kendrick School District***. ***Situations warranting*** school closures ***may include*** weather, power ***or other utility*** failure and a variety of other emergency situations.

In case of a school closure, the primary concern will be the safety and welfare of the students. ***Action will be taken to notify parents about the closure through emails and text messages with the reason for the closure to assure that students get to their homes safely.*** The school closure may occur before school begins or it may happen during the school day.

If a school closure is determined necessary before the school day begins, information will be found on our JES Facebook page as well as our District's website. Additionally, you will receive an email or text message and a television announcement on KREM2 will be made. Buses will not pick up children who are transported to school.

If the school day has begun and it is determined ***a school closure*** is necessary, ***students will be kept at the school or, in a situation where the school is not safe, at an alternative location. In the case of Juliaetta Elementary School, the location is to be determined, as of this handbook going to print. In the case of Kendrick High School there are enough separate buildings that alternative housing will be on campus in a safe building. Students will remain at this location until parents/guardians can be contacted or a clear determination is made regarding what should be done with the student. Students will not be released from school until appropriate parent/guardian or designee expectations are known. At the request of the parent/guardian or designee students will be:***

- a) Dismissed and instructed to go directly to their destination,***
- b) Retained in school custody until such time that they can be released to parent/guardian or designee,***
- c) Transported by bus to their regular bus stop or another agreed upon destination requested by the parent/guardian or designee.***

***Bus transportation will be delayed until an attempt can be made to contact all parents. In the case where parent contact cannot be made the students will be retained under school jurisdiction until that parent can be contacted.***

Parents ***need*** to create a plan with their children that outlines procedures to follow ***in the case that*** they arrive at home and parents are not there or other unusual circumstances exist.

## BREAKFAST AND LUNCH PROGRAMS

Breakfast is served each normal school day from 7:50 AM until 8:10 AM

Lunch is served at **approximately:**

**11:00 AM** Grades Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>

**11:30 AM** Grades 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup>

\* **All meals, breakfast or lunch, must be paid for in advance!**

Please help us by keeping your lunch account current. Notices will be sent home from the office reminding parents their child is running low on lunch money. These are sent home with students, and it is important parents check their child's folder. While the school will strive to make sure parents are aware when their child is running low on lunch money, ***it is ultimately the responsibility of the parent to see that their child has a current and adequate lunch account.*** We have now made it easier for you to pay and check balances online by signing up at [myschoolbucks.com](http://myschoolbucks.com).

**Due to the limit amount of space and keeping our social distance, parents are not encouraged to eat lunch with their child.**

**Lunch prices are: (These prices are subject to change.)**

	<b>Breakfast</b>	<b>Lunch</b>
K-6 Regular Price	\$1.90	\$3.10
K-6 Reduced Price	\$.30	\$.40
Milk	\$.50	\$.50
Adult	\$2.65	\$4.70

## FREE OR REDUCED MEALS

Families who think they might qualify for **Free or reduced** meals are encouraged to complete the application. The application process is simple and the process and resulting qualification is kept in strictest confidence.

There are two primary reasons why we ask you to please fill out the application. It is a way to ensure children receive the meals provided by the school without putting an undue stress on the family budget.

A second reason we encourage all who qualify for F&R to fill out the applications is to ensure that our school district receives maximum federal funding. Many of the federally funded programs available through our school are dependent upon our F&R count. Title I and After-school Program snacks are two visible programs driven by our F&R count. The more families we have who qualify for F&R, the more federal funds we receive for our programs. Even if you chose to never use the F&R program, the fact that you filled out the application and qualified helps us maintain quality programs for our students.

*USDA is an equal opportunity provider and employer.*

## **CAFETERIA EXPECTATIONS**

The following cafeteria expectations are intended to make the lunch experience pleasant for everyone and an organized part of the school day.

1. All students are expected to remain in the cafeteria and seated until dismissed by the cafeteria supervisor or a teacher.
2. When students enter the lunchroom, please stand in line with your hands to yourself.
3. When students go through the lunch line, please tell your name to the cafeteria supervisor and wait until they have you marked down before you proceed.
4. Good manners are always appropriate. We do not throw food and we do not touch other people's food.
5. Speaking in the lunchroom should be in a quiet voice. Conversation needs to be restricted to the folks in your own lunchroom neighborhood.
6. All food and drink is to be consumed in the lunchroom.
7. Be considerate of others and enjoy your lunch or breakfast.

## **MEDICAL AND HEALTH INFORMATION**

The Juliaetta School Office will not provide Tylenol/Acetaminophen or other OTC medication. If parents determine it is absolutely necessary their child have such medication at school they will need to provide the medication in an original container and provide written and signed instructions to the school regarding the manner of administration of the medication. Those

instructions also need to include parameters that must be met before administration of the OTC medication is appropriate. You may request a form from the office.

Juliaetta Elementary School Personnel will administer prescription medication to students under the following conditions:

- It is **absolutely necessary** that medication be administered during the school day. If it is possible to administer the medication at home before the student comes to school or after the student returns home after school that is preferable.
- **MEDICATION TO BE ADMINISTERED AT THE SCHOOL MUST BE BROUGHT TO THE OFFICE MANAGER IN ITS ORIGINAL PHARMACY CONTAINER WITH A PHYSICIAN'S SIGNED FORM.**
- A form is available in the elementary office for this purpose. If there are any questions about this requirement, please contact the school office.
- Any deviations from this procedure need to be cleared through the school on an individual basis. It is important all students and parents realize we do all we can to ensure the health and safety of each child, but we are an educational institution, not a medical facility.

Inhalers are dealt with a bit differently. Because it is imperative the medication delivered through an inhaler be administered in a timely fashion, students are allowed to carry inhalers on their person and self-medicate provided the parent has completed the request to self-medicate form. While it is prudent that students be allowed to carry inhalers and self-medicate, this policy does not come without added responsibility. If it is your intent that your child be allowed to carry and use an inhaler, please follow these precautions:

1. Make sure the school is aware your child will be carrying an inhaler and self-administering.
2. Make sure your child knows how to use the inhaler properly.
3. Make sure your child knows how to maintain the inhaler in a sanitary condition.
4. Make sure your child knows it is NEVER OK to share the inhaler with another child.
5. Make sure your child knows the loss of an inhaler needs to be reported as soon as the loss is discovered.
6. Make sure your child's inhaler (not the box it comes in) has a pharmacy label with his or her name clearly written on it.

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When students are sent to the office ill, the following procedures will be followed:

- The child will be made safe.
- The child's temperature will be taken.

- If the child is not vomiting and does not have an elevated temperature and there are no other serious indications, the child will be given a chance to feel better, i.e., rest and drink cool water.
- When the child feels better, he/she will be sent back to the classroom. If the child does not feel better within a reasonable amount of time the parent/guardian or other authorized person will be contacted.
- If the child is vomiting, has an elevated temperature or some other indication of possible serious illness, the parent/guardian or other authorized person will be contacted immediately, and arrangements will be made to have the child picked up from school. The child will remain in the office until someone can pick them up. We do not have much space in our office for sick students and appreciate it when parents pick up ill students as soon as possible. This limits the exposure of other students to possible communicable illness.
- **Please keep your child or children at home if they are ill, particularly if they are coughing or have a fever.**
- **Please do not send children back to school until they have been fever-free without the need for medicine, for a minimum of 24 hours.**
- **Please keep your child at home if you as a parent or caregiver have a severe cold or fever.**
- **There have been incidents when students have been sent to school ill. This puts every other child in the class and school in jeopardy and it is unfair to them. If your child is sick in the morning, please do not send the child to school.**

## MESSAGES TO THE SCHOOL AND TO STUDENTS

We will always do our best to get messages delivered in a timely manner. **The earlier in the day we receive messages, the more likely it is we will get that message delivered on time.** Messages that come in at the end of the day are tough to handle since that is a time when we generally have no one available to deliver messages. It is also a time when the office is exceptionally busy, and we are unable to leave it. **We cannot guarantee students will receive messages received after 2:30.**

In the case of requests for student homework, **if we get the request before the school day begins, we will have it ready for you to pick up at the end of the day** or to be sent home with another student at the end of the day. We cannot make that promise about requests that come in during the school day. It is difficult to ask a teacher to set his/her lessons aside and work up a homework package when they have a class in their charge. **Please do not request homework unless there is full intention of having it done.**

**Commented [DS3]:** Teachers need to check their emails much more often during the day.



## TREATS



We all like a treat, and there are times when treats are appropriate at school. It is common to have treats on Halloween, Christmas, Valentine's Day, and birthdays.

When treats are brought to school, this procedure needs to be followed:

- The classroom teacher needs to approve the bringing of treats in advance.
- Treats should be at the end of the day. If they cannot be brought at the end of the day, they need to be left at the office for a later delivery to the classroom.
- There needs to be enough treats for the entire class.
- Bear in mind that we do have students who, for medical reasons, cannot participate in some treats. A quick conversation with the teacher or the office manager might reveal that there is such a student in the class and, with a bit of preparation, that student can have a special treat and be included in the fun. For instance, we do have diabetics in our school who should not eat the sweets that constitute most treats.
- We generally ask that recognition of a student's special occasion be handled at home as much as possible. The arrival of a big bunch of balloons can be quite a disruption to the classroom.
- **Please bring packaged food only.**

**By federal mandate every school has been required to develop and implement a school wellness policy by the beginning of school in 2006. In keeping with that federal mandate, Kendrick School District has adopted POLICY NO: 569 "School Wellness."**

**Implementation of the Wellness Policy may make it necessary to modify some of the ways we have operated for many years with regard to parties and snacks. We will try to implement the policy with as little inconvenience as possible. At the least we will be reevaluating the use of food items as rewards and prizes.**

## TRANSPORTATION RULES



Many of our students ride buses to and from school. Following are the expectations of students riding Kendrick School District buses. These rules apply before and after school routes, the mid-day shuttle from the elementary school to the high school, on field trips and on activity trips.

- The driver is in full charge of the bus and pupils riding it. In the case of field trips, the driver and the staff member in charge will share this responsibility.
- Students are expected to obey the driver promptly and without argument.
- Drivers may assign permanent or temporary seats to any passenger.
- Students are to keep their litter off the floor and will refrain from throwing or putting anything out the windows.
- Students shall not open bus windows without first getting permission from the driver.
- Students are to remain in their seats while the bus is in motion and are not to get on or off the bus until it has come to a complete stop.
- Students must not cross the highway until the bus driver gives consent.
- Students must cross only in front of the bus.
- Any item that might cause injury must be left off the bus.
- Animals are not allowed on the bus.
- Students must have verified permission from home and school authorities to leave the bus at other than their regular bus stop or to ride a different bus. Written permission must be presented to the driver before entering the bus.
- Sometimes students will have an after-school birthday party or activity. We frequently find out about this when a bus is suddenly impacted with a dozen extra children going to someone else's home for a party. This really causes problems. Please do not do this unless you have cleared the transportation with the bus driver in advance.
- Students must be ready to meet the bus on time. (A 2-minute wait at ten stops means a 20-minute extended trip.)
- Any damage to the bus must be reported at once to the driver and/or the principal. Accidents happen and will be dealt with accordingly, but students and their parents will be held accountable for any malicious damage done to a bus, just like any other school property.
- The exit doors at the rear and the side of the bus are to be used in times of emergency or emergency drills only.
- Students are not to extend arms or legs out of the bus windows.
- Good conduct is to be observed by every student. Students exhibiting inappropriate conduct may forfeit their right to ride the bus.
-

## PROCEDURE FOR RIDING AN ALTERNATE BUS

The student needs to bring a note from home stating whom they are going with, on what bus, and to what stop.

## TRANSPORTATION DISCIPLINE

The primary responsibility of the bus driver is the safe operation of the bus. There will be times when student behavior on the bus will necessitate that the bus driver uses corrective action. The bus driver is also responsible for maintaining a schedule within the limits of safety. The bus driver has a very limited amount of time to deal with student behavior issues. For these reasons the **TRANSPORTATION DISCIPLINE PROCEDURE** is very clear and students who choose to behave inappropriately on the bus lose their bus riding privileges rather quickly. There is just too much at stake for the safety of other students to allow a disruptive student to remain on the bus. The following sequence will generally be followed. There may be extenuating circumstances that warrant deviation from the procedure. Serious behavior problems may warrant immediate suspension from the bus.

The bus driver determines the level at which an incident is to be treated. It is a bus driver's call if he/she decides to keep a student at a single step for more than one incident. Steps will only be skipped after consultation with the principal.

A "Bus Conduct Report" will be filled out for every incident that the driver feels may be a significant step toward the loss of bus privileges. Regardless of what step the student is on, when a "Bus Conduct Report" is filed with the principal, the principal will call the student in for a conference, warning and reminder of the next step.

*1<sup>st</sup> write-up      Bus driver calls parent.*

*2<sup>nd</sup> write-up      Bus driver and bus supervisor call parents.*

*3<sup>rd</sup> write-up      Bus driver calls parents. The Principal follows up with a call to the parents and provides notice that the student is suspended from the bus for three days.*

*4<sup>th</sup> write-up      Bus driver calls parents. The Principal follows up with a call to the parents and provides notice that the student is suspended from the bus for five days.*

**5<sup>th</sup> write-up**     ***Bus driver calls parents. The Principal follows up and notifies the parents that the student is suspended from the buses for 20 school days or the remainder of the semester if there are less than 20 days remaining.***

**6<sup>th</sup> write-up**     ***Bus driver calls parents. The Principal follows up and notifies the parents that the student is suspended from the bus for the remainder of the school year.***

Following the fourth write up, if thirty school days have elapsed since the last infraction, the student behavior will be addressed at the same step (write up) as the previous infraction.

Suspension of bus transportation privileges for students with disabilities is defined by Public Law 94-142, and subsequent amendments, and section 504 of the 1973 Rehabilitation Act, and will follow federal guidelines and the provisions of this policy.

Any vandalism or destruction of school bus property will result in payment for damages and may result in automatic forfeiture of all school bus privileges for one (1) calendar year (365 days from the date of the occurrence).

Nothing will prevent the district from denying transportation to any student in any school bus or other transportation equipment operated by or under the authority of the district, upon good cause given in writing to the parent/guardian of such student.

## Behavior and Discipline Procedures

Juliaetta Elementary School believes that all students have the right to learn and that teachers have the right to teach. Disruptive and inappropriate behaviors that interfere with learning in the classroom are dealt with through our discipline plan. Parents, teachers, and students working together ensure the academic and social success of children at JES. We utilize positive incentives for students that make the right choices.

Teachers or adults in authority have the responsibility to require appropriate behaviors of all students so they can deliver instruction effectively. Severe behavior incidents are as follows:

- Repeated refusal to cooperate
- Fighting/assault/or physical harm to another
- Use/possession of controlled substances including tobacco
- Written or verbal threats
- Property damage
- Stealing
- Possession of a weapon or toy replica weapons
- Harassment of another individual, including hazing, sexual or racial harassment, or verbal abuse
- Attempting to access inappropriate websites when working on the computer
- Other behaviors that cause excessive disturbance to the school day

Students who choose not to follow the established rules will be subject to the following consequences:

- Parent phone call and conference
- In-school or out-of-school suspension
- After school detention
- Referral to Latah Police Dept.
- Referral to outside agencies
- Recommendation for expulsion

Classroom teachers and other supervisory personnel administer behavior management strategies that include classroom, hallway, lunchroom, and playground expectations for student behavior and consequences for inappropriate behavior.

**The Administration reserves the right to contact law enforcement if needed to deal with illegal behaviors.**

Juliaetta Elementary School will not tolerate VIOLENCE, BULLYING, HARASSMENT, VERBAL INSUBORDINATION, VULGAR LANGUAGE AND OR GESTURES.

## **Student Harassment & Bullying**

### **Definition of harassment:**

Harassment is defined to include verbal, written, graphic, photographic, audio or video depictions of any kind, or physical conduct relating to an individual's sex or sexual orientation, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's educational and extra-curricular programs.

### **Definition of bullying:**

Bullying occurs when a person is exposed, repeatedly and over time, to negative actions on the part of one or more individuals.

Bullying behaviors include, but are not limited to:

- Physical: Kicking, shoving, hair pulling, hitting, slapping, biting, tripping, stealing, spitting or damaging the possessions of others
- Verbal: Name calling, taunting, put-downs, teasing, threats, rumors, sarcasm, gossiping, ethnic slurs, or betraying a confidence
- Emotional: mocking, laughing, imitating, rejecting, humiliation, excluding, social isolation, writing notes, dirty looks, or hand signs

### **Reporting procedures:**

- Any student, and/or parent of a student, who believes the student is being harassed or bullied should immediately report the situation to school personnel
- Any student who becomes aware that a fellow student is being subjected to harassment or bullying should immediately report the incident to a counselor, teacher, or the Principal.

**Consequences:** Students who have been reported to have harassed or bullied another student will be referred immediately to the Principal's office. (Step 4 above).

**False Accusations** – We encourage students to report actions or incidents that endanger others, but stress that making false accusations will be dealt with as harassment.

## PRIVATE TOYS



The school provides equipment for recess activities. Sometimes students would like to bring a favorite toy to school and that causes problems. Cell phones, electronic tablets, hand-held gaming units, IPOD players and fidget spinners, are to be kept in students' backpacks during school hours. We strongly encourage students to leave these devices at home. Trading cards of any kind are also not permitted in school. **If students bring any of these items to school, they are the students' responsibility.**

If this policy is abused, the item(s) will be confiscated and kept in the office until they are picked up and taken home by an adult.

## PLAYGROUND RULES

The following rules are intended to help us maintain a safe playground where all students can have the opportunity to have fun in a safe and orderly environment. Students who break these rules may be asked to sit out for awhile or go inside to the office, depending on the severity of behavior.

1. **Please wait for the supervisor before you go on the playground or into the gymnasium.**
2. **HAND OVER HAND BARS.** Students are expected to go hand over hand and only in one direction on the bars. "Chicken Fighting" can result in serious injury and is not allowed. No sitting on top of monkey bars.
3. **SWINGS.** No jumping out of the swings. No twisting or riding double.
4. **TOO ROUGH.** Rough play and wrestling are not acceptable.
5. **SOCCER/FOOTBALL.** Soccer is to be a non-contact game. There is to be no blocking or tackling. **If games become too rough or a source of anger, it may be suspended or discontinued.**
6. **BOUNDARIES.** All students are expected to remain on the playground unless they have permission from the playground supervisor. The supervisor must give permission to retrieve balls that have gone off the playground. If the supervisor is not comfortable with a student going after the ball, they will be asked to wait until the supervisor can help

retrieve the ball. Use the sidewalks for walking. The hill above the upper playground is off limits.

7. **BELL/WHISTLE.** When the bell rings or whistle blows, students are to stop playing and get ready to return to classes. Students will wait to be excused by the playground supervisor before leaving the play area, playground or gymnasium.
8. **HARD BALLS AND BATS.** We do not use hard balls at school. Bats are only allowed when they are part of an organized and closely supervised activity.
9. **TOYS FROM HOME.** We ask that students not bring toys from home.
10. **PUSHING – SHOVING – AND SCREAMING.** These are all inappropriate play anywhere at school.
11. **BALLS THAT MAY BE USED IN THE GYM.** Balls that may be used in the gym are soft rubber balls, volleyballs, basketballs and other very soft squishy balls. Only school balls are to be used in the gym. It is not appropriate to kick balls and it is not appropriate to throw balls or other objects at other people. Hard footballs are for outdoor use only.
12. **FOOD.** Food and treats are not allowed on the playground. There is real danger with food of any kind on the playground.

## **USE AND TREATMENT OF OUR GYMNASIUM**

**We ask that NO street shoes be worn in our gymnasium.**

Only on rare occasions is it appropriate to bring food or drinks into our gymnasium. Water is OK but nothing else. This is the expectation of all that use or visits our gymnasium, students and adults as well as those who use our facilities for non-school programs. There are good reasons for this rule. Soda and coffee spills are a mess to clean up and they cause damage. Food spills are also a mess to clean up and if they get left under a bleacher, they may be missed in the cleaning process and cause a health problem.

Community folks frequently use our gymnasium for non-school programs. This is great. There are a few requests that go with use of the facility.

1. Do not assume the gym or other facility is available for your use. You must submit a request at the office and fill out the needed paperwork.
2. We try to operate with as few keys as possible being let out.
3. Depending upon the use intended, sometimes there is a charge for use of the facility and sometimes there is not. Generally, we do not charge



- if the activity is for kids and they are not charged to be a part of the activity and there is no admission charge.
4. If there are any questions about the use of our facility, please contact the school office manager or the principal.

## **21<sup>st</sup> Century Community Learning Center Before/After School Program Policy**

### **Program Description**

The Juliaetta Elementary School Before/After School Program is a **FREE** program located at JES. The Before School Program is open Monday – Friday, from 7:00 a.m. – 8:00 a.m. The After School Program runs Monday – Thursday, from the end of the school day until 5:30. During the After School Program, students will receive a snack, help with homework, get exercise, and participate in fun enrichment activities! The Before and After School Programs are both closed when school is not in session. All students grades K-6<sup>th</sup> are welcome to sign up.

### **What We Offer**

We offer a variety of different programs that are recommended specifically for before and after school programs. This year we are offering the students different courses that they can choose to be a part of. These courses range from cooking and crafts, to sports and reader's theater. When your child registers for the program, they will be sent home with a monthly schedule of the program.

### **Academic Support:**

We provide a space to do homework with other students and get help from teachers, aides, and high school mentors. For those students that do not have homework, there is a large selection of books to read as well as enrichment activities.

**IMPORTANT:** Some students do not finish all of their homework and will still have some to do at home!

### **Attendance**

Attendance is very important. Please keep this in mind when registering your children for the program. If your child cannot make the minimum 3-day requirement, you may be contacted to make other arrangements for your child, so we can make room for other students waiting to attend.

### **Discipline Policy**

We serve a large number of students during the afterschool program. Because this is not during school hours and there is not an active Principal during the program, we must have a consistent discipline policy in place. Our policy is as follows:

- Each student begins with a green card, a yellow card is a warning, orange card means missing time from an activity, and red issues a phone call home. If the Program Director has to call the parent/guardian, the student must be picked up immediately and will be unable to attend the program the following day.
- After the third phone call home, your child will be unable to attend the program for the remainder of the school year. Students and parents must understand that this program is a privilege, not a right. We have many children to tend to during the program, and dealing with constant behavior problems can interfere with the integrity and the goals of the program.

### **Pick Up**

There is a bus that arrives at JES at 5:25 p.m. to transport students to Kendrick. It stops at the Kendrick Park and on top of School House Hill. Students that walk home will be allowed to leave at 5:25 p.m. as well. If your child is walking home or riding the bus, please check the option on the registration form. All other students **MUST** be picked up by 5:30 p.m. from the school. Because the front entrance may not be open during the time of pickup, we ask that you use the new addition entrance on the opposite side of the building. There is a doorbell located on the door as our doors are kept locked for your child's safety.

### **KJ7 PRESCHOOL PROGRAM**

The KJ7 Preschool will take place at Juliaetta Elementary School. The Preschool program will operate Monday – Thursday. Class begins from 12:00-3:00 p.m. from late September to mid-May. Eligibility criteria for the Preschool program are as follows:

- Children must be 4 years old on or before September 1 to enroll in Preschool.
- Children who are 5 years old on or before September 1 but are not Kindergarten ready will be accepted.
- Children must be fully toilet trained.
- The Parent/Guardian must attend orientation or a teacher meeting before starting the program.
- Immunization records and a Birth Certificate must be on file in the school office before starting the program.

The Preschool program will be taught by a trained staff member, who is at minimum a highly qualified paraprofessional and under the supervision of the JES Principal.

### **COMPUTER AND INTERNET USE**

**Using the network is a privilege.** Students, parents, and staff are required to sign the INTERNET ACCESS CONDUCT AGREEMENT form, detailing the responsibilities of users on the JES systems. This form must be signed and on file before a user will be allowed access to the system." **The privilege may be revoked at any time for unacceptable conduct.**

## ANNUAL NOTICE

### *The Family Educational Rights and Privacy Act (FERPA)*

*FERPA provides that parents have the following rights:*

- *The right and procedure to inspect and review educational records.*
- *The right and procedure to request amendment of educational records.*
- *The right to give consent to the disclosure of personally identifiable information from education records except as specified by law.*
- *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Kendrick School District to comply with the requirements of FERPA*

*These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age.*

#### *A. Inspection and/or review of student school records.*

*A parent/guardian who chooses to exercise their FERPA rights to inspect and review education records must provide notice of such intent to the school Principal or Administrative Assistant, allowing reasonable time for the records to be provided without causing undue disruption of the operation of the school office. Inspection of student school records shall be done at the school in a location designated by the school that will provide reasonable privacy and convenience. Upon the request of the parent/guardian, qualified school personnel will assist in the clarification and interpretation of student school records. During the process of reviewing student school records no material may be removed from or added to the student file.*

*The school will maintain a log of all persons having access to a student's school records.*

#### *B. Amendment of student school records.*

*If, upon inspection and/or review of student school records, it is the belief of the reviewer that the records relating to the student contain information that is inaccurate, misleading or in violation of the students rights of privacy, they may seek to amend the records. The right to seek amendment cannot be used to challenge a grade or an individual's opinion (unless the grade or opinion has been inaccurately recorded) or a districts decision to create or maintain particular evaluation records. A person requesting that a record be amended shall consult the Kendrick Jt. School District #283 Policy for instruction about process. (Policy NO: 681)*

#### *C. Persons who will be provided access to student records without parent/guardian consent and conditions.*

*School officials are instructional, supervisory, administrative, and ancillary personnel acting on behalf of the school district in any official capacity. Consult Policy NO: 681 for the full context of this provision.*

***Protection of Pupil Rights Amendment (PPRA)***

*PPRA affords parents certain rights regarding our conduct of surveys, collection and the use of information. These include the right to:*

*Parents have the right to give consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.*

- 1. Political affiliations or beliefs of the student or student's parent.*
- 2. Mental or psychological problems of the student or the student's family.*
- 3. Sex behavior or attitudes.*
- 4. Illegal, anti-social, self incriminating or demeaning behavior.*
- 5. Critical appraisals of other individuals with whom respondents have close family relationships.*
- 6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers.*
- 7. Religious practices, affiliations, or beliefs of the student or student's parent.*
- 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).*

*The rights under PPRA transfer from the parent to the student who is 18 years old or an emancipated minor under state law.*

**ASBESTOS ANNUAL NOTIFICATION**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), Kendrick Jt. School District #283 is required to provide annual notification of inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

A periodic surveillance of asbestos containing building materials (ACBM) is performed in all district buildings every six (6) months. A complete re-inspection of all buildings containing asbestos is completed every three (3) years. At the last re-inspection, all materials listed in the Asbestos Plan as asbestos containing (or assumed to be asbestos containing) were inspected and found to be in good order.

Information about these inspections is included in the district's Asbestos Management Plan, which can be found in the School Office and at the District Administrative Office. You may review a copy of the plan during regular business hours.



**PLEASE SIGN this copy.**

*Date* \_\_\_\_\_

*We have read and understand the expectations and policies set forth in the  
Juliaetta Elementary Student/Parent Handbook for the 2022-23 school year.*

*Child's Name* \_\_\_\_\_ *Grade* \_\_\_\_\_

*Child's Name* \_\_\_\_\_ *Grade* \_\_\_\_\_

*Child's Name* \_\_\_\_\_ *Grade* \_\_\_\_\_

*Child's Name* \_\_\_\_\_ *Grade* \_\_\_\_\_

*Child's Name* \_\_\_\_\_ *Grade* \_\_\_\_\_

*Signature of parent or guardian:* \_\_\_\_\_