

WELCOME

PRINCIPAL'S MESSAGE

Welcome Bruneau and Grand View families, students, and staff to the 2014-2015 school year. It will be an amazing year of learning and fun. Our schools plan to continue focusing on the Nine Characteristics of High Performing Schools which include:

- **Clear and shared focus**
- **High standards and expectations for all students**
- **Effective school leadership**
- **High levels of collaboration and communication**
- **Curriculum, instruction and assessments aligned with state standards**
- **Frequent monitoring of learning and teaching**
- **Focused professional development**
- **Supportive learning environment**
- **High level of family and community involvement.**

In addition, we have been working on implementing the Idaho Core. The Idaho Core sets the benchmarks and guidelines for what each student should learn. We encourage you to ask questions and get involved with understanding all of the new and exciting movements in education. Please keep communication with your child's teacher a trend. It is meaningful for your child to see the invested time you give to his or her educational institution. We have an amazing group of teachers and staff excited and ready to start the year. Education is a community responsibility and together we can help our children have a successful experience in school. Please utilize this handbook to help your child organize their daily work and create life-long habits of responsibility. Please feel free to use this planner as one way to share frequent communication with your child's teacher through written feedback. We value and honor the support parents provide to the learning adventures and look forward to working with each of you this year. We wish everyone a wonderful school year and hope to see you often throughout the year!

Elementary Phone Hours

Tuesday-Thursday

7:45 A.M. to 4:30 P.M.

Friday

7:45 A.M. - 4:00 P.M.

Children are not to be at school any earlier than 7:45 a.m.

DISTRICT PHONE LIST

- **Bruneau Elementary -208-845-2492**
- **Grand View Elementary – 208-834-2775**
- **Rimrock Jr. Sr. High – 208-834-2260**
- **District Office -208-834-2260**



Please reference the district web-site; <http://www.sd365.us> for all district policies.

Welcome to School!

School Mission:

The Bruneau Grand View School District provides a high quality education preparing students for futures that enable them to be positive contributors to society.

Our Vision:

Our learners are capable, confident, and embrace learning.



Core Values:

- **ETHICAL** in our conduct : We do what is right
- **RELIABLE** in our actions: We do what we say
- **RESPONSIBLE**: We are disciplined, dependable, conscientious, committed
- **INSPIRATIONAL**: We motivate positive actions in children and adults

ELEMENTARY AGREEMENTS

In supporting the district wide vision and core values, we expect all staff, students, and patrons in the school to be:

- **Respectful**
- **Responsible**
- **Reasonable**

Our schools expect all employees, students, and patrons to follow school agreements.

Following these agreements provides for a safe environment that provides maximum learning.

As a staff we strive to be positive role models for all students. We hold each other accountable for the following agreements.

The agreements are defined as:

- **Attentive Listening**: (quietly looking at the speaker)
- **No Put Downs/Show Appreciation and Mutual Respect**: (unkind words/actions are not acceptable: instead we give positive feedback to others)
- **Confidentiality/No Gossip**: (each person tells only those needing to know)
- **Everyone Participates**: (participation includes listening, think time, and contributing to the activities)
- **Appropriate Task Completion**: (doing the right thing at the right time)

RESPONSIBILITIES OF THE STUDENT

District policy 704 states:

Students also have certain responsibilities while attending school, which include:

- The responsibility to know, respect, and abide by school rules and regulations.
- The responsibility to respect the opinion of others.
- The responsibility to treat others with dignity.
- The responsibility to apply the best effort possible in all learning situations



NO TOLERANCE

We have a no tolerance policy that could result in immediate suspension and possible involvement of law enforcement. Some of the infractions include but are not limited to:

Bad language

Fighting

Bullying

Possession of weapons of any kind

Possession of drugs or alcohol

SCHOOL DISCIPLINE

Our schools discipline model comes from the model, teaching with Love & Logic. Our schools have established strategies to guide our decisions for determining discipline, these principals are:

1. We believe students should be responsible for solving their own problems and adopting new behaviors with adult guidance provided the solution does not make a problem for others.
2. We believe that we should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.
3. We believe that students should be given the opportunity to make decisions; they should see a reasonable connection between their actions and the consequences that follow.
4. We believe this misbehavior should be handled with natural or logical consequences instead of punishment, whenever possible.

ITEMS FROM HOME

Bring Your Own Equipment & Devices: The school supports students in bringing their own equipment or electronic devices to utilize during recess and other times that may be designated by the classroom teacher. Students will be responsible for following all rules established and a no tolerance of any distractions or rules set by staff will be followed. If the policies are violated, staff will determine consequences based on the severity of the incident. Additionally, on the first offense the device may be confiscated until a parent picks it up. The schools assume no liability for damage, theft, etc. The school **WILL NOT** get involved in solving problems or finding lost or stolen items. Students are advised to keep any items of value at home. Students bring items at their own risk and are not to impede on any teaching and learning. Staff may enforce loss of privileges for the year if problems occur.

ADDRESSING PROBLEMS AND CONCERNS

We want to work together to make sure all children are happy, safe, and learning when they walk into our school doors. We know that questions and concerns can arise over time. Please follow the proper channels to solve problems. If you have a question or concern we ask that everyone follows the appropriate steps to create the best communication in our schools.

1. The **first step** is to contact the **child's classroom teacher** to set up a conference time to clear up and address any questions, concerns, or miscommunications.
2. If further discussion is needed the **second step** is to please contact the front office where a scheduled time will be established to **meet with the principal and or assistant principal**.
3. If still needing to address concerns that have not been resolved regardless of ongoing communication and collaboration from both teacher and building administrator the **third step** is to please contact the **superintendent** to set up a meeting time.
4. If **further action** is still needed and all of the above communication has been made please look to your **school board representative** for further discussion.

It is essential that scheduled meetings are established prior to showing up to a classroom or the office to address concerns so that ample time is provided to work through any problems.

This allows teachers and staff to prepare and avoid any interruptions in their classroom teaching. Our office staff is always willing to work with you to help set up a time to meet with staff.

ENROLLMENT FORMS

The first time you enroll your child in our school you fill out an enrollment form. Please make sure all telephone numbers and addresses are accurate. Most important, please make sure we have the name and telephone number of persons who can be contacted in case you cannot be reached. **Please notify the school if you change addresses, jobs, or telephone numbers during the school year.**

STUDENTS MOVING TO ANOTHER SCHOOL DISTRICT/TRANSFER POLICY

Please contact the office a day or two prior to any move to allow staff to gather all of your children's materials in a timely manner. We will transfer records directly to the new school once a request form has been sent to our office. Prior to withdrawing, all library books and school materials must be returned and your child's belongings must be picked up.

IN DISTRICT TRANSFER POLICY

If you are wishing to enroll your child in another school in the district without a move in location you must first schedule a meeting with the building administrator and have followed the proper lines of communication prior to the request. A written request with reason for transfer must be completed. A team will meet to determine if this is the best solution for the child, family, and school success.

INCLEMENT WEATHER

Children should dress appropriately for the weather each day. Children are expected to go outside except during heavy rain or extremely cold days. Children need to have fresh air and exercise. Please see that your child is appropriately dressed. All children will go outside for fresh air and a classroom break. If they are well enough to attend school, they will join all other classmates outside.

PARENT NOTIFICATION SYSTEM

The school district utilizes a parent notification system that will reach a parent, guardian, grandparent, etc. about any important information the child/parent may need. The information will be delivered over the phone lines, as a text message on your cell phone or as an email. Each parent/guardian can submit up to 14 telephone numbers and 5 email addresses. Anything sent from the school will go to all of these contacts. The system will be used for district or school-wide information (e.g., school closures) or from a teacher to parents about specifics for his or her class (e.g., field trip, tests, projects, homework) and even for PTA/PTO news. This will negate the need for us to send hard copy/paper notices home, which cost the district.



OFF CAMPUS EVENTS

Teachers work hard to create fun innovative lessons that at times take students off school grounds. Past educational experiences have included walks around town, a visit to the local post office or library, fitness walks, and outdoor exploration. Please know that during these times your children are with staff. The activities have been organized in a safe manner. A release for student participation in such events is included in the registration packet and will be kept on file for the year.

DRESS CODE

Students shall dress in a manner that shows respect for themselves and the educational environment. Students clothing must not present a health or safety hazard, a distraction to the learning process or interfere with the education process. All personal clothing, jewelry or other items should be free of writing, pictures, or other insignias, which are crude, vulgar, profane, violent, or sexually suggestive. These items should not bear advertising or likeness of tobacco, alcohol or drugs. Students should be clean when they come to school and wear clothes that do not show underwear or are immodest in any way, e.g., short shorts, mini-skirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, pajamas, or similar clothing. Students should not wear hats or head gear in the building. Some type of shoe shall be worn at all times to ensure personal safety and hygiene.

ACCIDENTS

If your child is injured at school we will make him or her comfortable and call you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency numbers you have listed. Opportunity to purchase insurance for your child is offered and accessible in student registration packets.

LIBRARY POLICY

Bruneau and Grand View Elementary School have about 9,800 books in our Library, and we are growing. We want to ensure we maintain the books we have. We also want to purchase new books for our students to read and enjoy. As a learning institution, we want to teach our students to be thoughtful, responsible citizens, and we want and encourage students to check out books to take home and read. To do all of this, we have developed a library policy that will set forth our expectations for the use of our library books.

Students are taught, and are expected to understand that when they check out a book from the library they are responsible for taking care of the book and returning it at the appropriate time in the same condition as when it was checked out.



All books are checked out for one week, and can be renewed for any reasonable length of time.

If a student has a damaged or lost book, he or she cannot check out any additional books until the book is paid for or replaced.

If something happens that prevents a student from returning a book at the appropriate time in the same condition, we have established the following:



Late book--after 30 days a book is considered lost.



Damaged book fee--\$1.00 - \$2.00 depending on extent of damage.



Damaged beyond repair fee--\$10.00 paperback, \$20.00 hardcover



Lost book fee-- \$10.00 paperback, \$20.00 hardcover

CARE OF TEXTBOOKS

Students are responsible for all textbooks and library books issued to them during the school year. The student to whom they were issued must pay for all lost or damaged books. Should a lost book be found after the student has paid for it, the money will be refunded when the book is brought to school.



ATTENDANCE POLICY

School Attendance Philosophy

Students cannot perform well academically when they are frequently absent. An individual student's low attendance is a symptom of disengagement and academic difficulties. When many students have low attendance in classes, such behavior undermines the capacity of all students and teachers to pursue high quality education.

(From: Habits Hard to Break)

Students, parents and educators recognize that consistent attendance results in safety of students, educational benefits, and success that build self-esteem in children. In both Bruneau Elementary and Grand View Elementary we encourage and set a goal for all students and staff to achieve a 98 % attendance rate for the entire school year.

Policy

All students in Bruneau Elementary and Grand View Elementary are required to arrive at school on time, remain in school for the entire day and to attend school regularly at least 90% of the time school is in session. If a student misses more than 10% of school during the entire school year, he or she will be referred to the attendance committee and may be denied promotion to the next grade.

Tardies

A student is tardy if he or she is not in the assigned classroom when the bell rings. Tardies caused by a late bus shall not be counted on the student's record. The principal may excuse student tardies because of inclement weather or extenuating circumstances. Students who arrive at school after the tardy bell rings must check in at the office and get a tardy slip. Please note: 4 tardies will count as 1 school absence.

Early Dismissal

A child released from school early is missing educational opportunities. It is essential to remain in school until the end of the school day. Children must be checked out of the office prior to any early dismissal and will accrue one absence after 4 early release times. We ask that parents keep their children in school until the bell rings. **Any dismissal prior to the bell ringing will count toward an absence.** *(4 early release times constitute 1 absence)*

If you need to pick up your child before school is dismissed you must report to the office. You will need to sign your child out and the school secretary will get your student for you. An early dismissal constitutes any release prior to the school bell dismissal regardless of time. We are working to limit classroom interruptions and ask that you please keep your children in school until the bell rings.

CALCULATING ELEMENTARY ATTENDANCE

Absence from class for any reason, including family convenience and vacations will be counted when the percentage of attendance is calculated. This could consequent eligibility for promotion. Except in extraordinary circumstances, students are expected to be present at school and in their assigned grade. Extraordinary circumstances may include, but are not

limited to, verified illness or medical treatment with proper documentation from a licensed health official, involvement in an accident or malady that would preclude regular attendance with the proper documentation from a licensed health official, death in the family or death of close friends, and medical or dental professional appointments with documentation. Moving to a four day week tightens the amount of time students have in class and so it is important that professional appointments are scheduled on Mondays to avoid possible absentees.

Notification of Absences:

Parents will be notified in writing about absences throughout the school year. If a child has three or more absences a parent will receive his or her first attendance notification. If a child has 6 or more absences a second attendance notice will be sent home and if a child has 10 or more absences a third attendance notice will be sent home. The second and third attendance notices may be followed up with a phone call home, a home visit, an attendance review hearing, non-promotion to next grade.

Notification to School for Student Illness

If your child is absent, please call the school to report the absence. Please accompany this with any doctor's notes in regard to the reason for the absence.

DENIAL OF PROMOTION

Students not meeting the aforementioned criteria for attendance requirements may not be promoted even though they may have passing grades. The parent/guardian who has valid reasons to believe that all or parts of the absences are the result of extraordinary circumstances may file a written request for review by the building attendance committee. Such request must be made within five (5) days of receiving notice of the denial. The building attendance committee will review the records and the circumstances and determine options for each individual child. Following is the criteria that will be used by the attendance committee to make its determination:

- Attendance for current and previous year or semester
- Grades for current and previous year or semester
- Makeup of work missed, including whether the work was made up prior to the absence or after the absence.
- Make up of time missed in supervised attendance during the school year (such as after school tutoring) or during the period immediately following the completion of the school year (summer school).



The decision of the attendance committee may be appealed first to the principal and then the superintendent. This appeal must be submitted to the principal and then the superintendent within ten (10) days after the attendance committee submits its decision. The principal and or superintendent will render a decision on the appeal within ten (10) days after receiving the appeal. The final determination may warrant the board's determination in this matter.

ABSENT WORK

When a child is absent, taking the work home can never make up for the classroom interactions and discussions held that lead children to knowledge and learning. Although teachers will make every effort to support your child to make up work please understand that this does not replace the education and workload that they complete when in school.



FOOD SERVICES

Bruneau Grand View School District Nutrition Department provides nutritious meals for the students in the district. The meal program is planned to meet the nutritional needs of the students. Adults may purchase meals in the cafeteria. Adults will receive the same meal as a secondary student at the adult price as these meals are not subsidized by the state. Applications for free and reduced price meals are to be filled out and must list all students in the family. Applications may be picked up at school or you may get them off the website. If your income changes during the year you may fill out an application at any time. Each household must fill out a new application at the beginning of the school year even though their student(s) were on the program the previous year.

Breakfast and fresh fruit/vegetable snacks are being served for free, to all students at the elementary school daily. Lunches will be served for \$2.05 per lunch, reduced lunches \$.40 per lunch, adults \$3.50; and extra milk is \$.40. It is a district policy that the lunches **are paid in advance** unless other arrangements have been made. ***District policy 406.1 states: "A maximum of 5 lunch charges may be accumulated after which the student can no longer be served a full lunch. Parents are encouraged to provide their child with a sack lunch until charges have been paid. Students will receive a peanut butter sandwich, fruit and milk for \$0.50 until charges have been paid in full." Any students with an unpaid lunch balance from the previous school year will not be allowed to charge any meals during the current school year until all charges have been paid in full.*** We would encourage you, if the cost of lunches becomes a hardship, to consider the eligibility criteria for free and reduced lunches. We encourage parents & guests to visit our schools and have lunch with their children. Please call the school office on the morning you plan to eat so that the cooks can have enough food prepared.

BREAKFAST IS SERVED DAILY FOR FREE TO ALL STUDENTS

FRESH FRUIT & VEGETABLE GRANT SERVED DAILY FOR FREE TO ALL STUDENTS

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866)377-8642 (relay voice users). USDA is an equal opportunity provider and employer."

MEDICATION

The school personnel **cannot** administer medicine, including aspirin. Individual cases, which require prescription drugs, will be handled on a case-by-case basis. Please contact the school to get an "Authorization for Self-Administered Asthma/Emergency Medication" form to allow school officials to administer medicine if it becomes necessary. Information can be found in District Policy 706.4.1. Call the school office if you have any questions.



COORDINATED SCHOOL HEALTH

Our schools promote the eight coordinated school health components: health education, physical education, health services, nutrition services, counseling/psychological services, a healthy safe environment, parent and community involvement and staff wellness. Our schools will continue to develop ongoing action plans to make sure that the eight components are being looked at and worked on. We have put a great emphasis on nutrition and fitness and look forward to continuing this focus.

Snacks and Treats

We ask that you strive to bring healthy snacks and treats to school while limiting sugar and candy. If you want ideas about what to bring please contact the front office. If you plan to bring in snacks please contact your child's teacher to make arrangements first.

Participation

All students must participate in all learning programs and classes including physical education, fitness fun, recess and any other programs that support the whole school learning environment. A child may be dismissed from such activities with proper doctor's notes.

SCHOOL PARTIES

If your child has a birthday during the school year, please check with your child's teacher to set up a time to celebrate.

CHILD STUDY TEAM

State and federal law requires each school utilize a child study team to assist in the educational planning to meet individual needs of students. The CST can include any or all of the following, parent/guardian, classroom teachers, building administrator, special services staff, a school psychologist, and any other invited member with pertinent information regarding the child. The purpose of the CST is to endeavor to help teachers and parents better meet academic, social/emotional and behavioral needs of the child referred. A referral can be made by parents or school personnel. To make a parent referral you may contact the special education teacher or school psychologist. You will be asked to complete a brief form stating your concerns. The referral will be scheduled to be discussed with the multidisciplinary team.

TRANSPORTATION CHANGES

Bus, walking, and parent pick up schedules for children will not be changed without written or verbal requests from the child's parent. Students will not be allowed to make arrangements during school time to go home with a friend. Notes from parents making any changes to a child's travel plans must include the names of all children included in the plan. If a child's name is not on the note he or she will follow his or her regular daily plan. **Please notify the school in advance and or NO LATER than 3PM** on the day of the change or advise the teacher if there will be a change in the transporting of your child. If no notification is received, your child will follow his or her regular method of getting home. We **will not** interrupt teachers during class time so it is essential to let the front office know of any changes in transportation for the day as early as possible to relay the messages in a timely manner.



BUS RULES

All students riding a school bus are expected to follow the rules and conduct themselves in a manner to provide the greatest safety for all. If you have a problem or concern regarding the bus you must **first contact the bus driver**. If unable to resolve your problems, you can contact the bus supervisor John Aquiso.

1. Students must obey their bus driver at all times.
2. Unnecessary conversation with the driver is prohibited.
3. Any student, who is guilty of unbecoming conduct, using inappropriate language, being disrespectful to the driver or other students, forfeits the right to ride the bus.
4. Pupils must not throw paper or other rubbish on the floor of the bus or out the windows.
5. Pupils should not have toys or electronics on the bus that cause a distraction to the driver or cause conflict with other students. If there is an abuse of these items, the driver will take away the toy/electronic device.
6. Pupils will not extend arms or heads out of the bus windows.

BUS MISCONDUCT PROCEDURE

1. A bus misconduct report will be issued when a student will not follow the above rules. This is issued by the bus driver and must be signed by the parent and returned to the bus driver before the student resumes riding the bus. The principal and transportation will be informed of the incident and the report filed in his/her office.
2. A second bus misconduct report will result in the student being suspended from the bus until the parent has contacted the bus driver, transportation supervisor, or principal in order to address the problem.
3. A third notice is issued; the same procedure shall be followed as outlined for the second notice except the transportation supervisor shall automatically suspend the student from riding the bus for five days. Any further warnings could result in revoking the student's riding privileges for the remainder of the school year.
4. Riding the bus is a privilege. Any serious infraction could be reason for revoking riding privileges on first offense.

COMPACT

The "No Child Left Behind" Federal Law **requires** that schools and homes develop a school/parent/student compact, developed by parents working with staff that emphasizes the responsibility of the school, parents, and students to support each other. When you receive your compact, please read it and discuss it with your child. By signing this compact, you are agreeing to take responsibility to help your child/children to learn in the best way possible and open the lines of communication between home and school.

PARENTAL INVOLVEMENT

The goal of the district is to foster relationships with parents who encourage cooperation between the families and schools in establishing and achieving common educational goals for students.

The district recognizes the parents are individually responsible for their children, and it is the district that provides direct services of education and indirect services of childcare for students during the time they are under the care, custody, and supervision of school district personnel. Consistent with these shared responsibilities and as is appropriate the maturity of the students involved, members of the school staff will consult with parents regarding student progress and achievement as well as methods to enhance student development, and regarding matters of correction.

In addition, parental involvement in the schools is encouraged through regular communication with the school principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school and district programs and the education of the children.

To foster and encourage these relationships and to achieve the District's mission, the district will:

- Consult with and encourage parents to share in school planning, in setting school objectives, and in evaluating school programs.
- Heighten parental understanding of the educational process and the parents' role in facilitating this process
- Communicate with parents to foster their understanding of school operations and goals.
- Provide opportunities for parents to be informed of their children's development and the methods of educating their children as well as the methods of measuring their progress.
- To be available as a resource to assist parents and allow them to maximize their role in guiding their children's education and development.
- To ensure that every child along with his or her parent, teacher, and superintendent in accordance with federal law will sign the required parent-student compact.

VOLUNTEERS

Volunteers are wanted and needed in the schools. Call the school or contact your child's teacher if you can be available. New laws require a completed application and a background check to be a regular volunteer. We do not want to discourage anyone from volunteering and will help you with the required paperwork as much as possible. Volunteers must respect the learning environment and make every effort to refrain from distracting students in the classroom. Other staff should not be asked to watch your children when you come to volunteer.

VISITORS TO SCHOOL

The Board of Trustees welcomes and encourages the active interest of parents and citizens in their public schools, and invites the community to visit at any time. However, because schools are a place of work and learning, certain limits must be set to balance the interest between the visitor's participation and the school's mission to educate the students. To assist in this balancing, the building principal is assigned the responsibility of identifying all persons within the school and on school premises. For these reasons, the following policy applies to visitors to the school:

- All persons who are not a regular staff member or student of the school will be termed a "visitor".
- All visitors on school property during school hours must sign in at the school main office upon arrival at the school.
- All visitors must wear a school issued badge identifying them as a "visitor".
- All visitors who wish to observe a classroom while school is in session are required to coordinate such visits in advance with the principal and the teacher, for the purpose of ensuring that class disruption is minimized.
- Visitors are expected to refrain from speaking with teachers during class time and correspondingly, teachers are not authorized to discuss individual matters with visitors while class is in session.

STUDENT VISITORS

Students who are not enrolled in the Bruneau Grand View Joint School District cannot attend school with other children. If a parent wants to bring them to visit during the lunch hour or arrange an opportunity for him or her to visit a classroom, a parent must be present. Please make sure to contact the office and classroom teacher to approve the visit.

CLASSROOM DISRUPTIONS-MESSAGES FOR STAFF

During the school day classes **will not** be interrupted for any reason unless there is an emergency situation. The office staff will not interrupt teachers during class to relay information to teachers or students. It is very important that any messages or change of plans be sent to the office in the morning to allow adequate time to ensure messages are received. The front office will take all calls during the school day. Any or all messages will either be placed in staff mailboxes and or sent to staff voice mail. Staff will have access to messages and calls during their planning and break times when students are not working with the teacher.

