

*Oakley Elementary
School
Student Handbook
2016-2017*



Striving for Excellence in a
Nurturing Environment

Oakley Elementary Daily Schedule

Faculty School Day..... 8:00 AM – 3:30 PM

Breakfast served..... 8:00-8:25 AM

Student’s School Day..... 8:20 AM – 3:10 PM Tuesday-Friday

8:20 AM – 2:00 PM Mondays

Kindergarten..... AM Session 8:20-11:15 PM Session 12:15-3:10 **Tues.-Friday**

AM Session 8:20-10:45 PM Session 11:45-2:00 **Monday**

First Bell.....8:25

Tardy Bell..... 8:30

Morning Recess

Grades K-3..... 10:00-10:15

Grades 4-6..... 10:15-10:30

Lunch:

Class	Recess	Lunchroom
2 nd	11:20-11:45	11:45-12:00
1 st	11:25-11:50	11:50-12:05
3 rd	11:30-11:55	11:55-12:10
4 th	11:35-12:00	12:00-12:15
5 th	11:40-12:05	12:05-12:20
6 th	11:45-12:10	12:10-12:25

Afternoon Recess

Grades K-3..... 2:00-2:15

Grades 4-6..... 1:45-2:00

Policies and Procedures

Arrival

Classes will begin at 8:25 AM. The tardy bell will ring at 8:30. If you are bringing your child, please do so **no earlier than 8:00**. Please drop students off at the main circular driveway. Please help your child arrive at school on time; we are teaching our students life-long habits.

When getting off the school bus in the morning, students must use the doors behind the school. If eating breakfast, students may use the Northeast doors. Students who are dropped off may use the front door by the office. **PARENTS: Please use the circular drive to drop off and pick up children.**

Dismissal

Students will be dismissed at 3:10 PM Tuesday-Friday and 2:00 on Monday. If you are picking up your child, please do so at the circular drive located in front of the school. Students walking home, to dance or other activities, or to the high school must leave the building through the front doors by the office and use the sidewalk that goes along the edge of the school grounds.

Early and Emergency Dismissal Days

Occasionally it is necessary to dismiss school early because of snowstorms or other unforeseen events. **Please plan ahead and make arrangements so your children will know exactly what to do if school is dismissed early.** It is best to create a plan with your children before such events occur. Talk to your child and establish an emergency routine that the child should follow if they are dismissed from school early and a parent is not at home. We encourage you to try and schedule your child's doctor, dental, dance or music lesson times around school hours. **Please keep the office updated with current phone numbers.**

Phone Calls

If you need to reach your child during school time, please call the office and leave a message. Your child may use the school phone to call you during recess or lunch time if necessary. If you need to contact a teacher, please call the office, leave a message for the teacher, and we will get the message to them. If you need to make arrangements for your child after school, please notify the office **before 2:45** of any changes to their normal routine. **Please try to have after school arrangements made prior to the school day.**

Transportation Change

Please notify the office in advance (**before 2:45**) and/or advise your child's teacher if there will be a change in your child's transportation. **It is very difficult for us to know what to do with your child if we do not have a note or a phone call and they say they are supposed to do something different. If no notification is received (written note or phone call), your child will follow his/her regular method of getting home.** The buses can drop students off only at **regular** stops. If your child needs to go to an unusual location, he/she will be dropped off at the nearest **regular** stop. The bus driver will need a note to let students off the bus at any different location. All elementary students will be dropped off and boarded at the elementary school only. **If your child misses the bus at the elementary school, for safety reasons, he/she will not be allowed to board at the high school.**

Attendance

***PLEASE CALL THE SCHOOL IF YOUR CHILD IS GOING TO BE ABSENT**

Board Policy of Cassia Joint School District states that elementary students are required to be in attendance at school **AT LEAST 90%** of the time that school is in session during each term. The board may deny a promotion to the next grade or deny credit to any elementary student who is not in school at least 90% of the days that school is in session. Absence from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Except in extraordinary cases, students are expected to be present at school in their assigned grade of subject. (Board Policy No. 522)

Excused absences are absences from school with the parent/guardian's knowledge and consent, which may include, but are not limited to, illness, medical appointments, illness or death in the family, authorized school activities, or other pre-arranged absence. Except in the case of unexpected excused absences, a written excuse from the parent/guardian must be presented to the school administrative office. If the excused absence is unexpected, written verification from the parent/guardian must be presented to the school administrative office upon return to school. Unexpected absences are absences without the knowledge and consent of the student's parent/guardian. The penalty for unexcused absences is at the discretion of the principal. Continued truancy may result in suspension from school. (Board Policy No. 523)

Any student who arrives at the classroom after the schedule time is considered tardy. Tardies are excused only when the student has a valid written excuse from a parent/guardian or a school official. When an elementary student has three (3) unexcused tardies, the teacher or principal will inform the parent/guardian and counsel the student regarding the importance of timely arrival. If

the student continues to be tardy, further disciplinary action may be imposed at the discretion of the principal. (Board Policy No. 522)

Absent Work

In order to avoid interrupting class time, parents should arrange to pick up homework or arrange communication with the classroom teacher at the end of the school day rather than in the morning. A phone call in the morning to the office to advise the teacher would be appropriate and appreciated. If students are going to be gone for extended periods of time, please do not expect the teacher to furnish exact assignments for the future absent time.

Students are allowed two (2) calendar school days to make up work that is missed for each day absent. Example: If a student is absent on Monday, the missed assignments will be due on Thursday.

Withdrawal of Students

If you are moving, please call or come by the school prior to the withdrawal date. The school needs time to complete the necessary paperwork, etc. Your cooperation is always greatly appreciated.

Student Information Forms

During registration, all parents should have completed a student information sheet. A record of this information is kept in case you need to be contacted. **Please make sure all telephone numbers and addresses are accurate and current.** It is important that we have a name and telephone number of a person who can be contacted in case you cannot be reached. Please notify the school if you change addresses or telephone numbers during the year. **It is very important that our records are kept up to date.**

Medication

The school cannot administer medicine, without written permission from the child's physician. Students who need to take a prescribed medication must follow the guidelines below:

- ✓ Parent must complete one copy of the Physician's Medication Order for School Administration" for each medication that the student is to receive, **prior** to administration of the medication. **The form must be signed by the physician and must be renewed**

with each change. It must be returned to the school to be kept on file during the term of medication. Copies of these forms may be picked up at the school office.

- ✓ **The medication must be in its original container with the student's name, physician's name, drug name, schedule of administration, dosage, and date clearly marked and brought to the school office for storage.**
- ✓ **Over-the-counter medication will only be dispensed if requested by physician through the "Physician's Medication Order for School Administration" according to the guides listed above.**
- ✓ The student should come to the office to receive his/her medication and take it in the presence of office personnel.

Accidents

If your child is injured at school we will make him/her comfortable and then contact you immediately if the injury is serious. If you cannot be reached, we will attempt to contact the emergency number that you listed on the information form. Please keep the office advised of any changes in home, cell, or work numbers.

Sickness

If your child is sick in the morning before school, please keep them home. If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you provided. Please remember that we cannot keep ill children at school. If your child has a fever or has thrown up, the need to stay home.

Parent-Teacher Conferences

Communication is an essential part of the educational program. It is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Regular parent teacher conferences will be held for all parents at the end of the first quarter and the end of the third quarter of instruction.

You may schedule a conference with your child's teacher at any time throughout the year. Please remember to schedule a time in advance so that a convenient time for all can be established.

Report Cards

Report cards will be issued to students at the close of each nine-week grading period. Report cards will contain both academic and conduct grades. Attendance will also be reported on the report card.

Homework

Homework assignments will stem from class work and provide students an opportunity to apply, supplement, and reinforce information that has been learned in the classroom. Homework also allows the student to complete unfinished class assignments and to make up work missed during absences.

Homework gives the student the experience of working alone. This allows him/her to develop initiative, self-discipline, responsibility and independence. Homework can also be a vehicle through which teacher expectations, student progress, and classroom curriculum are shared with parents.

The relationship between homework and classroom activities is essential. Homework is neither busywork nor punishment.

As a general rule it is recommended that grades 1 through 3 spend 20 minutes, gradually increasing to 45-60 minutes by sixth grade. **These time limitations are merely recommendations subject to teacher/parent discretion.** Parents and teachers should communicate with each other regarding excessive homework assignments.

A special quiet time and place set aside each evening for schoolwork or reading for the entire family encourages good study habits.

Cell Phones

If your child brings a cell phone to school, it is to be **turned off and kept out of sight.** Students may get permission to call their parents on school phones if they need to do so. Messages can always be left with the office to deliver to your child throughout the day. If cell phones are seen or used during school time, teachers will collect them and notify the parent. The student may have their cell phone back at the end of the school day. If problems continue with cell phone use, further action will be taken by teachers and/or the principal. Oakley Elementary is not responsible for lost, broken, or stolen cell phones.

IPods, MP3 Players, Tablets, etc.

Students are not allowed to bring IPods, MP3 Players, Tablets, etc. to OES. We do not want to be responsible for loss or broken items. The first time a student is caught having or using one of these items during class time, it will be taken by the teacher, the parents notified, and returned at the end of the day. If it happens a second time, the teacher will take the item and parents will need to pick it up. Oakley Elementary is not responsible for lost, broken, or stolen equipment

Dress Code

Clothing worn should not distract from the educational process. Underwear should not be visible, or gang related items displayed. Students are not permitted to wear clothing that advertises tobacco, drugs, or alcohol. Shorts or skirts should be at least mid-thigh length. Shirts with spaghetti straps may be worn as long as they have another shirt worn over or under them.

Please dress your children for the weather. If it is cold outside, please make sure they dress warmly as they will be outside for recesses. For your child's safety, shoes must be worn at all times.

Concerns and Complaints

Oakley Elementary School Staff would like to know of the concerns of students and parents. Every effort should be made to address concerns and resolve complaints at the point of origin. Therefore, if a student, parent or guardian has a concern with a teacher, that teacher should be the first one contacted and the issue discussed with the teacher. If the situation cannot be resolved at the teacher level, school administration may become involved and attempt to mediate the problem. If the principal cannot successfully address the issue, the Superintendent of Schools and the School Board respectively may need to become involved. Please be familiar with the "chain of command."

Field Trips

All educational trips are authorized subject to the principal's approval, in accordance with School Board Policy. All trips will be made in school vehicles, unless otherwise authorized and shall be adequately supervised and chaperoned.

While on field trips, students are representatives of OES and the community of Oakley itself; therefore, students who behave in an inappropriate manner that results in administrative

disciplinary referral while on a field trip will not be allowed to go on other field trips. In order to take part in any field trip, a student must have a signed slip on file with the school.

Students who have a current record of disciplinary incidents that stem from behavior indicative of lack of respect for authority or others will not be allowed to attend the field trip. The principal may make an exception to this if the child is accompanied on the trip by a parent/guardian.

Fire Drills

Fire drills are conducted throughout the school year for the protection of our students. All students will participate in a quiet and orderly manner and follow directions of the staff in evacuating the building. During the drill, teachers and students are not to re-enter the building until the bell is rung as an all-clear signal. Teachers are to be aware of the next nearest exit to be used in the case of blocked exits during fire drills. All students are accounted for after they exit the building.

Parental Involvement

Oakley Elementary recognizes that the education of each student is a responsibility shared by school and the student's family. Therefore, Oakley Elementary encourages the regular participation by parents of all our children.

It is the intention of OES to support active parental involvement in student learning. Oakley Elementary will:

- ✓ Provide activities that will educate parents regarding the intellectual and development needs of their children. These activities will promote cooperation between the school and other community groups to provide learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- ✓ Implement strategies to involve parents in the educational process by:
 - Providing access to educational resources for parents and families to use with their children
 - Keeping families informed of opportunities for involvement and encouraging participation in various programs
 - Keep families informed of the objectives of the educational programs used at Oakley Elementary. Parents will also be informed of their child's participation and progress with these programs
 - Enable parents to participate in the education of their children through a variety of roles such as:

- Provide input into school activities
- Volunteer time within the classroom and school programs
- Inform parents of Title I and LEP programs in our school
- Participate in monthly “Lunch with the Principal” meetings in which parents can express opinions on school issues
- Provide access, upon request, to any instructional material used as part of the educational curriculum
- Provide information in a language understandable to parents
- Provide assistance to parents to understand Idaho’s academic content standards and state and local academic assessments
- Provide reasonable support for parental involvement activities as parents may request

Fund Raising

During school hours fund raising conducted at Oakley Elementary will be limited to activities that benefit Oakley Elementary. They will be planned to create minimal disruption to teaching and function of the school. The use of the building after school hours for fund raising will be arranged with the permission of the principal. Primary criteria will be the benefit to Oakley Elementary or Oakley High School.

Library

Students in grade K-6 will be served by the elementary library/media center. The following applies to the library:

- ✓ **Circulation:** Books circulate for 2 weeks. No overdue fines shall be charged to the students in grades K, 1st, 2nd, and 3rd. A charge of \$.05 a day for overdue books will be issued to students in grades 4th, 5th, and 6th. Students with overdue books or fines may not borrow any additional material until books are returned or fines paid. Lost or severely damaged materials must be paid for at the replacement cost by the borrower.
- ✓ **Library Discipline:** In order to maintain a proper atmosphere for reading, research, and study in the library, students will be expected to work quietly, handle materials and equipment carefully, help keep the library neat and orderly and check out all materials at the circulation desk before taking them out.
- ✓ **Care of textbooks, library books, etc.:** Students are responsible for all textbooks and library books issued to them during the school year. The student must pay for all lost or damaged books. All money collected is recorded at the office and paid to the proper fund for replacement purposes. If a lost book is found and is in reasonable shape, money paid will be refunded.

Discipline Policy

Code of Student Contact

In accordance with Idaho law, the Cassia County School Board has adopted a code of Student Conduct prescribing the rules and regulations for the control, discipline, suspension and expulsion of students. These rules and regulation are intended to promote an atmosphere within the school that is conducive to learning as well as to insure the protection of the rights of students. Inherent to democratic society is the fact that rights entail responsibilities. Self-respect and respect for others are major goals of the Code. Students have the right to avail themselves of a free public education; however, students have a responsibility not to interfere with the education of other students.

Authority of School Officials

Discipline is an important part of the educational process. Students should display good manners, be honest, and show integrity. We expect them to be respectful in all situations and to accept responsibility for their actions.

The objective of any corrective action should be to have the student accept the consequence as a just and inevitable result of his/her behavior. Corrective actions could include loss of recess, activities, detention, in-school suspension, or expulsion and will be enforced at the discretion of the administrator or administrative designee.

School principals have the authority to suspend students from school and/or from riding a school bus, and to recommend for expulsion those students who seriously disrupt the school environment.

Students of the Cassia County Schools are subject to the Code of Student Conduct during the time they are being transported to or from school for a school sponsored activity, during the time they are attending school and during the time they are on school premises.

It is necessary that children learn to develop self-discipline in order to further their learning. **We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school.** We will not tolerate fighting, disrespect towards others, obscene language nor destruction of school property. Students who continuously break the rules will be sent to the office and treated accordingly. If problems reoccur, parents will be called in order to help resolve the problem. There are three main areas to our discipline policy:

1) Principal

In order to maintain an atmosphere conducive to learning, the students must follow certain rules. When these rules are not followed, the teacher generally handles the problem. However, at times, the teacher will refer the child to the principal. The

principal's door is always open to students. We like to encourage students to come visit the principal with "good news." However, when a student is referred to the principal for a problem, a set procedure is followed:

- a. Upon the first visit, discussion held and an appropriate consequence is provided; such as loss of recess and/or participation in school activities, school service, or an in-school suspension. Parents will be notified by phone or note of the student's misbehavior. If a note goes home, it should be signed by a parent or guardian and returned to the office the next school day.
- b. Upon the second visit, step one is followed, the parent is again contacted to inform him/her that the child is having a problem adapting to the rules of the school. The parent is informed by telephone, if possible, or by notice sent home with the student.
- c. If a problem seems to persist after steps one and two, the parent may be called to pick up the student and remove him/her from the school for the remainder of the day. A conference will be scheduled with the classroom teacher, parent, counselor and principal in order to further discuss the problem and the solution.

2) **Teachers**

Classroom Disciplinary Action Steps:

~Teachers will have their own set of rules with rewards and consequences posted in their rooms.

~Teachers will conference with students to discuss continued misbehavior and possibly complete a behavior contract. When a behavior contract is used, it will be signed by the student, the teacher, and parents. It will be returned to the teacher.

~A conference with student, parent, and teacher may be held to discuss continued misbehavior and to modify the behavior contract, if needed.

~Students may be referred to the principal if misbehavior continues.

3) **Playground Discipline**

If students break the playground rules they are removed from the play area and put in a time-out area by the teacher on outside duty. If fighting occurs, students will be sent to the principal's office. Students involved in fighting will lose recess and/or extracurricular activities (such as PE, assemblies, parties, etc.). Students will be expected to do school service during these recess or activity times. **There will always be a duty teacher outside during recess times.**

Recesses

Recess is for using the restroom, getting a drink of water, going outside for some fresh air and getting a break from schoolwork. **When the recess bell rings students are to stop playing and line up. The bell signifies that any games being played outside are over. Students immediately line up in the area assigned to their class.** Teachers will pick up students at the door to enter the building. The students are expected to go directly to their classrooms. If a student needs to use the restroom after recess he/she should get special permission from the teacher.

Students are expected to leave and enter the building quietly. Neither screaming nor shouting will be tolerated when the bell rings and as students leave or enter the building. When entering the building after recess, students should walk single file on the right side of the hall. No running is allowed. Hats are to be removed when entering the building.

Cold or Wet Days

The teacher responsible for outside duty will decide if the weather is inclement enough or cold enough for the students to come into the building. If the staff decides, the bell will ring early. Teachers are responsible for the students after they have been sent inside. Teachers are required to be in the classroom with students.

Weapons

Cassia School District has “zero tolerance” for students who possess on school grounds, or who bring to school, or onto property owned, or under the control of the school district, or to any school sponsored activities: a firearm, dirk knife, bowie knife, dagger, metal knuckles, or other deadly and or dangerous weapon. Students found in possession of these items will be suspended from school until a thorough investigation is made.

Oakley Elementary School Rules

I am responsible for my behavior at all times. No excuses!

Safety: I won't do anything to hurt others or myself.

Kindness: I will say and do nice things to others. I will be helpful and friendly to all of the staff students, and anyone else visiting our building.

Honesty: I will not lie, cheat or steal. I will tell the truth and respect other people's things.

Building:

- ✓ I will walk, not run.
- ✓ I will talk, not use a loud voice.
- ✓ I will not be in any classroom before school, during recess or at lunch unless a teacher is in the room.
- ✓ I will remove my hat upon entering the building.

Playground:

- ✓ I will stay off the berms that are around the outside of the building.
- ✓ I will stay off the baseball backstops.
- ✓ I will not kick or throw balls against the building.
- ✓ I will not throw snowballs.
- ✓ I will not give piggyback rides or wrestle.
- ✓ I realize I am always responsible for the safety of others and myself.
- ✓ I realize that I am responsible for my actions.

I will not bring dangerous items to school (knives, chains, golf balls, hardballs, toy guns, etc.)

Swings: No flipping, twisting, hanging upside down or swinging side to side is allowed. For safety reasons, no pushing from the front, running under the swing, or pushing or pulling on the feet is allowed.

Merry-go-round: No swinging from the merry-go-round while it is turning; no jumping off while it is in motion.

Twirling Toy: If you are too small to get on without help, you are too small to play on this piece of equipment.

Football: Flag or touch football only. No tackle is allowed and block only above the waist. Fumbles end the play.....no piling on. If students do not follow the rules and play too rough, they will lose the privilege of playing football.

Teeter-totters: Only one person on the seat at a time. No standing. Don't push students up and down.

Balls: Keep all balls away from the building.

Slides: Play on the slides correctly. Do not put gravel on the slides.

~Empty the gravel from your shoes and pockets in the gravel area before coming into the school building.

FIVE BIG NO'S

- 1. No fighting. If someone hits you and you hit back, it is considered a fight.**
- 2. No teasing or bullying**
- 3. No spitting**
- 4. No swearing or saying bad words**
- 5. No throwing rocks or snow, nor playing with sticks**

Students are not allowed to leave the school grounds during school hours, unless their parents pick them up or someone assigned by their parents picks them up. Students are not allowed to bring notes to walk to town during school hours.

Roller-skating and rollerblading are allowed outside **during noon recess only.** No 'Heelys', skateboards or scooters are allowed.