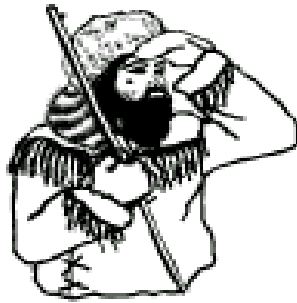


Meadows Valley



Elementary

Handbook

2010-2011



“Educate for Success”

Meadows Valley School District No. 11

P.O. Drawer F
500 North Miller Avenue
New Meadows, Idaho 83654
Ph. 208-347-2411 FAX 208-347-2624
Glenn Szymoniak, Superintendent of Schools
Dion Flaming, Administrator K-12 Principal
Mary Wells Administrator/Title I Director

Fall 2010

Dear Parents;

This is the fourth year Meadows Valley School has offered agendas/planners to the students. Teachers and students overwhelmingly said they wanted to continue to use these valuable resources. We hope you and your child find the agenda an effective tool. The school has paid for this copy for your child. Please understand, if it is lost, your child's teacher may request that you purchase a replacement.

I hope this handbook will help you be aware of procedures and policies at Meadows Valley Elementary School. Please refer to it if you have any questions. If you find that specific items are not covered please let us know for future revisions. Changes and revisions are made to the handbook each year so please read the entire handbook carefully with your child.

Thank you for your support!

Dion Flaming
Meadows Valley Principal

STUDENT AND PARENT HANDBOOK: **GRADES K-5**

STAFF MESSAGE:

Welcome to Meadows Valley Elementary School. We are all looking forward to a great year of learning and growing.

Our goal is to provide a warm and positive learning environment where students and teachers treat one another with respect. We fully believe that "WHAT CHILDREN LEARN AND WHAT THEY BECOME DEPENDS LARGELY UPON HOW THEY FEEL ABOUT THEMSELVES."

Your participation and support are vital to a successful learning experience for every child. Please remember to give your ideas and time to our shared task.

Meadows Valley Elementary Staff

SCHOOL BOARD MEMBERS

Levi Burden	Zone I
Holly McDonald	Zone II
Stacy Dreyer	Zone III
Jerry Krahn	Zone IV
Barb Dixon (Chairperson)	Zone V

PTSA OFFICERS

President:

Secretary: Mary Luff

Treasurer: Carol Whitney

STAFF

Superintendent

Glen Szymoniak

Administrator K-12 Principal

Dion Flaming

Administrator/Title I Director

Mary Wells

Secretary

Erin Branstetter

Enrichment

Megan Martinez

Business Manager/Clerk

Carol Whitney

Custodial/Maintenance

Brett Carpenter

Bill Haynes

Resource Room

Craig Baker

Speech Therapist

Vicky Stewart

Food Service

Joyce Roberts

Julie Lancaster

Classroom Teachers

Pre-School/Kindergarten: Mrs. Linda Moyer
First Grade: Mrs. Terri Smith
Second Grade: Mrs. Carrie LaFay
Third Grade: Mr. Brent LaFay
Fourth Grade: Mrs. Sue Weber
Fifth Grade: Ms. Devon Barker and Mrs. Meghan Howard

Specialists:

Physical Education:	Mr. Mike Jones
Library:	Mrs. Loretta McConnor
Music/Band:	Mr. Jeff Parnett
Title I Director:	Mrs. Mary Wells
Counselor/Testing Coordinator:	Mr. Scott Nelson

Right to Receive Teacher Information Notification to Parents

Federal law requires that each school district receiving Title 1 funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications for your child's teacher or instructional aide, please contact Carol Whitney at 347-2411 or by e-mail at cwhitney@mvsd11.org

If you would like more information about Meadows Valley Elementary School, please feel free to call Mary Wells at 347-2411 or e-mail mwells@mvsd11.org.

BUS INFORMATION

Rules of Proper Bus Conduct: The Meadows Valley School District operates a pupil transportation system for those students who live at least one and one half miles from school. Students who live more than one and one half miles from an approved bus stop may be required to furnish their own transportation to the bus stop. They may petition the Board for reimbursement.

The daily bus trip to and from school can be a good social experience, provided the bus is safely regulated.

Safety is the most important factor in the school transportation program. The conduct of the students on the buses determines, to a large extent, the effectiveness of safety. When the students conduct themselves well, safety hazards are greatly reduced. Unsatisfactory conduct by the pupil increases dangerous situations.

Students who do not respect the rights and safety of others by failing to observe the Rules of Proper Bus Conduct must expect to forfeit the privilege of riding the buses provided by the School District.

Rules of Behavior on the Bus:

1. Obey all safety suggestions given by the bus driver.
2. Avoid loud talking or unnecessary confusion, which may distract the driver.
3. Keep hands and arms inside the bus at all times.
4. Be courteous and polite at all times.
5. Stay in your seat at all times; after you are seated do not change seats.
6. Be on time for boarding the bus.
7. Observe good pedestrian practices when approaching the bus.
8. Respect the property: No destruction or vandalism.
9. Alcohol, tobacco, and drugs are prohibited.
10. Assume the responsibility for the safety of everyone.

Consequences for Violating Rules:

- Step 1: Conference with driver.
- Step 2: Driver has the option to assign seat.
- Step 3: Conference with driver, principal, and parent.
- Step 4: Suspended from riding for three days.
- Step 5: Suspended from riding for 1 month (20 days).
- Step 6: Suspended from riding for remainder of school year.

Beginning with the third offense parents will be notified of each infraction thereafter.

Severe Clause: Any behavior that causes or could cause excessive harm or danger will result in immediate suspension from riding the bus.

NEW STUDENTS

In order to avoid disruptions in the classroom we ask that parents register new students in the office, obtain a supply list, and come by the classroom for introductions. The student can then return to school the following school day.

ARRIVAL AT SCHOOL

The main doors of the building will be open **by 7:25 a.m.** A student is tardy when they are not in the room when the class begins at **8:00 a.m.** Part of our teaching responsibility is to teach students to be prompt and accept the responsibility of arriving on time. We would appreciate your cooperation as parents. Students will enter the building in the morning through the east end cafeteria doors. Buses will load in the afternoon on the West side of the building. This will leave the front parking lot clear for parents who are picking up students after school.

TIME SCHEDULE

Your child should arrive at school between 7:30 a.m. and 7:55 a.m. There will be no supervision available before 7:30 a.m.

MORNING BELL

First Bell 7:55 a.m.
Tardy Bell 8:00 a.m.

RECESS

To be determined
at each grade level

LUNCH HOUR/NOON RECESS

Grades 1-5 11:30 - 12:15

DISMISSAL

2:44 p.m.

BUS DEPARTURE

2:55p.m.

RECESS

Recess is an important part of the day for children. Recesses are held outside and **ALL STUDENTS WILL BE EXPECTED TO PARTICIPATE.** Please make sure your child is dressed properly; having boots, hats, gloves, etc., on cold days, as students will not be allowed in the classroom during recess time.

BREAKFAST/HOT LUNCH

Milk:	\$.35		
Student Breakfast:	\$1.00	Adult Breakfast:	\$1.50
Student Lunch	\$1.75	Adult Lunch	\$2.75

School meals and milk may be purchased in advance or on a daily basis. Free and reduced lunch forms are available in the office. Please send money for your child's meal as charging will be discouraged. Appropriate behavior is expected in the lunchroom.

ATTENDANCE

The Meadows Valley School District has set the following policy for attendance for students in grades 1-5:

- All students in grades 1-5 will be counted absent when they are not in school. Students who do not attend school ninety percent or more during the school year will have their progress and promotion status reviewed by an attendance review committee consisting of the student's teacher, parent(s), and the principal.
- Any student who misses 18 or more days for the school year be required to meet with the attendance committee and a promotion/retention recommendation will be made to the Meadows Valley Board of Trustees. Considerations for promotion/retention will be based on: 1) reasons for the absences; 2) the amount of work which the student successfully completed; 3) the student's attendance pattern in previous years; 4) student grades during current and previous years; and 5) maturity level of the student and his/her readiness to be successful in the next grade level.
- Recommendations of the elementary attendance committee will be noted on the report card of the student.
- Students who are absent from school for five consecutive days without prior arrangements may be dropped from the enrollment.

TARDIES

Students need to be on class at time. It is disruptive to the classroom and learning environment to have interruptions from students who come late once class has begun. A tardy is defined as being late for class by 5 minutes or less. **Three or more unexcused tardies will result in an unexcused absence.**

RULES FOR MEADOWS VALLEY ELEMENTARY SCHOOL

We follow three basic rules, which cover most situations.

These rules are:

1. Students at Meadows Valley School shall conduct themselves in a manner that promotes learning, consideration, and safety of others.
2. Students shall conduct themselves in a respectful, productive manner on school grounds.
3. Students shall play safely, responsibly, and be respectful of people, boundaries, and personal property.

PLAYGROUND BEHAVIOR

The basic rules listed above apply as we work with an underlying idea that every person has the RIGHT to be physically safe from harm and/or threats from others. The people in charge of the playground will be respected and their directions followed or the student will lose their playground privilege. As there is no supervision in the classroom during recess, students who violate rules may have work detail as a consequence. Students must respect school property at all times. Students are not allowed on the road at any time.

BUILDING BEHAVIOR

Again, the basic rules will be followed since we believe every child has the right to learn, and every teacher the right to teach without disruptions. Students need to be quiet and considerate in the hallways, bathrooms, library, and lunchroom.

CLASSROOM MANAGEMENT

We have adopted the Fred Jones Positive Classroom Discipline and Instruction program. This system combines Limit Setting with Responsibility Training and is highly effective. Proper use of this program will allow teachers and students a high rate of time on task. Benefits to students include: a positive classroom environment, fewer disruptions, and more quality learning time.

STUDENT RECOGNITION

Teachers will recognize students in the areas of Academics, Citizenship, and Improvement each month. One student from each grade will receive each award. Assemblies will normally be held the first Thursday of each month at 8:15 a.m.

STUDENT EXPECTATIONS

Students at Meadows Valley School are expected to:

- Be punctual, attend regularly, and be prepared for school
- Report to the office for late arrivals and early departures
- Complete all assigned work to the satisfaction of the teacher
- Report to a teacher when requested
- Change into appropriate attire for Physical Education class
- Contribute to the cleanliness of the school
- Restrict eating and drinking to appropriate times and places

UNACCEPTABLE BEHAVIORS

The following behaviors will not be tolerated:

- Insubordination (disobedience, disrespect, rudeness, etc.)
- Deliberate or repeated disruption
- Threatening, kicking, punching, bullying, verbally or physically harming anyone
- Vandalism and other acts of destruction
- Public displays of affection

CATEGORIES OF VIOLATIONS

LEVEL I – Less Severe

- Disobeying classroom rules set by the teacher and school expectations

LEVEL II – Severe

- Fighting (depending on circumstances, may also be treated as a level I offense)
- Willful disobedience or disrespect
- Minor vandalism or theft
- Inappropriate language
- Harassment/Bullying
- Recurring level I infractions

LEVEL III – Illegal Acts

These include, but are not limited to:

- using, selling, or possessing any harmful substances or materials such as drugs, alcohol, tobacco, pornographic materials, guns, knives, firecrackers, etc.
- acts of willful violence; and serious vandalism or theft

CONSEQUENCES OF POOR BEHAVIOR

LEVEL 1 – Less Severe

- Private warning
- Time out. Phone call to parent

LEVEL 2 – Severe

- Student, principal conference – Student will discuss and/or write an analysis of the situation and alternative ways to handle problems more appropriately. Parents will be contacted.
- Suspension – Out of school (1-5 days). Students will have 2 school days to make up missed schoolwork due to suspension.
- Detention/Suspension – Parent/Guardian will attend ½ a school day with his/her child. Upon completion of this time the student may return to school unaccompanied.
- Expulsion proceedings – Per district policy

LEVEL 3 – Illegal Acts

- Parents notified and called into school; law contacted and student suspended (10 day minimum)
- Possible expulsion

HARASSMENT/BULLYING

All students who attend Meadows Valley Schools have the right to learn in an environment that is free of unwelcome harassing, bullying, threats, taunting, hazing, and intimidation. These behaviors interfere with the ability of the school to accomplish its mission, which is to educate students in a safe and secure environment. Harassment is prohibited and is defined as any intimidating or taunting behavior or conduct, either written, verbal, physical, or symbolic gestures by a student towards another person that is critical, demeaning, disparaging, derogatory, defamatory, or humiliating to another person because of the person's race, religious beliefs, gender, family heritage, nationality, and/or physical or mental characteristics or capacity. Discipline for students who violate this policy may include suspension or expulsion, depending on the nature and severity of the offense. Students who experience harassment or witness it are asked to inform an administrator or teacher as soon as possible.

WEAPONS

Federal law states that any student who brings a firearm onto school grounds will be automatically suspended for no less than one year. **NO WEAPONS ARE ALLOWED ON SCHOOL GROUNDS.**

CLASSROOM EXPECTATIONS

In grades 4-5, midterm progress reports will be sent out. It is the student's responsibility to complete all assignments before the progress report is sent out. Assigned homework must be turned in by the due date. Grades will be negatively affected by late or missing assignments. In addition, Friday Folders will be sent home every Friday with student work and school announcements. These folders need to be returned each Monday.

HOMEWORK

Teachers spend a considerable amount of time putting together work for students who are absent from school. Students who are absent are expected to complete and return all missed assignments within three days of returning to school. Work not returned will result in a decrease in the student's grade.

CANDY, GUM, JUICE, AND POP

Students are not allowed to chew gum at any location on the school grounds. Students who bring their lunches from home may have candy, juice, or pop as part of their lunch. However, they will only be allowed to eat candy or drink pop or juice in the lunchroom during their regular lunch period. Exceptions may be made for parties and special events. **Elementary students will only be able to use the vending machines after school.**

STUDENT ATTIRE

We depend on parents' good judgment to help their child in selecting satisfactory dress for a day at school. No hats will be allowed in the building. **DRESS YOUR CHILD FOR SUCCESS** and the weather. **No caps or hoodies worn inside.** No tank tops or belly-baring shirts are allowed. No pajama clothing. No alcohol, tobacco, drugs, or violent advertisement on clothing allowed. Shorts and skirts must be fingertip length. Shorts are discouraged October – April due to weather conditions.

LOST AND FOUND

Money, textbooks, or other valuables should be taken to the office. Library books should be taken to the Library. Clothing should be placed in the lost and found bin by the cafeteria. All clothing not claimed by the last day of school will be donated to the Community House.

PHONE CALLS

Please do not phone your child during school hours unless there is an emergency. We will discourage your child from phoning you from school for trivial reasons. Arrangements for students to go somewhere out of the ordinary after school need to be made at least a day in advance if possible. Cell phones are not allowed in the classroom and are discouraged from being brought to school. If a student must have a cell-phone, it must be turned off and kept in a backpack during school hours.

BICYCLES

Bicycles are to be placed in the racks provided on the school grounds. The school cannot be responsible for lost or stolen bicycles. Bikes are to be walked onto the school grounds before or just after school. This is for the children's protection. Bicycles are not allowed on the playground.

VALUABLE ITEMS

In order to avoid loss of valuable property we ask that you do not allow your child to bring cell phones, MP3 players/IPods, CD players, radios, electronic toys, trading cards, etc., to school.

VISITING SCHOOL

Parents are welcome to visit classes any time except during periods of testing. Please check with the teacher regarding the classroom schedule so testing is not interrupted. **To ensure the safety of the students, all visitors must check in at the office and wear a visitor's pass while they are in the school building.** Please make an appointment if you desire a conference with your child's teacher other than regularly scheduled conferences. The visiting of classes by students from outside our student body is not allowed.

STUDENTS LEAVING SCHOOL GROUNDS

The school has a great responsibility for your child's safety. Therefore, all children (with the exception of those going home for lunch), are required to stay on the school grounds from the

time they arrive at school until they are dismissed at the end of the day. A note or phone call is required if your child needs to be excused for any reason, including going home for lunch.

Please advise your child that they will not be permitted to leave the school grounds to go to the neighborhood stores. If someone other than a parent/legal guardian wishes to pick up a child from school, please send a note granting permission.

BIRTHDAYS

If your child's birthday falls on a school day and you wish to send treats, please notify the teacher.

SPECIAL OCCASION PARTIES

There will be three special occasion parties during the year. These include Halloween, Christmas, and Valentine's Day. Individual teachers will plan end-of-the-year activities. Parents are encouraged to participate. Please contact the appropriate room mother for further information. (Room mothers are determined on a volunteer basis at the beginning of the school year).

HEALTH, INJURY OR ILLNESS

We will administer simple first-aid only. Your child will be cared for temporarily by a staff member and you will be notified. If you cannot be located, your family doctor will be called, and your child will be taken to this doctor or to the emergency room of a hospital, unless you have given written instructions to the contrary. It is extremely important that the school has the name of another party to call in case of illness or injury and you cannot be located. This is why we must have **YOUR CURRENT HOME AND BUSINESS PHONE NUMBERS**.

Students needing medication while at school must have a statement of permission signed by the parent/legal guardian. A prescription bottle with the student's name and dosage is required and a signed permission slip must be on file in the office. No over the counter medication may be administered by school personnel without parental consent. If constant OTCs will be used, parents must supply needed medication.

HEAD LICE

In an effort to prevent an outbreak, all students will be checked periodically for head lice. Our policy states that students will be "nit" free to attend school. Students with lice or nits will be sent home. Students will be readmitted to school once they are clean of all nits and lice.

SAFETY

Help your child select the safest route to and from school, and insist that it be followed. A good practice is to set a definite time for your child to arrive at home from school.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an extension of the school day and students are expected to behave appropriately. Students are expected to participate as responsible fans, watching the activity and not running around the building or grounds. If students do not behave appropriately they will not be allowed at extra-curricular activities without an adult.

There is a cost associated with most activities. Students may purchase an activity card for \$5.00 or pay at the door. Students without money will be asked to return home.