

**Harold B. Lee Elementary
Buccaneers
Student Handbook
2008-2009**



**P.O. Box 119
4726 West Highway 36
Dayton, ID 83232**

DISTRICT DIRECTORY

Elementary

Principal: Spencer Barzee
Secretary: Amy Lemmon
747-3764 extension 2
747-3637 (fax)

Middle School

Principal/Head Teacher: Kathy Bright
Secretary: Susan Doney
747-3303
747-3637 (fax)

High School

Principal: Stan Bingham
Secretary: Christy Thornley
747-3411
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District Office

Superintendent: Melvin Beutler
Secretary: Sherry Phillips
747-3502
747-3705 (fax)

Accidents or Illness

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Should an accident or illness occur which involves your child, we will do everything possible to contact you or the person you have designated to be called. In extreme emergencies the paramedics will be called. We will not send a child home during the school day unless the parents or your designee have been notified and an adult comes to take the child home. It is extremely important that we have accurate and up-to-date telephone numbers on file in our office.

Attendance and Tardies

Idaho Code 33-202 clearly states that for students ages 7 through 16, attendance is compulsory. Parents have the responsibility to send their children to school and public schools are charged with the responsibility to enforce attendance policies and maintain records of attendance. Parents need to call the school by 9:00 if their child will be absent.

Students are allowed **12 absences per year**. Any absences beyond 12 will need to be individually discussed with the elementary principal. Students who have over 12 absences may put their promotion in jeopardy. If a child has been at the doctor, please bring a note from the doctor's office to verify what type of absence.

When necessary, parents will be contacted by the elementary to discuss reasons for absences. **There may be legal ramifications if a student is consistently truant.**

Busing

For the safety of the students in the West Side School District the following policy has been approved by the board of trustees and was effective Thursday, November 1, 2007:

Students will no longer be allowed to get off the bus at a stop other than their home stop, unless they have a note signed by their parent/guardian. The note must be shown to the classroom teacher and then **given to the bus driver** of the bus they will ride. Bus drivers will honor this request if the location is on the normal bus route. The elementary no longer accept telephone calls in lieu of a signed note.

The note must include the following items:

1. Current date
2. Address to be dropped off
3. Full parent signature, not initialed

Birth Certificate

Upon enrolling at Harold B. Lee Elementary for the first time all new students must present a certified birth certificate to appropriate school personnel within thirty days of enrollment as specified in *Idaho Code 18-4511*. This birth certificate must be from the vital statistics office in the state which the child was born.

Checking Students Out

When a student needs to be checked out of school, his or her parent will need to come to the elementary school office to sign them out. **Students will not be dismissed to meet their parents at the door.** They will be excused after the parent has signed them out.

Dress Code

We support the idea that what a child wears to school may influence his/her behavior and attitude. If a student is inappropriately dressed, the school may provide an appropriate alternative. Otherwise, the student will be required to call home to arrange for a change of clothing. Below are specific examples, but the elementary dress code is not limited to this list only:

- Clothing shall be modest, clean, and in good repair. Clothing shall not expose tummy, abdomen, back or chest and shall be of properly fitted size as to conceal undergarments at all times.
- Shoulders, midriff and back should be covered at all times. *If a student raises his/her hand and any midriff or back is exposed, this clothing is inappropriate.*
- Flip-flops, shoes without backs, or open-toed shoes will not be allowed in PE.
- No hats are to be worn inside.
- Hair must be combed and worn in a manner that is conducive to learning.
- Distractive body ornaments, jewelry, or accessories are prohibited.
- Clothing or appearance which, in the judgment of the administration, draws undue attention and is disruptive to the educational process will not be accepted.
- Shirts, jackets, backpacks, or other articles containing inappropriate logos or slogans are prohibited.
- Children should come to school dressed for the weather of the day so they can safely and comfortably enjoy recesses.

Electronics

Students are not to have cell phones, pagers, game boys, MP3 players, CD players, or any electronic device at school.

Homework

Regular homework is expected to be completed by students at Harold B. Lee Elementary. We believe that the benefits of homework are extremely valuable. Please help your students develop good study skills by providing a time and place for them to do homework each day. Studies have shown that children make greater gains if they have an appropriate amount of homework to reinforce skills learned at school. Parents can do much to improve student progress when they do the following:

- Support and collaborate with their child's classroom teacher
- Provide their child with suitable study conditions. (No TV or other distractions, good lighting, paper, pencil, etc.)

- Have a designated time for homework each school day. Consistency pays big dividends.
- Encourage your child in his/her work. Ask them to share their work and learning with you.
- Show genuine interest in what your child is doing in school.
- Help your child to understand that homework needs to be turned in on time.

Immunization Records

Immunization records must be maintained by the school on each student. The state requires a report from each school on the status of each student in regard to minimum immunizations. Please keep your child's record current by notifying the school when new shots are received. If for some reason, you are unable to have your child immunized, you will be requested to sign a waiver form that will be filed with your child's record so that we will not be contacting you unnecessarily. Proof of adequate immunization against seven childhood diseases must be on file with the school before a child may attend school.

Medication

If a student must take prescription or non prescription medications during the school day, the following guidelines will be followed:

- The parent/guardian must complete an "authorization for medication" form if school personnel are being asked to administer medication. Specific directions for administering the medication and the parent's/guardian's signature must be received before any medication will be given to the student.
- The medication must be in its **original** container.
- If applicable the student's name, prescription number, doctor, and directions must be clearly stated on the container.
- No medications, prescription or non-prescription, will be dispensed by school personnel without the parent/guardian completing an "authorization for medication" form. This form is attached at the end of this packet.

Play Ground rules

It would be impossible to write rules for every situation on the playground. We would ask that students be considerate of others when on the playground and use common sense when interacting with their friends. There will always be Para professionals on duty. Students need to be aware the Para professionals are in charge and only serious matters will involve the teachers and administration.

PowerSchool

West Side School District has purchased PowerSchool, an educational software program used to provide students, parents, teachers, and administrators with pertinent information. PowerSchool provides instant access to information the second it is recorded. This on-line community opens new channels of communication and provides a home-to-school community connection.

PowerSchool is a web-based student information system that enables districts and schools to record, access, report and manage their student information and performance.

PowerSchool allows teachers to record grades and attendance electronically. These records are then posted and can be accessed by parents through a confidential log-in. In addition to student records, parents/guardians can monitor progress, review grades, read school bulletins, and correspond via e-mail with individual teachers.

PowerSchool helps parents be in direct connection to their child's education. With simple internet access, you can find out exactly how your child is performing at any given moment. Simply enter the web address West Side School District at <http://www.wssd.k12.id.us> and then click on PowerSchool and enter your student's user name and password and click "Enter".

School Hours

First grade through fifth begins with the warning bell at 8:10 AM and the tardy bell at 8:15 AM. School ends at 2:52 PM. Students will not be allowed inside the school building before 7:50 AM or after 3:15 PM unless the student needs help or a teacher has requested the student come early or stay late. Do not drop off your child off before 7:50.

AM Kindergarten Begins	8:05
AM Kindergarten Dismisses	10:55
PM Kindergarten Begins	12:00
PM Kindergarten Dismisses	2:52

Telephone Calls

Please help us keep classroom interruptions to a minimum by communicating necessary information (such as appointments, rides to scouts, friend's house, baby sitters, etc.) before your child comes to school. Each classroom has a phone intended for teacher use as parents are contacted and kept abreast of student progress. Please do not call and ask to speak to your child except in an **emergency**. It is our policy that parents will not be allowed to call and speak directly with teachers during class time. Parents may feel free to call and speak with students during the teacher's prep time or recess.

Visitors to School

All parents and visitors coming to school should sign in at the office and receive a visitor's pass. When leaving, please remember to drop the visitor pass off at the office at sign out.

Discipline Chart for H. B. Lee Elementary

- **Situations with a star by them may include notification of law enforcement and may result in court action.*
- Depending of the severity of the incident school administration reserves the right to skip steps on the discipline chart.
- Suspensions will be served out of school.

Situation	1st Step	2nd Step	3rd Step	4th Step
Repetitive Refusal to Work	Contact parents if needed and appropriate school discipline	1 day suspension, parent conference, and behavior contract	2 day suspension, parent conference, and behavior contract	Expulsion hearing before school board
Repetitive Disruptive Behavior	Contact parents if needed and appropriate school discipline	1 day suspension, parent conference, and behavior contract	2 day suspension, parent conference, and behavior contract	Expulsion hearing before school board
Insubordination	Contact parents if needed and appropriate school discipline	1 day suspension, parent conference, and behavior contract	2 day suspension, parent conference, and behavior contract	Expulsion hearing before school board
Obscene/Abusive Language or Sexual Gestures	Contact parents if needed and appropriate school discipline	1 day suspension, parent conference, and behavior contract	2 day suspension, parent conference, and behavior contract	Expulsion hearing before school board
*Verbal, *Fighting or Physical Threats	Contact parents if needed and appropriate school discipline	1 day suspension, parent conference, and behavior contract	2 day suspension, parent conference, and behavior contract	Expulsion hearing before school board
*Harassment or Bullying	Contact parents if needed and appropriate school discipline	1 day suspension, parent conference, and behavior contract	2 day suspension, parent conference, and behavior contract	Expulsion hearing before school board
*Vandalism or *Theft	Contact parents if needed and appropriate school discipline	Restitution and 1 day suspension, parent conference, and behavior contract	Restitution and 2 day suspension, parent conference, and behavior contract	Expulsion hearing before school board
Violation of Dress Code	Contact parents if needed and appropriate school discipline	1 day suspension, parent conference, and behavior contract	2 day suspension, parent conference, and behavior contract	Expulsion hearing before school board
Cheating	Contact parents if needed and appropriate school discipline	Loss of credit for the assignment and 1 day suspension, parent conference, and behavior contract	Loss of credit for the assignment and 2 day suspension, parent conference, and behavior contract	Expulsion hearing before school board
Viewing or Possession of Pornography	2 day suspension, parent conference, behavior contract, and loss of computer privilege (if computer related) for one month	Expulsion hearing before school board		
*Tobacco/Alcohol	2 day suspension, parent conference, and behavior contract	Expulsion hearing before school board		
*Possessing/Using or Dealing Illegal Drugs	Expulsion hearing before school board			
*Possession of Weapons	Expulsion hearing before school board			

Harold B. Lee Elementary Preparedness Procedures Applicable to Grades K-5

*To be successful, students must be prepared for school each day. Students must attend school daily, be punctual, complete assignments, and turn their work in on time. This preparedness policy is intended to address students with an **established pattern** of absences or those that **do not regularly** complete their homework. By identifying the specific needs and issues of our students, we are better able to support the student and family in solving problems as they arise. The West Side School District is committed to support the home to ensure that students are prepared to learn each day.*

Upon determining that a student is at risk for failing:

1. The school will contact the parents or guardians to solicit support in helping their child be prepared each day. An official contact is not limited to but includes the following:
 - Personal phone call with actual speaking to parent (not leaving a message). Personal phone call is first choice.
 - Note returned home with signature
 - Email with returned response
 - Conference with teacher at the school
 - Letter mailed home by the elementary school

Many research studies over the years have reiterated the necessity for communication between parents and schools. It has been proven that correlated efforts between teachers and parents are directly related to student achievement.

2. Reason for contacting parents is not limited to but includes the following:
 - Student does not turn in daily or weekly reading logs as designated by the teacher
 - Student has missed two math assignments in a one week period
 - Student is missing work from being absent
 - Student is behind on a major assignment
 - Excessive Absences
 - Any other time a teacher feels the need such as behavior or other academic related issues

3. If the child continues to be unprepared another contact will be made to parents and the student will be required to but is not limited to one or more of the following.
 - Attend the After School program
 - Attend the Read Naturally program before school
 - Additional individualized classroom instruction as outline by the elementary faculty

These steps will help to ensure that school work, general classroom assignments and classroom responsibilities are completed each day. Parents have the capability to access their children's grades on the internet through a program called Power Schools.

4. If a change for improvement does not occur the following is not limited to but will include:
 - Parents, student, teacher, principal, or any other school personnel directly related to that student's instruction will be required to attend an intervention conference at the school
 - A **contract** will be written detailing the specific requirements to increase academic achievement. Parents, student, teacher, principal, and others will be given specific responsibilities.

5. The decision for student promotion or retention is listed below but is not limited to:
 - Level of parent and student compliance to the contract
 - Teacher recommendation
 - Academic gains
 - Extenuating circumstances as determined by administration and school board

District-Provided Access to Electronic Information, Services, and Networks

General

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the District to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Curriculum

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the student, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Uses

1. **Educational Purposes Only.** All use of the District's electronic network must be (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

2. **Unacceptable Uses of Network.** The following are considered unacceptable uses and constitute a violation of this policy:

A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

B. Uses that causes harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating,

or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.

C. Uses that jeopardize the security of student access, the network, or other networks on the Internet, including connecting personal electronic devices (such as home computers/PDA's) to the wired or wireless network.

D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

E. Students are prohibited from using e-mail; this includes District e-mail accessed through a web browser. E-mail access will be granted only to students that require it for courses, use of e-mail is limited to course related work only. Misuse will result in revocation of email privileges.

Internet Safety

Each District computer with Internet access shall have 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. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, an actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Filtering should only be viewed as one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Filtering should be used in conjunction with:

- Educating students to be "Net-smart;"
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to
- facilitate access to appropriate material;
- Using "Acceptable Use Agreements;"
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

The system administrator and/or building principal shall monitor student Internet access.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Internet Access Conduct Agreements

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or Internet Service.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user and the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet.

Violations

If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final.

Electronic Communications Devices

Students shall not use, or have in their possession on school grounds, any electronic communication device. Students who have an extenuating and special circumstance, such as, but not limited to, personal or family health related situations, may, upon the parent(s)/guardian(s) request, or request of the be in possession of a cellular telephone, pager/beeper, or other emergency electronic communications device. Except for situations involving a bona fide health or safety emergency, these electronic communications devices are not to be used during class or instructional time or during the passing times between classes, unless specific permission has been granted by the building principal. Students are NOT allowed to connect any personal electronic device to the network for any reason. IN NO CASE WILL ANY PERSONAL COMMUNICATION DEVICE BE ALLOWED THAT PROVIDES FOR A WIRELESS, UNFILTERED CONNECTION TO THE INTERNET OR WHICH HAS THE CAPABILITY TO TAKE PHOTOGRAPHS OF ANY KIND.

"Walkie Talkies," either long or short range, portable CB radios, portable "HAM" radios, portable police scanning devices, or portable games or toys that transmit a signal more than 20 feet or through walls, shall not be allowed in any circumstance unless proof is offered that such a device is necessary for health emergency purposes and permission is granted for their use by the building principal.

Students found to be using any electronic communications device to send or receive personal messages, data, or information that would contribute to or constitute cheating, or connecting personal electronic devices to the network, shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students who violate the provisions of these rules are subject to disciplinary action under the Student Code of Conduct including confiscation of the device pending parent(s)/guardian(s) conference, detention, suspension, or expulsion. Where appropriate, police authorities may be contacted.

Please return the following two pages to your classroom teacher.

INTERNET ACCESS CONDUCT AGREEMENT

Every student must read and sign below:

I have read, understand, and agree to abide by the terms of the West Side School District's policy regarding District-provided Access to Electronic Information, Services, and Networks (Policy No. 3612). Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Student's Name (Print): _____ Home Phone: _____

Student's Signature: _____ Date: _____

Parent or Legal Guardian - As the parent or legal guardian of the above named student, I have read, understand and agree that my child shall comply with the terms of the District's policy regarding District provided Access to Electronic Information, Services and networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of the District' policy. Further, I accept full responsibility for supervision of my child's use of his/her school access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

Parent/Legal Guardian(Print): _____

Signature: _____

This Agreement is valid for the current school year only.

Field Trips

In connection with the educational program of West Side School District and Harold B. Lee Elementary School, we are asking for your written consent to take your child on educational field trips while he/she is enrolled at H.B. Lee during the year 2008-2009. This authorization will eliminate the need for special permission before each trip and will assure each child an opportunity to be included in such excursions.

In return, we will assure you that each field trip will be properly planned with an emphasis on adequate supervision and educational value; and that you will be notified each time as to where they are going and what time they expect to return. Normally, elementary field trips are planned so they fit into the schedule of the regular school day.

I give my child permission to go on school or classroom trips. Please circle one:

YES

NO

Fluoride

I wish my child to participate in the fluoride rinsing program, see the back page for more information. Please circle one:

YES

NO

Parent Signature: _____

Date: _____

I have read and discussed this handbook with my parents and teachers and agree to abide by the rules listed.

Student Name: _____

Student Signature: _____

Date: _____

I have read and discussed this handbook with my child and will contact the school if I have any questions or concerns.

Parent Signature: _____

Date: _____

*The Harold B. Lee Elementary Administration greatly respects the opinions and view of all patrons. They recognize some parents may choose not to sign the handbook, because they may not agree with certain elementary policies. This **will not** excuse your child from receiving consequences for their actions as outlined in the handbook. For clarification or questions please visit with the elementary principal.