

*Be respectful  
Take responsibility  
Be ready to learn*



Popplewell Elementary School  
Principal Cynthia Cooper  
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# PARENT-STUDENT HANDBOOK

Revised  
**2018-2019**



Please read through and sign parent/school compact at the end of this booklet.

**Helping Children Become Lifelong Readers and  
Learners**

# PARENT-STUDENT HANDBOOK

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Dear Students and Parents,

Welcome to Popplewell Elementary School. As educators, we are looking forward to a year of providing successful and fun educational experiences that meet the needs of every student. Students, parents, teachers and the community are partners in the educational process. All must work together to insure the success of every student so that their dreams may be achieved. Time is of the essence for teaching reading, language arts, writing and math. Teaching students to be responsible and accountable is important to their success.

The instructional day begins at 8:00 a.m., with students reporting to their classrooms by the 8:05 a.m. bell. Since classroom instruction and specialist's schedules begin immediately, promptness is expected. School is dismissed at 3:00 p.m. On Late Start Monday, the school doors will open at 10:15 a.m. The instructional day will begin at 10:25 a.m.

Regular sized backpacks are allowed. Oversized bags and bags with wheels will not be allowed in school. Agenda books will be provided to promote good communication with the home and school. Parents are encouraged to write back to the teachers in the agendas or through e-mail. A newsletter will be sent monthly on the last Friday of the month. This newsletter will provide you information for the upcoming month so that you are aware of the opportunities and activities provided for your children. Most information is also listed on the Popplewell website <http://www.buhlschools.org>.

As partners in education, we encourage your full participation in your child's learning by supporting our home reading program of 20 minutes each night, and helping with homework. Parents are encouraged to become involved in our school by volunteering in classrooms. We are currently looking to begin a P.T.N. (Parent Teacher Network) program. If you are interested in becoming a member, please contact the office.

It is also important to read through this student handbook, sign acknowledge the information provided.

This school year will prove to be even better with students, parents, teachers and the community working together to help all children become "Dreamcatchers" of learning. "Popplewell Pride!"

Together in Education,

Cynthia Cooper  
Principal

## **The Family Educational Rights and Privacy Act, P.L. 93-380**

The Buhl School District endeavors to comply with the Family Educational Rights and Privacy Act, enacted by Congress in 1974, which establishes your right as a parent or legal guardian to have access to your child's school records. Further, the law gives parents the right to limit the disclosure of information from their child's school records unless parental consent is granted to do so. If the student is 18 years of age or attending a postsecondary institution, he/she may exercise these rights on his/her own behalf.

### **Definition of Terms**

#### **Student Record:**

Record is interpreted to mean identifying data; academic work completed; level of achievement; attendance data; scores or standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

#### **Parent:**

Shall mean the natural parent, the adoptive parent, surrogate parent, or the court-appointed guardian of the student.

## **SCHOOL POLICY, RULES & GENERAL INFORMATION POPPELWELL ELEMENTARY**

### **MISSION STATEMENT**

Popplewell Elementary, along with families and community members is committed to the education of all students. Each student will have the resources and opportunities to succeed. We continually strive to improve all student achievement using standards based instruction while providing an enriching environment to meet the unique needs of our students.

#### **Our Goals Include:**

##### **Students who will:**

- Learn given accurate instruction using focused, standards-based curriculum.
- Demonstrate citizenship, responsibility, and positive character traits.
- Be provided opportunities for academic success through differentiated instruction.
- Be treated respectfully and be expected to treat others with the same consideration.
- Be presented with tools necessary to become 21<sup>st</sup> century learners.
- Maintain an open line of communication with teachers and staff members.

##### **Educators who will:**

- Teach the Idaho Core Standards with fidelity.
- Implement standards-based instruction in all subject areas.
- Use common formative and summative assessments to guide instruction and create opportunities for differentiated instruction.
- Collaborate in professional development sessions to acquire applicable instructional strategies and methods.
- Integrate technology to reinforce classroom learning.

- Maintain an open line of communication with parents and community members.

## **Acceptable Use of Electronic Networks**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### Terms and Conditions

1. Personal use of computers by students that is consistent with the District's educational mission may be permitted during class when authorized by the teacher. Personal use of District computers and networks outside of class must comply with District policy.
2. Privileges: The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator and/or building principal will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. An appeal of such decisions may be made to the Superintendent within seven days. His or her decision is final.
3. Unacceptable Uses: The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are the following:
  - Using the network for any illegal activity, or to access websites encouraging illegal activity including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
  - Accessing information pertaining to the manufacture of weapons;
  - Uses that cause harm to others or damage property;
  - Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - Downloading copyrighted material;
  - Using the network for private financial or commercial activities;
  - Wastefully using resources, such as file space;
  - Hacking or gaining unauthorized access to files, resources, or entities; uploading a worm, virus, or other harmful form of programming;
  - Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - Using another user's account or password or some other user identifier that misleads message recipients into believing that someone other than you is communicating;
  - Posting material authored or created by another, without his or her consent;
  - Posting anonymous messages;
  - Using the network for commercial or private advertising;
  - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, bullying, or illegal material; and
  - Using the network while access privileges are suspended or revoked;

- Promotion of political, personal, or religious causes in a way that presents such opinions as the view of the District;
  - Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications;
  - Any other unacceptable uses as outlined in District Policy 3270.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- Be polite. Do not become abusive in messages to others.
  - Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - Do not reveal personal information (including the addresses or telephone numbers) of students or staff.
  - Recognize that email is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - Do not use the network in any way that would disrupt its use by other users.
  - Consider all communications and information accessible via the network to be private property.
5. No Warranties: The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification: The user agrees to indemnify the District for any losses, costs, or damages (including reasonable attorney fees) incurred by the District, relating to or arising out of any violation of these procedures.
7. Security: Network security is a high priority. If the user can identify a security problem on the internet, the user must notify the system administrator, Internet Safety Coordinator, or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism: Vandalism will result in the cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

9. Telephone Charges: The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, or equipment or line costs.
10. Copyright Web Publishing Rules: Copyright law and District policy prohibit the republishing of text or graphics found on the internet or on District websites or file servers, without explicit written permission.
  - A. For each republication on a website or file server of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the website address of the original source.
  - B. Students engaged in producing website pages must provide library media specialists with e-mail or hard copy permissions before the website pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
  - D. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - E. Student work may only be published if there is written permission from both the parent/guardian and the student.
  - F. Violation of the copyright web publishing rules may result in denial of access to the network.
1. Use of Electronic Mail.
  - A. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students in fulfilling their duties and responsibilities and as an education tool.
  - B. Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email.
  - C. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an electronic mail account is strictly prohibited.
  - D. Each person should use the same degree of care in drafting an electronic mail message that would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
  - E. Electronic messages transmitted via the District’s internet gateway carry with them an identification of the user’s internet “domain.” This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
  - F. Any message received from an unknown sender via the internet should either be immediately deleted or forwarded to the system administrator. Downloading any file

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attached to any internet-based message is prohibited, unless the user is certain of that message authenticity and the nature of the file so transmitted.

G. Use of the District's electronic mail system constitutes consent to these regulations.

## **ARRIVING AT SCHOOL**

Students are to enter and exit the building through the upper and lower wing breezeway doors. Students who do not ride the bus to school are not to arrive at the school before 7:45 a.m. Students arriving on the bus before 7:45 a.m. are to remain in the supervised area.

## **ATTENDANCE POLICY**

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose.

This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding Excellence in Education, all parties involved in attendance can better strive for quality in the classroom.

Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

In accordance with school district policy, Popplewell Elementary School emphasizes parent responsibility in school attendance of all elementary children. Due to the increase in missing and abused children, parents must make a request for a child to miss school, or give a reason for the child's absence by telephone or in writing to the principal, teacher or office secretary. This should be done by called 543-8225 before 9:00 a.m. on the day of the illness. If an extended leave is anticipated, please make arrangements far enough in advance so details can be worked out for completion of assignments. A student who accumulates too many absences may not be advanced to the next grade and may be turned over to Status Offense. Please follow the guidelines below:

### **EXCUSED ABSENCES:**

- Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music related events, FFA trips, academic field trips, and others deemed co-curricular
- Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Board
- Subpoenas to appear in court or court-ordered, out-of-District placements for special services; and
- Illness, medical appointments, dental appointments, or hospitalization verified by a doctor's statement.

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## UNEXCUSED ABSENCES:

The absence of a student from class or any portion of a class for any reason other than illness, emergency, or activities which have prior approval of the administration is to be considered an unexcused absence and therefore, an act of truancy.

When a student is absent for any reason except for a school-sponsored or an administration-approved absence, an adequate acceptable excuse must be provided within two school days following return to school; otherwise, the absence is classified as unexcused. Parents, guardians, doctors or other responsible persons should provide excuses for all students except married students or those of age 18 with a current signed parent consent form on file, who may speak for themselves. An advance excused absence for trips, work, hunting, etc. may be provided to students who are passing. An advance excused absence must be approved prior to the absence by the principal and must include adequate provision to make up class work. Students with poor academic standing or who have been truant in the current or preceding semester are ineligible for advance excuses. An advance excused absence requires the prior approval of each of the student's teachers and the principal.

Any student who is a truant for the first time will have the parent contacted and serve detention. The second truancy will result in a student-parent/guardian-principal conference and the student may be placed on suspension. Four truanies will result in a recommendation to the Board of Trustees for expulsion from school and the prosecuting attorney will be notified for purposes of filing a complaint against the parent, guardian, or other person responsible for the care of the child in a court of competent jurisdiction. Any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant shall be guilty of a misdemeanor.

A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

## **Cell Phones**

Student cell phones are NOT allowed at the school. If a student needs to be contacted while they are at school, then a parent should contact the office.

## **CONSEQUENCES**

Behavior is maintained by both positive and negative consequences. Rewards and recognition will be given to those students who follow the school rules and demonstrate appropriate behavior. Discipline is the student's ability to accept responsibility for his/her behavior. Negative consequences for infractions of school rules may include a time-out, loss of recess privileges, writing a mediation essay, clean-up detail, payment for damaged items, an apology, detention, in-school suspension, or out-of-school suspension. A "pink slip" will be sent home with students who do not follow the rules. Parents must sign the "pink slip" and have their student return it to school. If the pink slip is not signed and returned, students will lose recess privileges.

## **Curriculum and Instructional Goals**



The Buhl School District shall provide an equal opportunity for every student to receive an education which will enable each to fulfill his/her optimum role in society, commensurate with individual ability, in compliance with legal requirements and reflecting the desires of the citizens of the Buhl Community. The district's instructional programs, methods, and resources, shall meet the needs of each individual student, regardless of race, color, creed, sex, or level of ability. The district recognizes that equal opportunity education does not imply uniformity and that each student's unique characteristics must be acknowledged. The district's instructional programs, methods, and resources shall not imply, teach, or encourage any beliefs or practices reflecting bias or discrimination toward other individuals or groups and shall not deny others their basic human rights. The district will strive to develop and implement programs that provide students with those skills, knowledge, and attitudes that:

- Are fundamental to present and future learning in all walks of life
- Help the student to solve problems and think more productively
- Help the student to relate with other people effectively
- Promote the student to attain and maintain physical and mental fitness
- Help the student to understand and appreciate other people, how they live and how their lifestyles may impact their present and future world
- Help the student become prepared for the world of work
- Assist the student to adapt to technological change and its impact on his/her present and future life
- Enable the student to use free time in a productive manner
- Assist the student to understand how beliefs and values guide one's actions

## **DISCIPLINE AND BEHAVIOR GUIDELINES**

The teacher will be the authority in charge of discipline within the classroom at Popplewell Elementary School. PBIS (Positive Behavior Interventions & Supports) is implemented schoolwide. Certain offenses such as violent behavior, controlled substance violations, severe aggression or harassment, or any behavior threatening the safety and well-being of others may result in immediate disciplinary action as outlined in the Buhl School District Policy (copies are available upon request). If a student's behavior is deemed to be disruptive or detrimental to the safety and well-being of other students, action will be taken, which may lead to some form of suspension or expulsion by the Buhl School District. A copy of the complete policy is available upon request.

A general search of school properties assigned to students for their use may occur at any time. Items belonging to the school, as well as illegal items, (firearms, weapons, drugs, alcohol, etc.) or other possessions reasonable determined to be a threat to the safety and security of others may be seized by school officials. Police may be called.

Attached are copies of our referral forms.

## **Emergency and Disaster Preparedness**

The Buhl School District has developed procedures for dealing with existing and potential student and school crises. The Crisis Management Plan should include Standard Response Protocol Procedures. An important component of the Plan is a set of interagency guidelines with various city and county agencies to aid timely communication and help coordinate services between the agencies and individual schools or the entire District. Standard Response Protocol Procedures guide staff in responding to more

frequently occurring crises, such as deaths of students or teachers and other traumatic events, which can affect the school community for days. These procedures are intended to be time-limited, problem-focused interventions designed to identify and resolve the crisis, restore equilibrium, and support productive responses. The crisis team uses Standard Response Protocol to help administrators:

1. Gather information;
2. Establish communication with families;
3. Disseminate accurate information to faculty and students;
4. Intervene directly with students most likely to be affected; and
5. Increase the available supportive counseling for students and staff.

Standard Response Procedures help school personnel handle potentially dangerous events such as an armed intruder in a school and other life-threatening events. The District has developed a Plan which emphasizes a coordinated interagency approach.

The Buhl School District's Standard Response Protocol Plan provide benefits for students, parents, and the District. The procedures provide an organized, systematic method for helping students. Standard Response Protocol Team members operate within specific guidelines to make collaborative decisions, share the responsibility for these often difficult, stressful situations. Parents and other members of the community are assured that the District has established procedures which better prepare schools to respond to crisis.

The interagency agreements have fostered stronger collaborative relationships and have led to improved communication about students and family events that could impact the schools.

In the event of an emergency, employees are expected to remain at their worksite to ensure the safety and security of students under their care and/or the school's care until otherwise directed by the school administrator or person in charge. Those employees who have a child in another school should have arrangements in place for the care of their child by others until they can be released from their duties. Employees are strongly encouraged to take all steps necessary to provide for the well-being of their family in advance of any major disaster. This will hopefully moderate fears and concerns sufficiently to permit rapid and effective completion of assigned tasks to ensure the well-being of students and staff.

### **Emergency Treatment**

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian.

Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse, or a doctor. The principal or designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

1. Isolate the child immediately from other children in a room or area segregated for that purpose;
2. Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child; and
3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent cannot be reached and in the judgment of the principal or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he or she may elect to continue the treatment or make other arrangements.

## **FIRE DRILL**

Fire drills are required by law and are held periodically. When the alarm sounds, students will walk quietly out of the building without coats or books. Students are to be quiet and remain together in class groups so the teacher can account for all students and give further instructions.

## **HAZING, Harassment, Intimidation, Bullying, Cyber Bullying**

The following definitions and procedures shall be used for reporting, investigating, and resolving complaints of hazing, harassment, intimidation, bullying, and cyber bullying.

### Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-district and intra-district athletic competitions or other school events.
2. "District" includes District facilities, District property, buses, electronic technology or electronic communication equipment on District computers, networks, or forums and non-District property if the student or employee is at any District-sponsored, District-approved or District-related activity or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in District business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade level attainment, such as forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

4. “Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic, or physical nature on the basis of an actual or perceived characteristic, including but not limited to age, race, religion, color, national origin, disability, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, familial status, or weight.
5. “Harassment, intimidation or bullying” means any act that substantially interferes with or disrupts the educational environment or impinges on the rights of other students at school, a student’s opportunities or performance, that takes place on or immediately adjacent to school grounds, school property, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
  - Harming a student or damaging a student’s property;
  - Knowingly placing a student in reasonable fear of harm to the student or damage to the student’s property; or
  - Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or hostile educational environment.
  - “Cyber bullying” includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs through the District’s computer network and the internet, whether accessed on campus or off campus, during or after school hours or through any private electronic device done when the student is present at school. In the situation that cyber bullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt educational environment of the school or impinge on the rights of other students at school and/or in violation of District policy or state law. The Administration shall, at their discretion, contact local law enforcement.
  - “Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, gender identity and expression, or sexual orientation.

#### Retaliation/False Charges

Retaliation against any person, who reports, is thought to have reported, filed a complaint, or otherwise participated in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

#### Confidentiality

It is recognized that harassment, hazing, intimidation, bullying, and cyber bullying is often very distressing for the victim and those who suffer as a result of such actions may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and complaints are dealt with allowing for as much confidentiality as can be provided while at the

same time allowing for a thorough and appropriate investigation and reporting, where appropriate.

## Complaint Procedures

- Building principals and the Superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, or cyber-bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.
- Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he or she has been a victim of hazing, harassment, intimidation, or cyber-bullying, in violation of this policy shall immediately report his or her concerns.
- All complaints will be promptly investigated in accordance with the following procedures:

**Step I:** Any hazing, harassment, intimidation, bullying, or cyber-bullying, information (complaints, rumors, etc.) shall be presented to the building principal or Superintendent. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board Chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

**Step II:** The District official receiving the complaint shall promptly investigate or refer the complaint to an appropriate colleague or outside party for investigation. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. Due to the requirements of the Family Educational Rights and Privacy Act, it will often not be possible to provide complainants and parents with detailed information on disciplinary actions taken against another student. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent or their designee.

**Step III:** If the complainant is not satisfied with the decision at Step II, he or she may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten working days.

**Step IV:** If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten working days after receipt of the Step III decision. The Board shall, within twenty working days, conduct an informal review at which time the complainant shall be given an opportunity to present the complaint and the District's administration to respond if they so desire. The course and conduct of this proceeding shall be informal and shall be at the sole discretion of the Board. The Board shall provide a written decision to the complainant within ten working days following completion of the informal review.

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## Documentation and Reporting

Documentation related to the incident may be maintained as a part of the student's education records.

Additionally, a copy of all hazing, harassment, intimidation, bullying, or cyber-bullying, complaints and documentation will be maintained as a confidential file in the District Office and reported as required by the State Department of Education

**HEAD LICE** The district has a "nit-free" policy when dealing with head lice. Any student found to have nits (eggs), or adult lice will be sent home from school. The student cannot return to school until lice treatment has been done and the student is found to be "nit-free". Information concerning lice treatment will be sent home with each child and additional information can be received from the office and/or school nurse.

## **HOT LUNCH PROGRAM**

Breakfast and Lunch are FREE for all students. Breakfast and lunch are served daily. Each student will be issued a personal lunch card to be scanned on a daily basis. This will eliminate the need for students to carry lunch tickets each day. As a general rule, the teachers will keep the student cards so they should not get misplaced. Monday mornings before school, parents can send checks or money with students to keep their lunch card balance current.

## **ILLNESS**

It is recommended that students with a temperature of 100 degrees or higher stay home and not return to school until their temperature has been normal for 24 hours. A student who is vomiting or has diarrhea should also stay home. Any student with a contagious infection should not return to school for 24 hours following medication, i.e., strep throat, tonsillitis, pink eye, impetigo and ringworm.

## **IMMUNIZATION**

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child who does not provide an immunization record to the school regarding the child's immunity to certain childhood diseases. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by the Board of Health and Welfare or has previously contracted the disease. The parent or legal guardian of the child must comply with the immunization requirements at the time of admission and before attendance for the child.

<b>Summary of Immunization Requirements</b>			
<b>Immunization Requirement</b>	<b>Child born after September 1, 2005</b>	<b>Child born after September 1, 1999 through September 1, 2005</b>	<b>Child born on or before September 1, 1999</b>
Measles, Mumps, and Rubella (MMR)	2 doses	2 doses	1 dose
Diphtheria, Tetanus, Pertussis	5 doses	5 doses	4 doses

# PARENT-STUDENT HANDBOOK

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Polio	4 doses	3 doses	3 doses
Hepatitis B	3 doses	3 doses	3 doses
Hepatitis A	2 doses	0 doses	0 doses
Varicella	2 doses	0 doses	0 doses

## **Internet Safety**

Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in District policy and procedures, and will otherwise follow District policy and procedures. Staff members shall supervise students while students are using District internet access at school, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee. Students must use the District’s filtered network for all online activities on school grounds or using District equipment. The system administrator, Internet Safety Coordinator, and/or building principals shall monitor student Internet access.

## **LIBRARY/MEDIA CENTER**

It is the policy of the Popplewell Elementary School Library/Media Center to charge \$.10 per day on overdue books. In the event that a book has been lost, a replacement fee will be charged before the student can check out additional books. Students and teachers are notified each week of overdue books and fines.

Popplewell Elementary students have the opportunity to access the Internet in their classrooms and in the computer lab. Parents and students are required to sign an “Internet use” form indicating that they understand the rules and consequences for accessing computers and the Internet at school.

## **MEDICINE**

No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy except in an emergency situation.

The Board will permit the administration of medication to students in schools in its jurisdiction.

Pursuant to the written authorization of the student’s licensed health care practitioner, as well as the written authorization of a parent/guardian, the school nurse (who has received direction as to the administration of medication by the student’s licensed health care practitioner) may administer medication to any student in the school.

Where administration of medication is a routine activity for a particular student, the subject shall be addressed in a student’s health care plan, Section 504 Plan or IEP, as applicable.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

# PARENT-STUDENT HANDBOOK

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The absence of a school nurse for the administration of medication shall be addressed on a case-by-case basis considering proper compliance with Idaho law and the medical needs of the student.

## **NO WEAPONS POLICY**

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location. This policy does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

### **Definition of "Weapon"**

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numb chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No student, staff, or visitor shall possess, use or distribute any object, device, or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons. These include, but not limited to, weapons listed above, which are broken or non-functional; look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No student, staff, or visitor shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

Depending on the facts and circumstances in each case, students may be suspended for violating this rule and the police may be notified. If warranted, further consequence may include expulsion.

## **Parent Involvement**

The Board believes that the education of children is a joint responsibility, one it shares with the parents and the community. To help insure that the best interests of the child are served in this process, a strong program of communication and/or collaboration between home and school must be maintained. The Board believes that parents have the ultimate responsibility for their children's in-school academic achievement and behavior. During school hours, the Board, through its designated staff, shall strive to serve the interests of parents in providing for the safety, health, and welfare of their children. For the benefit of children, the Board believes that parents have a responsibility to encourage their children's performance in school by:

- Supporting the schools by requiring that their children observe all school rules and regulations, and by accepting the responsibility for their children's behavior;
- Sending children to school with proper attention to their health, personal cleanliness, and dress;



# PARENT-STUDENT HANDBOOK

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- Maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework through providing a quiet place and suitable conditions for study;
- Reading all communications from the school, and signing and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information on their child's progress in school; and
- Participating in school activities and special functions.
- The Board directs the administration to develop activities that will enhance home-to-school cooperation. Such activities may include, but are not limited to:
  - Conducting parent-teacher conferences which facilitate two-way communications between home and school;
  - Holding open houses which provide parents with the opportunity to see the school facilities, meet the staff, and review the program on a first-hand basis;
  - Disseminating building and room newsletters to parents on a regular basis;
  - Conducting meetings of parents and staff members to explain and discuss matters of general interest with regard to child-school, child-home, or child-school-home relationships;
  - Conducting meetings of staff member(s) and individuals or groups of parents of those students who have special abilities/aptitudes, disabilities, needs, and/or problems;
  - Sponsoring or co-sponsoring special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involving the cooperative effort of students and parents, and are of general interest to the schools or community;
  - Providing interested parents of preschool children with information and/or training on successful parenting practices.

## **Parent Involvement: Federal Programs**

With respect to the federal programs currently offered in the Buhl School District (Title I, Title I Migrant, Title VII Bilingual education, Title VI Special Education, and Title VI Preschool), and in accordance with the directives of the Improving America's Schools Act, the district will:

1. Involve parents in the joint development of a parent involvement plan through the use of a committee comprised of one or more parent representatives from each federal program serving district students.

# PARENT-STUDENT HANDBOOK

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2. Appoint a federal programs director to provide coordination, technical assistance, and other necessary support for participating schools in planning and implementing effective parent involvement.
3. Build the school's and parents' capacity for strong parent involvement by implementing a parent involvement program in each district building.
4. Coordinate and integrate parent involvement strategies with other programs or agencies, such as Head Start and the Department of Vocational rehabilitation, through interagency agreements, interagency communications, and shared professional development and parental involvement activities.
5. Conduct, with parent involvement, an annual evaluation of the effectiveness of parent involvement programs in the district.
6. Use the findings of the evaluation to modify parent involvement strategies if necessary or to develop school improvement plans.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences are held at the end of the first and third nine weeks grading periods. This gives the teacher and parents or guardians a chance to meet and discuss the student's progress. Report cards for these periods will be given to the parents and explained. We expect all parents and guardians to attend these conferences. Times will be set up by the classroom teacher for your convenience.

Student Led Conferences may be held to give your students the opportunity to share and explain state test scores in addition to what they've learned during the year. All parents are required to attend. Times will be set up to accommodate work schedules.

## **PARTIES & BIRTHDAY CELEBRATIONS**

The priority at Popplewell Elementary is to protect the "instructional time" for English Language Arts, writing and math. Because of this priority, every effort will be made to have assemblies and holiday parties on Fridays. Non-educational parties will be limited to once a month or may not be allowed.

## **PICKING UP STUDENTS**

We request that the school be notified if anyone other than parents or legal guardians are picking up a child during school hours. Students will not be released without this information. Parents should impress upon their children the need for caution in offers of help, rides, etc. coming from strangers. If there is a legal matter dealing with custody, please provide the school with legal documentation for authorized persons to pick up your child. We will not allow your child to go with anyone who is not authorized without proper documentation.

## **RULES AND RESPONSIBILITIES**

1. Learn and let others learn. We agree not to interfere with another person's right to learn.
2. Be responsible for our own actions and behavior. We agree to complete our school work and homework, keep track of personal belongings and school supplies, and remember to bring books and homework back to school.

3. Be respectful and courteous to each other at all times. We agree not to use obscene language or gestures, to interrupt or ignore others, to wear hats in the building, to call others names, to be disrespectful to school personnel, or to use another person's property without permission.
4. Be safe and follow the school rules. We will not fight or roughhouse, run in the building, throw hard objects, (rocks, snowballs, baseballs, etc.), bring guns, knives, or dangerous objects (this includes toy guns or knives) to school. Tackling and wrestling are not allowed at school. Roller-skating, in-line skating, skateboarding and bicycling are not allowed on school grounds. Pushing, walking or running up or down the slide is not allowed. Willfully causing bodily harm to another student is against the rules. Leaving the school campus without permission will be a truancy. The following items are not allowed at school: golf balls, hard balls, racquetballs, metal or wooden bats, electronic games, trading cards, remote controlled toys, headphones, I-pods, cell phones or pagers. Individual teachers may choose to prohibit toys from being brought to their classrooms.
5. Respect the rights and property of the school. We will not dirty bathrooms, throw food, litter, steal, destroy school property, or write on, mark on, or deface furniture or walls. Students will use playground equipment appropriately.

## **SCHOOL CLOSURE**

There are two situations when school closures may occur. The first situation is when school must be closed during the school day when students are already in school. If this situation were to occur, the superintendent will contact area radio and television stations at least two hours before the schools are closed. An automated emergency phone call will be sent out to the telephone numbers on file. The second situation occurs when the superintendent has been notified that local highways will not be safe for school bus travel the next morning. The superintendent will notify local radio and television stations by 6:00 a.m. of the day the school will be closed. Every attempt will be made to place a district employee at each school by 7:00 a.m. to verify the closure. An automated emergency phone call will be sent out to the telephone number on file.

## **SCHOOL-PARENT COMPACT**

Popplewell Elementary and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

The Popplewell Elementary principal, teachers and staff are committed to parent involvement and to the research that supports involving parents has a tremendous positive influence on student achievement. By working closely with parents, we can make children's dreams come true.

**The principal and teachers believe that educating children is the key to a bright future. We pledge to:**

- Create a safe, positive learning environment.
- Communicate positively with all parents.

# PARENT-STUDENT HANDBOOK

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- Support the partnership between home and school with an emphasis on reading and math.
- Provide motivating learning experiences for all students.
- Work with parents to ensure each child's success in meeting the State Curriculum Standards.
- Respect the rights of all students as individuals.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

**As parents, you believe that educating your children is key to a bright future and therefore pledge to:**

- Monitor your child's attendance making sure he/she isn't tardy.
- Talk with your child about his or her school experiences each day.
- Provide a quiet study area at home and encourage good study habits so that homework is completed daily.
- Read with your child each day.
- Work with your child on grade level math facts.
- Stay informed about your child's education by communicating with the school through promptly reading student agendas, notices and school newsletters.
- Support the teacher's efforts to help your child succeed at school.
- Attend Parent/Teacher /Student conferences
- Monitor the amount of television your child watches.

## **SEARCH AND SEIZURE**

School Property and Equipment:

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by students, without notice or consent of the students, when reasonable suspicion of wrong doing exists.

Students:

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

## **SPECIAL FEATURES AT POPPLEWELL ELEMENTARY**

- Computer Lab
- Library
- Physical Education
- Music
- Special Education Services
- Title I
- English as a Second Language

## **Specific Parent Rights**

As a parent, you have the right to:

1) Be informed of your rights.

2) Inspect and review your child's records:

**Procedure:** Make your request through your child's principal who will make the necessary arrangements for you to inspect and review your child's records.

3) Request a copy of your child's records:

**Procedure:** Parents desiring a copy of their child's records may do so through their child's principal; the copying expenses must be borne by the parents. The District must respond within 45 days of the request.

4) Challenge the accuracy and content of your child's records:

**Procedure:** Parents and eligible students, who believe that their child's records contain inaccurate, misleading or otherwise inappropriate information, may request in writing to their child's principal that an amendment be made to correct their records.

5) Limit access to your child's records:

**Procedure:** While certain educational personnel have access to your child's records, no record/information/data will be released to an individual or agency (3<sup>rd</sup> party) outside the school district without your consent. Such consent must include:

- a) Specification of the records to be disclosed
- b) The purpose of the disclosure, and
- c) The party or class of parties to whom the disclosure may be made

Should you have any questions about the Family Educational and Privacy Act and your rights thereof, contact your child's principal who is authorized to act as the manager of your child's records.

## **Student Conduct on Buses**

Riding the school bus is a privilege for students, not a right. Students are expected to follow the same behavioral standards while riding School District vehicles as are expected on school property and at school activities, functions, and events and additional specific transportation safety rules. All school rules are in effect while a student is riding a District vehicle or at a school bus stop.

The Superintendent or designee shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval.

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the District office and in each building principal's office.

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The bus driver shall be responsible for enforcing the rules, and shall work closely with the parent and the building principal to modify a student's behavior. The rules shall include consistent consequences for student misbehavior.

Recommendations for permanent termination of bus privileges will be referred to the Superintendent for final determination. The termination may be appealed to the Board. No further appeal shall be allowed.

A recommendation to terminate bus privileges shall be accompanied by a written record of the incident(s) that led to the recommendation. Said written record shall be provided to the parent/guardian of the student whose bus privileges are being revoked.

## **Student Dress**

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school.

Students are reminded that their appearance, clothing, and grooming, significantly affect the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, since it is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning, minimizing disruptions or distractions, and to protect the health, safety, and morals of students all students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location.

In general, students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry—including body piercings) which depict or allude to, by picture, symbol, or word, drugs, including alcohol and tobacco; controlled substances; drug paraphernalia; gangs; violence; sexually explicit, lewd, indecent, or offensive material; or illegal acts. The wearing, use, or display of any gang clothing or attire (based upon the principal/designee's reasonable belief that gangs may be present in a school) jewelry, emblem, badge, symbol, sign, codes, or other things which evidence membership or affiliation in any gang is prohibited on any school premises or at any school sponsored activity, regardless of location.

Head coverings are inappropriate in the school building during regular school hours, unless the principal or designee specifically makes an exception to the policy.

Unless the principal or designee indicates otherwise, students will wear footwear at all times.

The Board of Trustees urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the school setting. For example, clothing exposing bare midriffs, shorts shorter than mid-thigh, and short skirts will not be allowed. The Superintendent or his or her designee is hereby authorized to promulgate regulations consistent with the provisions of this policy.

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Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

Do not wear:

- Clothing which is suggestive and/or provocative, which as a consequence is disruptive to classroom management or the teaching process, is not allowed.
- Halter-tops, tank tops, tube tops, or muscle shirts, low-cut blouses, shirts or sweaters and see-through clothing are not allowed.
- Clothing that does not cover the midsection when worn in a normal manner.
- **Excessively tight clothing or baggy and sagging clothing will not be allowed.**
- Intentionally torn clothing is not permitted.
- Clothing that displays alcohol, drugs, sex, tobacco, nudity, violence, killing, gang associations, obscene language or symbols, or ethnic harassment will not be allowed.
- Pajamas and visible undergarments will not be allowed.
- Pants will be worn at hip level; low-riding pants or pants that intentionally or unintentionally drag on the ground/floor are not allowed.
- Skirts may be no shorter than mid-thigh; this includes laced pants and skirts.
- NO SHORT SHORTS or holey clothing of any type (pants, shirts, sweatshirts, etc.), or any other clothing that is suggestive.
- Belt tails must be tucked in.
- Head coverings may not be worn in the schools during school hours.
- All garments must be hemmed.
- Shoes must be securely worn on the foot for protection and safety during school hours. **No Flip Flops.**
- Jewelry construed as a safety hazard is not permitted (e.g., chains, spiked collars, or bracelets, etc.)
- Excessive or extreme makeup that is disruptive or a safety hazard is not allowed.

There shall be no jewelry affixed to a student's nose, tongue, lips, cheek or eyebrow.

## **Student Use of Social Media**

Students will be held accountable for the content of the communications that they post on social media locations and are responsible for complying with District policy and procedures for content posted using a District computer, network, or software or when posted during school hours when the student is in attendance at school. Student posts on social media locations outside of school hours and school grounds using a personal computer, network, and software shall be private as long as they do not enter into the educational setting and interfere with the orderly operation of the school. Posts to social network sites using a District computer, network, or software may be subject to public records requests.

Students may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others.

## **SUBSTANCE ABUSE POLICY**

The Board recognizes that use of alcohol and drugs is a serious problem and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety, and welfare of students and staff. It is the desire of the District to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the District relating to use, possession or being under the influence of alcohol or controlled substances, as that term is defined in Idaho Code. It is the philosophy of the District that the District will help those who desire to help themselves.

The District's desire is to create an environment where students feel safe from the many harmful influences that are prevalent in our society. For those students that come forward and voluntarily disclose using or being under the influence of alcohol or drugs while on school property or at a school function, prior to the District having reasonable suspicion, the District will provide counseling to any such student and make recommendations for referral to appropriate agencies for screening and assessment. The parent or legal guardian of the student will be immediately notified and the District will cooperate with and work with the parent in the establishment of a plan to assist the student in whatever means are deemed necessary and appropriate. Only persons on a "need to know" basis may receive information regarding a voluntary disclosure, except when deemed reasonably necessary to protect the health and safety of others.

The mere fact that a student previously disclosed use of alcohol or a controlled substances, in and of itself, shall not establish reasonable suspicion at a later date.

If the District has reasonable suspicion (based upon reliable information received or the personal observations of staff) to believe that a student is using or is under the influence of alcohol or a controlled substance and the student has not voluntarily disclosed such use or influence, the District may take whatever action is deemed appropriate, including but not limited to, notifying the parent or legal guardian, notifying local law enforcement, suspension, or expulsion. The following shall be used as a guide in determining what procedures may be followed when this occurs, however, the specific procedure may, in large part, depend upon the circumstances in each case:

- Upon reasonable suspicion, the student will be asked if he or she has used or is under the influence of alcohol or drugs;
- If the student admits to the use, the student's parent/legal guardian will be immediately called;
- The student will be asked to reveal the circumstances involving the use of alcohol and/or drugs and asked if any other students were involved;
- Law enforcement will be called when deemed appropriate;
- The student will be immediately suspended from school, and depending upon the circumstances, may be suspended for up to 20 days and/or recommended for expulsion;
- As a condition of readmission, the student and parent will agree to undergo assessment and counseling for alcohol and/or drug use. The District will provide counseling services and any other services available to the student and/or the student's parents;



- If the student does not admit to the use of alcohol and/or drugs and the staff member(s) in charge, after talking to the student, still believes that the student used or was/is under the influence of alcohol and/or drugs, an investigation will be conducted, which may include a search of the student's locker, car, desk or any other school property used by the student may be subject to search. In addition, law enforcement will be called immediately as will be the parent/guardian. The student will be suspended from school pending an investigation. If the investigation shows that, more likely than not, the student used or was under the influence of drugs and/or alcohol, a recommendation for expulsion will be made to the Board of Trustees. The student will be entitled to full due process prior to being expelled from school. As a condition of readmission, the Board may require that the student undergo assessment and counseling for alcohol and/or drug use.

## **TEXTBOOKS**

Textbooks are provided by the district for the child's use during the school year. Students are responsible for the textbooks assigned to them. Students are expected to pay for any textbook that has been assigned to them that is lost or damaged during the school year.

## **Toys**

Toys are not to be brought to school. These items include fidget spinners, Pokemon cards, and all other items that are distracting to the learning environment.

## **Visitors to the Schools**

While the District encourages visits by Board members, parents, and citizens to all District buildings, all visitors are required to report to the administration or principal's office upon entering any District building.

All building administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors first report to the administrative office. This includes all parents, Board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, salespersons, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Conferences should be held outside school hours or during the teacher's conference or prep time.

## **Volunteer Assistance**

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, District staff shall clearly explain the volunteer's responsibility in school, on the playground, and on field trips. On field trips, both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

# **MY SCHOOL PLEDGE**

I pledge to do my best  
in reading, math and all the rest.

I promise to obey the rules  
in my class and in the school.

I'll respect myself and others, too.  
I'll expect the best in all I do.

I am here to learn all I can,  
to try my best and be all I am.

## **Bully Free Pledge**

Bullying is not allowed in my school.

I will not hit, shove, kick, or punch anyone or anything.

I will not tease, call names, or put people down.

I will not gossip or spread rumors.

If I see someone being bullied, I will speak up  
and seek help.

I will treat everyone with respect and kindness.

I will NOT be a bully.

## Playground Guidelines

### Be safe:

Keep hands and feet to self. Avoid fighting or play fighting. **What is on the ground... stays on the ground.** Stay within the playground boundaries. Notify an adult if a stranger is present.

### Be respectful:

Follow adult directions. Include everyone and take turns. Use kind words and appropriate language. Touch others only when helping.

### Safety Guidelines

#### Swings:

remain seated, swing front to back only, no twisting, stop swinging before getting off swing, no pushing

#### Slides:

use ladder to reach the top of the slide, one person on the ladder at a time, slide down feet first, sitting only, wait for the person ahead of you to get out of the way before sliding down

#### Jungle gyms:

climbing and sitting on the top is prohibited, and hanging from knees or twirling is prohibited when the jungle gym is wet

#### Black top:

use the games according to the rules, basketball and 4 Square are the only ball games played on the black top

#### Big/Small Toy:

use the equipment the way it was designed, hang from the monkey bars by your arms, do not climb on top

#### Fitness Trail:

use the equipment the way it was designed to be used, the fitness trail can only be used with adult supervision

#### Upper Wing Field:

stay in the designated area (not passed the first goal post and not past the building)

#### Lower Wing Field:

stay in the designated area (not passed or behind the building), no one is to go through the fence to the track without adult supervision

#### Jump ropes:

jump ropes are used for jumping only, both ends of the ropes are to be held in hands, use jump ropes on the blacktop, use jump ropes with two hands, swinging jump ropes over your head by one hand is prohibited

**Be Responsible:** Use problem solving skills to solve conflicts. Line up when the bell rings. Notify an adult in case of injury. Follow game rules. **Below there are specific consequences for the playground.**

### General Game Guidelines

#### Basketball

- Anyone may join the game at any time

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- New players join the smaller team
- Fouls include shoving, pushing, tripping
- Shooting fouls get 2 free throws
- Non-shooting fouls get 1 free throw
- If ball is intentionally thrown at someone's feet to make it go out of bounds, the person who was hit gets to throw ball in bounds
- Basketball used on the basketball court only
- When traveling occurs, the other team takes possession of the ball
- Disputed calls are decided by majority vote

## 4 square

- Teams are prohibited
- Wait for your turn on the yellow line beside the 4 square game
- If ball goes out in your square, you are out
- Ball can only bounce one time in your square
- When you get out, don't argue. Go to the back of the line.
- When one person gets out, everyone moves up, new person takes over last spot.

## Soccer

- Form teams
- Choose one goalie per team
- The goalie is the only player to use hands; players using hands except for protection will leave the game for remainder of recess
- Throw ball back in from where it went out of bounds
- Maximum of 10 players per team, others need to wait in line to join when another player leaves
- Supervisors determine when the soccer field can be use

## **Discipline, Principles, Rules and Plan**

### **PRINCIPLES**

- Every person deserves to be respected.
- Every person deserves to be safe, to feel safe, and to be free from danger.
- Students attend school to learn academics, behavioral skills, social skills and learning is enhanced in a physically and emotionally safe environment.
- The establishment of academic and behavioral expectations enhances learning.
- Special emphasis will be placed on the teaching of self-discipline, good citizenship and social skills.

### **SCHOOL RULES**

**BE RESPECTFUL**

**TAKE RESPONSIBILITY**

**BE READY TO LEARN**

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- I will follow directions the first time given.
- I will keep my hands, feet, mouth, and objects to myself.
- I will put people up, not down.
- I will always be in the proper place.
- I will walk in the building always.
- I will use all materials and equipment properly.

## **DISCIPLINE PLAN**

Inappropriate behaviors at Popplewell Elementary fall into **3 levels of offenses (level 1, level 2, and zero tolerance)**. Each level will be addressed either by the classroom teacher, and/or the school's administration.

### **Examples of Level 1 Offenses**

- Handled by the teacher - documentation of behavior and action using documentation that is appropriate. These are minor and handled in class.

<b>Level 1 Offenses (teacher handles)</b>	
<ul style="list-style-type: none"><li>• Not following directions</li><li>• Running in hallways</li><li>• Excessive talking</li><li>• Inappropriate laughing/sneering</li><li>• Derogatory notes/pictures</li><li>• Teasing/put downs</li><li>• Inappropriate language</li><li>• Open defiance</li><li>• Cheating/lying</li><li>• Back talking/arguing</li><li>• Disruptive</li><li>• Physical harassment</li><li>• Verbal harassment (teasing, taunting, mocking)</li><li>• Fighting</li><li>• Ethnic slurs</li><li>• Inappropriate touching</li><li>• Damaging property</li><li>• Direct and willful disobedience of school rules and policies</li><li>• Disrespect for authority</li></ul>	<ul style="list-style-type: none"><li>• Eye rolling</li><li>• Interrupting</li><li>• Consistent tardiness</li><li>• Name calling</li><li>• Misuse of materials</li><li>• Wandering</li><li>• Mocking</li><li>• Spitting</li><li>• Throwing objects</li><li>• Hitting</li><li>• Refusing to work</li><li>• Not following directions</li><li>• Inappropriate gestures/language</li><li>• Bullying</li><li>• Threatening/taunting</li><li>• Threatening bodily harm</li><li>• Stealing</li><li>• Use of profanity</li><li>• Pulling fire alarm</li><li>• Excessive truancy</li><li>• Harassment, including sexual harassment</li><li>• Disruptive clothing</li><li>• Obscene gestures</li></ul>

## The teacher handles level 1 behaviors in the classroom :

- The teacher will follow individual classroom hierarchies of behavior management.
- Tracker must be sent home after teacher behavior management system has failed. Parents need to sign. It is wise to call the parent to notify them the tracker is coming home and if the child receives three more they will go to the office. Once at the office there is a process as well, which in the end may be suspension outside of school.

## Prior to an Office Discipline Referral:

1. Parents and students must know teacher expectations and procedures.
2. Parents and students must know the classroom teacher's discipline plans and procedures.
3. Teachers must document unacceptable behaviors and consequences imposed, trying several strategies/interventions to stop the inappropriate behavior. **A parent contact must be made before an office referral is made.**
4. All Level 2 behaviors/Safe School Violations (zero tolerance) warrant an immediate office referral.

## Level 2 Offenses

- Handled by the administration when the four green trackers are turned in to the office.
- Parent contact (phone call from an administrator and the child's teacher) on all offenses.
- 1 hour in school suspension for first office visit.
- 1/2 day in school suspension for second office visit. This will be entered into PowerSchool and sent to the State.
- 1 day in school suspension for third office visit. This will be entered into PowerSchool and sent to the State.
- 2 Days out of school suspension. This will be entered into PowerSchool and sent to the State.

<b>Level 2 Offenses (administrators handle)</b>
<ul style="list-style-type: none"><li>• Handled by the administration, when four green student trackers are turned in to the office, all within a week's time.</li></ul>



## Level 2 behaviors will be handled by the administration and the teacher after the following steps are followed:

- Four level 1 trackers for the students behavior (within the same week) will be delivered to the office.
- The teacher will email an administrator to set up a time to discuss the students behaviors.
- An administrator and the classroom teacher will contact student's parent
- An appropriate consequence will be given

**Only Zero Tolerance behaviors will be handled by the administration:**

- Results in a direct office referral
- An administrator will contact student's parent
- An appropriate consequence will be given

<b>Zero Tolerance Offenses (administrators handle)</b>
<ul style="list-style-type: none"><li>● Drugs</li><li>● Weapons/facsimile of a weapon/dangerous instrument</li><li>● Leaving school without permission</li><li>● Assault with intent to fight with another student</li><li>● Property Damage/Vandalism</li><li>● Setting Fires/Bomb Threat/Safe School Violations</li><li>● Sexual/Racial Harassment</li></ul>

In an emergency situation (zero tolerance), the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted and an administrator or designee will come to the classroom and remove the student. It is suggested two adults bring the child.

**Suspension/Expulsion Protocol**

Certain offenses require an immediate office referral (e.g. sexual/racial harassment, possession of a weapon, making threats, inflicting bodily harm on others and other Safe School Violations). These incidents may immediately result in an Out-of-School Suspension or other consequences at the discretion of the administrator. Students facing suspension/expulsion will be provided due process as outlined in the Buhl District Policy for Student Conduct and Discipline Policy found in the student handbook.

**Specialty Classes**

The specialty teachers and Para educators (Title, ESL, Special Education, Library, Computers, P.E. and Music) will follow the same level system of behaviors as the classroom teacher. The specialty, para's and other adults can report behavior problems to the classroom teacher by logging them on the trackers.

# PARENT-STUDENT HANDBOOK

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## Playground

The playground supervisors will also follow the level system of behaviors. Students can be put in time out on the benches. Supervisors are to use Level 1 behaviors, which will be reported to the **teacher** on a Behavior Tracker. The teacher will then address the behaviors according to the classroom discipline plan and/or number of trackers given. Level 3 behaviors will result in a direct office referral.

Teachers will always be a part of the process. They know their students the best.

Office Referrals are handled in this order once the student has received four trackers of different behaviors. There will be adjustments as needed.

First Referrals with 4 trackers attached	1 hour in school suspension
Second Referral with 4 trackers attached	½ day in school suspension
Third Referral with 4 trackers attached	Full day in school suspension
Fourth Referral with 4 trackers attached	Out of school suspension



# PARENT-STUDENT HANDBOOK

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Level 1 Offenses (Teachers)	Level 2 Offenses (Administrator & Teacher)	Zero Tolerance Offenses (Administrators)
<ul style="list-style-type: none"> <li>• Not following directions</li> <li>• Running in hallways</li> <li>• Excessive talking</li> <li>• Inappropriate laughing/sneering</li> <li>• Derogatory notes/pictures</li> <li>• Teasing/put downs</li> <li>• Inappropriate language</li> <li>• Open defiance</li> <li>• Cheating/lying</li> <li>• Back talking/arguing</li> <li>• Disruptive</li> <li>• Physical harassment</li> <li>• Verbal harassment (teasing, taunting, mocking)</li> <li>• Fighting</li> <li>• Ethnic slurs</li> <li>• Inappropriate touching</li> <li>• Damaging property</li> <li>• Direct and willful disobedience of school rules and policies</li> <li>• Disrespect for authority</li> <li>• Eye rolling</li> <li>• Interrupting</li> <li>• Consistent tardiness</li> <li>• Name calling</li> <li>• Misuse of materials</li> <li>• Wandering</li> <li>• Mocking</li> <li>• Spitting</li> <li>• Throwing objects</li> <li>• Hitting</li> <li>• Refusing to work</li> <li>• Not following directions</li> <li>• Inappropriate gestures/language</li> <li>• Bullying</li> <li>• Threatening/taunting</li> <li>• Threatening bodily harm</li> <li>• Stealing</li> <li>• Use of profanity</li> <li>• Pulling fire alarm</li> <li>• Excessive truancy</li> <li>• Harassment, including sexual harassment</li> <li>• Disruptive clothing</li> <li>• Obscene gestures</li> </ul>	<ul style="list-style-type: none"> <li>• 4 level 1 trackers within the same week (does not have to be the same behavior)</li> </ul>	<ul style="list-style-type: none"> <li>• Drugs</li> <li>• Weapons/facsimile of a weapon/dangerous instrument</li> <li>• Leaving school without permission</li> <li>• Assault with intent to fight with another student</li> <li>• Property Damage/Vandalism</li> <li>• Setting Fires/Bomb Threat/Safe School Violations</li> <li>• Sexual/Racial Harassment</li> </ul>



Classroom Behavior Tracker		Referral # _____
Student's Name: _____ Grade: _____ Date: _____		
<b>In class behaviors:</b>		
<input type="checkbox"/> Not following directions	<input type="checkbox"/> Hitting/kicking	
<input type="checkbox"/> Excessive talking	<input type="checkbox"/> Refusing to work	
<input type="checkbox"/> Inappropriate language/name calling	<input type="checkbox"/> Fighting	
<input type="checkbox"/> Disruptive behavior	<input type="checkbox"/> Damaging property	
<input type="checkbox"/> Threatening bodily harm	<input type="checkbox"/> Stealing	
<input type="checkbox"/> Back talk/arguing	<input type="checkbox"/> OTHER: _____	
<input type="checkbox"/> Throwing objects	<input type="checkbox"/> _____	

What did the student do? (Be Specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was done to handle behavior: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

**Resulting consequence: Note specifics on line**

- Parents notified \_\_\_\_\_
- Loss of recess \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Replacement of property \_\_\_\_\_
- Apology letter written \_\_\_\_\_
- In school suspension \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Other: \_\_\_\_\_

**Classroom Behavior Tracker** Referral # \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**In class behaviors:**

- Drugs
- Leaving school grounds without permission
- Weapon/facsimile/dangerous instrument
- Assault with intent to fight another student
- Property damage/vandalism
- Setting fire/bomb threat/safe school violation
- Sexual/racial harassment

OTHER: \_\_\_\_\_

What did the student do? (Be Specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was done to handle behavior: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

**Resulting consequence: Note specifics on line**

- Parents notified \_\_\_\_\_
- Loss of recess \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Replacement of property \_\_\_\_\_
- Apology letter written \_\_\_\_\_
- In school suspension \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Other: \_\_\_\_\_



Respect and  
Responsibility Form



1. What did I do? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Why did I do it? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. What is wrong with this behavior? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. What should I do next time? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

My Name and the Date \_\_\_\_\_

Teacher Signature and Date \_\_\_\_\_

Parent Signature and Date \_\_\_\_\_


# PARENT-STUDENT HANDBOOK

## NOTIFICATION OF SUSPENSION / CONSIDERING EXPULSION

To: \_\_\_\_\_ School \_\_\_\_\_

Attention: \_\_\_\_\_ (School Education Director) Date: \_\_\_\_\_

NOTIFICATION OF: \_\_\_\_\_ Date of Susp/Expul: \_\_\_\_\_

- More than 3 short suspensions **Proposed No. School Days:** \_\_\_\_\_
- Long Suspension **Deadline for Resolution:** \_\_\_\_\_
- More than 2 long suspensions (approval required)  Considering expulsion




NAME OF STUDENT: \_\_\_\_\_ YEAR: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PARENT/CARER: \_\_\_\_\_

• MALE


• FEMALE

### REASON FOR LONG SUSPENSION

- Physical violence  Possession/use of suspected illegal substance
- Use/possession of weapon firearm or knife  Persistent or serious misbehavior
- Use of an implement as a weapon  Serious criminal behavior

Details (please complete):

### REASON FOR CONSIDERING EXPULSION:

 Misbehavior



 Unsatisfactory participation

DETAILS:

### ACTIONS:

- Written advice of possible suspension to parents (in non-urgent circumstances)
- Parents provided with policy / school discipline code
- Interpreter / cultural assistance / translation of documents organized as required
- Parents notified of appeal rights

No. of suspensions in past 12 month: \_\_\_\_\_ Short \_\_\_\_\_ Long

Assistance from regional office required?  Yes  No

Comment: \_\_\_\_\_

# PARENT-STUDENT HANDBOOK

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**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Behavioral Incentives

### Classroom Incentives

Each individual classroom has incentives and rewards for appropriate behavior. Each child deserves opportunities to show their best behavior. Each teacher should focus on the behavior system that has been set up and explained. The system should delineate acceptable and unacceptable behaviors and consequences. It should also provide opportunities to celebrate the great! We will be using the classroom behaviors most of the time, but we will also follow the school rules.

### Pizza with the Principal

Popplewell Elementary recognizes children who demonstrate great character education values. Every month, teachers will nominate a student in their class to attend Pizza with the Principal. The teachers will nominate students who have demonstrated behavior consistent with the monthly character trait taught in the classroom.

### Arrows

All students should have the opportunity to earn an arrow each year at Popplewell. We would like to focus our arrows this year on the seven character traits listed below:

September-Showing Respect	January- Fairness
October- Trustworthiness	February- Caring
November- Responsibility	March - Citizenship
December- Review	April - Problem Solving
	May- Review

Each grade level (at the beginning of the year) will be responsible for one character trait bulletin board. The bulletin boards are labeled and each grade level will choose which one they want to do. (NO FIGHTING!)

### Perfect Attendance

All students who have not missed any school (no attendance and tardy issues) will receive a ticket for a free ice cream during lunch. The office will keep track of the students and will issue the tickets based on their data.

## SCHOOL-PARENT COMPACT

Popplewell Elementary and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

The Popplewell Elementary principal, teachers and staff are committed to parent involvement and to the research that supports involving parents has a tremendous positive influence on student achievement. By working closely with parents, we can make children's dreams come true.

**The principal and teachers believe that education children are the key to a bright future. We pledge to:**

- Create a safe, positive learning environment.
- Communicate positively with all parents.
- Support the partnership between home and school with an emphasis on reading and math.
- Provide motivating learning experiences for all students.
- Work with parents to ensure each child's success in meeting the State Curriculum Standards.
- Respect the rights of all students as individuals.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

**As parents, you believe that educating your children is key to a bright future and therefore pledge to:**

- Monitor your child's attendance making sure he/she isn't tardy.
- Talk with your child about his or her school experiences each day.
- Provide a quiet study area at home and encourage good study habits so that homework is completed daily.
- Read with your child every day.
- Work with your child on grade level math facts.
- Stay informed about your child's education by communicating with the school through promptly reading student agendas, notices and school newsletters.
- Support the teacher's efforts to help your child succeed at school.
- Attend Parent/Teacher /Student conferences.
- Monitor the amount of television your child watches.





# PARENT-STUDENT HANDBOOK

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## POPPELWELL ELEMENTARY'S STUDENT HANDBOOK 2018-2019

The Popplewell Elementary Student Handbook has been written to help your son or daughter gain the greatest possible benefit from his or her school experience.

The Popplewell Elementary faculty and staff are in need of your help and cooperation. It is important that every student and parent understand the Handbook and be expected to follow the rules/guidelines set forth in the Handbook. Please read and discuss the Handbook with your child. Afterwards, you and your child must sign this form and return this form to the school. Thanks for your cooperation and support.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Per the Buhl School District Policy, neither the District nor any of its schools is liable for any device stolen, lost, or damaged on District property or proceeding to or from District property, whether due to the action/inaction of the student or that of any third party. The student and his or her parent/guardian shall be solely responsible for any such loss, theft, or damage. If a device is stolen or damaged, it will be handled through the administrative office as other personal items that are stolen or damaged. It is recommended that skins, decals, and other school appropriate custom touches be used to identify physically a student's device from others. Additionally, protective cases for technology are encouraged.

Please initial: \_\_\_\_\_

Place original form in student's cumulative folder and submit a copy to the main office.

