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**ELEMENTARY SLOGAN**

**STEERING ALL STUDENTS TOWARDS SUCCESS**



## **CORE VALUES**

*“The Pilot Way”*



**Respect, Responsibility, Commitment, Integrity**

## **MISSION STATEMENT**

**The Glenns Ferry School District staff and administration, in collaboration with the community, will engage their students in rigorous, creative, real-world academic pursuits that empower them to strive for their dreams, to take ownership of their learning, and to challenge themselves in and out of the classroom. Our students will live the Pilot Way and will continue to evolve and grow as learners and citizens.**

## **VISION**

**Engage - Empower - Evolve**



# **GLENN'S FERRY ELEMENTARY SCHOOL SONG**

*SUNG TO THE MARINE'S HYMN*

*WORDS BY JUSTINE TURNER*

*1<sup>st</sup> Grade*

*1997-1998*

FROM THE HALLS OF THE ELEMENTARY SCHOOL,

YOU CAN HEAR OUR VOICES SING.

WE WILL SHOW OUR GREAT SCHOOL SP-IR—IT,

IN ALL WE SAY AND DO.

WE WILL SHOW OUR PRIDE IN ORANGE AND BLACK,

STANDING TALL FOR ALL TO SEE.

WE ARE PROUD TO CLAIM OUR TI-I-TLE,

CO-PILOTS OF GLENN'S FER-RY!

**GLENN'S FERRY ELEMENTARY SCHOOL**  
**Joint School District #192**  
639 N. Bannock Street, Glenns Ferry, ID 83623  
208-366-7435, FAX 208-366-2056  
Office Hours 8:00 – 4:00

**DAILY SCHEDULE**

Office staff arrives at 7:30 a.m.

Teachers arrive at 7:40 a.m. and leave at 3:45 p.m.

**Students should not arrive at school before 7:45 a.m.**

Breakfast is served every morning. Students must arrive by 7:55 a.m. in order to be served breakfast.

**First bell rings at 8:05 a.m. for students to go to class.**

**Class begins at 8:10 a.m.** and students must be in their seats ready to work.

**Students arriving after 8:10 a.m.** must sign in and take a tardy slip to the classroom teacher.

School day ends at 3:26 p.m.

Office closes at 4:30 p.m.

7:50 ..... Breakfast in Cafeteria  
8:05 ..... Warning Bell  
8:10 ..... Tardy Bell/Class Begins

9:50 – 10:05 ..... K-1 Morning Recess  
10:05 – 10:20 ..... 2-3 Morning Recess

**Lunch**

**A.M. Kindergarten – 11:30 – 11:45**

**P.M. Kindergarten – 11:50 – 12:00**

**1<sup>st</sup> Grade 11:00 – 11:45**

**2<sup>nd</sup> Grade 11:10 – 11:55**

**3<sup>rd</sup> Grade 11:05 – 11:50**

**4<sup>th</sup> Grade 11:20 – 12:05**

**5<sup>th</sup> Grade 11:30 – 12:15**

**4<sup>th</sup>/5<sup>th</sup> Combo Class 11:40 – 12:25**

1:50 – 2:05 ..... 2-3 Afternoon Recess

2:00 – 2:15 ..... 4-5 Afternoon Recess

2:05 – 2:20 ..... K-1 Afternoon Recess

3:20 ..... K-2 Load Buses

3:23 ..... 3-5 Load Buses

**K-5 ACTIVITY ACARDS FOR HOME GAME ENTRY IS \$30**

## Registration Requirements

The State of Idaho requires every student entering school for the first time or transferring to a new school to produce documentation of current **immunization** status.

Idaho code Chapter 45, Title 18-4511 mandates that a **birth certificate** be on file when the student begins school.

## Attendance

Attendance at school is more than a legal obligation; it is a privilege. Every child of compulsory school age must be in attendance unless otherwise exempted as provided in Idaho Code 33-204,205 or as determined by school authorities.

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**. Students absent the day of an activity held during or after school hours are not eligible to participate in the event.

**Physical Education (PE)** is an integral part of the instructional program. All children will be required to participate unless a doctor's certificate is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. A daily note will be satisfactory for up to two (2) consecutive PE class days.

Parents of students who miss an excessive number of school days will be contacted by school administrators and may be reported to the Department of Juvenile Justice and/or Child Protection Services. Excessive absences may lead to retention of the student. **The maximum number of absences is 15 days a year.**

The **ONLY** absences that **WILL NOT** be used in calculating the attendance record are:

- A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience.
- B. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Attendance Board;
- C. Subpoenas to appear in court or court-ordered, out-of-district placements for special services; and
- D. Illness or hospitalization verified by a doctor's statement. **Doctor's excuse must have time of arrival and dismissal on excuse.** This **does not** include dental and vision appointments.

If you know your child will be absent please, call the school secretary or leave a message on the answering machine at 366-7435 option 5. If prior notification is not possible, the child will need a written excuse their **first day** back in school. If you anticipate an extended absence, homework assignments can be picked up in the office at the end of the school day or sent home with another child, if requested.

## Tardies

We ask that you make every effort to have your child at school before class begins at 8:10 a.m. Students not in class by 8:10 a.m. for a.m. attendance and 12:10 p.m. attendance will be counted tardy and must check in at the school office before going to their classroom. **Three tardies will be**

treated as a half day absence. Each three additional tardies will be treated as an additional half day absence. Students not in their seats by 8:45 a.m. and/or 12:30 p.m. will be marked a half day absent. Students leaving before 11:00 a.m. and 3:00 p.m. will be marked a half day absent.

### **Fever/Vomiting Policy**

Glenns Ferry Elementary School policy reflects the recommendations of the Centers for Disease Control for controlling the spread of flu and other communicable diseases. If a student has a fever of 100 degrees or more during the school day or vomits at school, a parent or guardian will be required to pick up the student.

The School Nurse is not equipped to keep an ill student for a prolonged period of time. If a parent is unable to pick up a child, another adult may be authorized to do so in emergencies by notifying the School Nurse or the Elementary Office.

Please remember that students must be fever-free for 24 hours before returning to school, without the aid of fever-reducing medications (i.e., Tylenol, Advil, cold medications containing acetaminophen). The CDC defines fever as 100 degrees or more. Thus, a student who has a temperature of 100 or more in the evening should not attend school the next day. Further, students who vomit at home should not attend school until they have refrained from vomiting for 24 hours.

Parents who plan to be out of town should verify that their child's school has current Emergency Contact information on file. Parents are strongly encouraged to provide in writing when they will be gone, where you may be contacted during your trip, and who may pick up their child during that absence.

### **Head Lice**

There have been some incidences of pediculosis (head lice) among the students in our school. It is each parent's responsibility to check the hair of their own children—daily.

Glenns Ferry Elementary has a nit free policy. Students and/or classrooms will be checked on a random basis. Those who are infected will be temporarily excused (1-3 days) from school until the treatment has been completed and the hair is free of nits.

We urge parents to notify the school if a case of head lice is found. This information will be held in confidence. If two or more cases of head lice are reported from a classroom, the school will do a head check of all students in the same classroom.

#### ***Some prevention hints:***

- *Check your child's hair daily—especially during the winter.*
- *Warn your child not to loan their comb or brush to anyone.*
- *Keep hats, gloves, scarves, and other clothing items in book bags or plastic grocery bags and hung on coat hooks.*
- *Check and launder your child's coat regularly.*
- *Advise your child not to try on or use other children's hats, coats, or other clothing.*

### **Student Injuries and Emergencies**

The classrooms and playground at Glenns Ferry Elementary are carefully supervised by teachers and staff members. Even with close supervision, accidents may occur at school.

All accidents are reported to the office immediately. Basic first aid procedures are used by school personnel. If a serious injury should occur, you will be notified immediately. It is important we have alternative and up-to-date phone numbers in your child's file in case of an emergency.

The Glenns Ferry School District carries only the required liability insurance and does not provide medical insurance to cover medical expenses incurred if your child is injured.

### **Student Medications**

It is the policy of our school district to maintain signed orders for each prescription or non-prescription drug that school personnel are asked to dispense to students during school hours. This must be renewed each school year. The container label must clearly state the student's name, medication prescription number, doctor's name, medication name, dose, and directions for use. All medications must be dispensed in the office with the exception to a medical order to carry an epinephrine auto-injector, a metered-dosed prescribed inhaler, insulin or blood glucose monitoring supplies at all times. Medication that is prescribed three (3) times a day may not necessary have to be taken at school. **Students are not permitted to bring non-prescription medication such as ointments and cough drops to school.**

### **Early Check Out**

Our policy on early check out is in place to ensure the safety of all our students. The school will make reasonable efforts to accommodate parents who need to pick up their children early from school. Please send a note to school at the beginning of day when you will be picking up your child early. If plans change during the day and you wish to pick up your child early, please call 2 hours before you plan to pick up your child. Please pick up your child in the school office after he/she has been signed out on the checkout log. **Do not take children from the bus line, playground, or classroom.** This is to ensure the safety of our students. The above is also in place for the After School Program when available.

### **Transportation Arrangements**

Your child will be put on the school bus unless a written note is sent from home making other arrangements. We strongly urge you to make plans with your child before they go to school. **Please refrain from calling the office with last minute arrangements unless it is an emergency.**

If you do find you need to make changes during the day you must call one hour before the end of school. This is to insure that the message reaches your child and that they are safely placed on the right bus. If you call after this time the request will not be fulfilled.

### **Field Trips and Chaperones**

Field trips are a privilege not a right. Students are expected to arrive at school on time. Attendance must be taken before departing school. Students are also expected to return to school on the bus. **If a parent/guardian does not want their child/children to return with the class, permission must be granted from the principal prior to the event.** Chaperones are a part of a team that is striving to provide the children at Glenns Ferry Elementary School exciting educational opportunities outside of the classroom. School personnel appreciate the time, effort, and your willingness to volunteer to spend the day with our students during school activities and field trips. In order to ensure that the field trip is a positive experience for all, please be aware of the following expectations we have of our volunteers/chaperones. Chaperones are expected to:

- Refrain from using profanity or discussing inappropriate topics
- Refrain from using alcohol, tobacco, or drugs while chaperoning children
- Refrain from carrying weapons
- With the exception of verbally and respectfully requesting the students' attention, volunteers are not to discipline students (discipline issues must be referred to the student's teacher)
- Dress appropriately by adhering to the school dress code policy
- Never leave your students unsupervised
- Wear a school identification badge

Due to limited space on the bus, classroom teachers may be limited to the number of chaperones they take on the trip. When volunteering, we ask you not to bring children that are not part of the class(es) participating in the activity. The teachers need to have the proper ratio of students to chaperones. The chaperone needs to give full attention to the students in the class and not be distracted by outside activity. **The same rules apply on an activity as they do on school grounds. (i.e. by law and district policy no smoking, drinking, bad language, etc.)** Chaperones are under the direct supervision of the classroom teacher and/or the principal. Chaperones are expected to follow the same general rules as all school staff with regard to modest dress, appropriate behavior, and interaction with students.

### **Classroom Volunteers**

Volunteers provide an important and valued service to the students at Glenns Ferry Elementary and can help teachers meet the needs of individual students by volunteering in the classroom. Teachers use helpers to tutor students, work with small groups, develop and create classroom materials, help with class or school projects, and help with our reading program. Volunteers who have unsupervised access to children are subject to the District's policy mandating background checks. (District Policy 4600)

At the beginning of each school year a questionnaire is sent home with students to identify parents who are willing and interested in helping at school. Teachers or a volunteer coordinator will then contact the interested parents and set up a schedule that will work for you and the teacher. If you are unable to come at the agreed upon time, we ask that you call before 8:00 and leave a message with the school secretary or answering machine in plenty of time for the teacher to make adjustments in lesson plans or activities.

The following are rules for all volunteers to follow:

1. Please check-in at the office each time you enter the school, specify your destination, obtain an identification badge, and check-out when you leave.
2. Please avoid going to places other than your specified destination as this can be very disruptive to our students, and can pose a safety risk to our volunteers should there be a fire, evacuation, or other emergency situation.
3. Adults should utilize public restrooms.
4. Do not bring pre-school aged children with you when you volunteer.
5. Volunteers are under the direct supervision of the classroom teacher and the principal.
6. Volunteers are expected to follow the same general rules as all school staff with regard to modest dress, appropriate behavior, and interaction with students.
7. Any discipline or behavioral problems need to be addressed by the classroom teacher, and not the volunteer.



8. The safety and welfare of our students is our top priority. If you have any reason to suspect abuse or any other threat to the safety of one of our students, please report your concerns to a teacher or our principal immediately.
9. Sign the Volunteer Code of Confidentiality (District Policy 4600(3))

### **Visitors**

All parents and visitors are welcome and are required to check in at the office to pick up a visitor's badge. The secretary can then direct you or answer your questions. This procedure is to ensure the safety of our students and **keep classroom interruptions at a minimum**. Parents are invited to meet or conference with teachers by appointment only. **Visitors are under the direct supervision of the classroom teacher and the principal. All student visitors must be cleared through the principal and considerations will be on an individual basis. Access to any location other than your child's classroom or lunchroom must be granted by the principal in advance.**

We are happy to welcome visitors for lunch. We ask that you call the school office before 10 a.m. so we can notify the cooks.

### **Treats and Deliveries**

Items needed for class dropped off in the office for students will be delivered by staff or aides. Individual personal gifts and deliveries for students will not be accepted. These items should be delivered to the home. For safety reasons, balloons will not be permitted on busses. Balloons must be picked up by an adult. In an effort to protect students with food allergies, foodborne illnesses, and to decrease the spread of germs, all treats that are brought to the classrooms to be shared with the entire class must be store bought, packaged, and include a nutritional label. **Treats are delivered between 2:30 – 3:00, the usual starting time of parties and will not be shared with siblings in other classrooms.** Personal party invitations are permitted so long as the entire classroom is included.

### **Telephone Usage**

Students at Glenns Ferry Elementary are allowed to use the telephone from the elementary office. We urge parents to make necessary arrangements with students before they come to school. **We will not put a call through to your child, or his/her teacher, during instruction time.** We understand there are occasional important messages that must be given to students. We would appreciate your cooperation in keeping these to a minimum. If an emergency arises we will deal with these immediately.

### **School Dress Code**

It is the goal of the Glenns Ferry Elementary School staff to provide the best possible learning environment for all students. In order to achieve this goal, students are encouraged to dress in a way that contributes to school pride, promotes good behavior, and supports a positive learning environment.

- Students will not be permitted to wear clothing advertising for or related to tobacco, alcohol, drugs, **sexually related** and/or weapons.
- Students will not be permitted to wear clothing that is offensive (vulgar, sexist, racist, or gang-related).
- Clothing must be appropriate and worn appropriately at all times.
  - Clothing must cover all undergarments, the chest area, and the midriff at all times.

- Students are expected to wear appropriately sized clothing (not too loose or tight).
- Mesh, transparent, or torn clothing must have appropriate clothing underneath it.
- Shirts that have backless tops or plunging necklines are not acceptable.
- Students will not be permitted to wear tank tops or spaghetti strap tops.
  - Tank tops are any top that has shoulder straps less than the **width of three of the child's fingers**.
- Students may wear sleeveless tops if the shoulder straps exceed the **width of three of the child's fingers**.
- Students will not be permitted to wear short shorts, dress, or skirts.
  - Shorts, dresses, and skirts must exceed finger tips when the student is standing.
- All hats, bandannas, and other headwear must be removed when entering the building.
- Students are expected to wear footwear at all times unless otherwise directed by a staff member.

**If a student is wearing inappropriate clothing as outlined, the parent will be called to bring a change of clothing.**

We want children to be comfortable and able to work and play in the classroom and outside. Here are some helpful hints:

- Choose simple washable play clothes for inside school, warm and serviceable clothing for outside.
- Buy clothes that your child can manage—big enough to get on easily and quickly.
- We recommend that you label everything removable. Snowsuits, mittens, boots, coats, ski hats, sweaters, and jackets can be marked with permanent ink.

**Children are expected to play outside except during the very coldest or rainy days. Please make sure your child is dressed for the expected and unexpected weather conditions.**

### **Emergency School Closure**

The decision to cancel school or terminate the school day due to severe weather will be provided to Glenns Ferry Elementary by the Superintendent. Radio stations are notified immediately to broadcast the necessary announcement. **Parents will be notified by Power Announcement of the emergency closure by telephone, text message, and email.**

We urge you to talk with your child about emergency closures and what to do if you are not at home or unable to be reached. It is very important that we maintain current phone numbers and emergency contacts on each student's records. **If changes occur during the year, please notify the office immediately.**

### **Drills**

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire and lockdown drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

### **Counseling Services**

Glenns Ferry School has a PreK-12 counselor. The counselor utilizes counseling curriculum that promotes the development of a positive self-concept and improving individual self-esteem. The delivery of this program will be through the counselor and support services available to the school district. Written permission is required from parents or guardians before services can be offered.

## **Lost and Found**

Articles of clothing and other personal belongings of the students at GFES that are found around the school should be turned into the classroom teacher or the office so the owners can claim their property by identifying it. If articles are not claimed by the end of the year, they are discarded.

## **Special Services**

The following services are available for students at Glenns Ferry Elementary:

### **Learning Center**

The resource room helps students who are working below grade level due to a *qualifying* learning disability or handicapping condition. A child Study Team comprised of the child's parents, classroom teacher, principal, resource room teacher, and other support personnel will meet to develop an Individual Education Plan (IEP) and set goals for the year.

### **Speech and Language**

Speech therapy to improve articulation and language therapy to assist students who have an expressive and/or receptive language delay is available at Glenns Ferry. Also offered is occupational therapy for students with delays in fine, gross, and visual motor skills. Students referred by parents or teachers are screened by the therapists to identify any delays that may require intervention. Parent permission is required for participation in these programs.

**ESL** Students with limited English proficiency are given specialized tutoring through the ESL (English as a Second Language) program. Students are referred by their classroom teacher and then tested to determine placement in the program.

### **Migrant Education**

The Migrant Program works with the children of migrant agriculture workers. Students needing extra help and one-to-one tutoring qualify for this program and are referred by their classroom teacher or the migrant coordinator.

### **Spanish Interpreter**

The Glenns Ferry School District offers a Spanish interpreter available to assist parents and visitors with limited English skills. Please notify the school ahead of your visit so that arrangements can be made to have the interpreter available for your visit.

## **DISCIPLINE GENERAL INFORMATION**

1. Students will be charged for extraordinary wear and tear damage or loss of school property including textbooks, equipment, or school property.
2. Audio devices, electronic devices, cameras, skateboards, roller blades, toys, trading cards and any other personal items not listed are not permitted at Glenns Ferry Elementary School without prior authorization.
3. Students are not permitted at the high school pop and candy machines before, during and after school.
4. Grading of students will be the prerogative of individual classroom teachers. Teachers grading policy is to be approved by the principal of Glenns Ferry Elementary School

## **Philosophy**

Students have a basic right to attend school, and their primary purpose in doing so is to engage in learning. Their cooperation and dedication in the educational endeavor is fundamental to quality education for all. Students are expected to conduct themselves in such a manner as to not interfere

with the orderly operation of the educational program. District policy does not permit any disruption or interference through violence, vandalism, and seizure of any area of school property, sit-ins, or other methods of disruption that violate another's right to attend school and receive a suitable education.

**The school board, administration, and staff believe that the primary obligation for developing self-discipline, responsibility and respect for others rests with the parents and the home.** The school will complement this effort. Glenns Ferry Elementary School staff will seek to assist students in developing attitudes, habits, and behaviors that will promote a proper climate for learning. School personnel will strive to work cooperatively with parents in the students' development. In order to meet this shared responsibility of providing a safe and orderly learning environment; parents, teachers, and administrators have developed the following discipline plan:

### **ADMINISTRATIVE DISCIPLINE PLAN**

1. All teachers will maintain a classroom management plan. The plan will include expectations for student behavior, classroom consequences for inappropriate behavior, and provisions for student conferencing and parent contact. If the behavior becomes excessive, the student will be sent to the principal to support the teacher's classroom management plan.
2. A disciplinary file will be initiated for each student referred to the office. A record of each violation, as well as the step assigned, will be maintained. Parents will be notified in writing of all violations resulting in referral to the office.

Consequence #1 Loss of recess privileges

Consequence #2 One to five (1-5) days in school suspension

Consequence #3 One to five (1-5) days out of school suspension and development of behavior management plan with parent and student.

Consequence #4 Immediate five (5) day out-of-school suspension, pending expulsion hearing before school board. Superintendent may extend out-of-school suspension to an additional ten (10) days.

When students are suspended from school, they may not be on school grounds (this includes middle school and high school) or participate in school activities during any portion of the day or days listed on their suspension notice. If a student is suspended on a Friday and/or Monday, s/he may not participate in school activities on the weekend.

### **ELEMENTARY SCHOOL RULES**

Our school rules are to help students learn how to conduct themselves in a socially acceptable manner and to be responsible for their behavior. We want to insure that students feel safe and accepted in their classrooms and on the playground. We ask that you read over our rules carefully and discuss them with your child. Consequences may be altered based on the severity of the infraction.

#### **General School Rules**

Show respect for each other, their teachers and all employees of the school.

Follow the directions and requests of all adults.

Walk in the halls and classrooms.

Use acceptable language.

Students are not to be in possession of any dangerous items on school property such as, but not limited to: guns, knives, fireworks, matches, etc.

Students are not to fight or play fight with others.

Respect and take care of all school property.  
Personal items such as toys, radios, games, or other non-instructional items are to be left at home unless the child has special permission from the classroom teacher.  
Play in designated areas only.  
No throwing rocks or snowballs.  
Students are not to deliberately interrupt or interfere with someone else's learning, play, or game.  
No chewing gum in the school building.  
Observe all bus and playground safety rules.  
Follow all lunchroom rules and procedures.  
Observe the dress code.  
Students are not to be in possession of pornography, sexually explicit, or other inappropriate material.

#### **A. STUDENT TO STUDENT RELATIONSHIPS**

1. **Physical Attack:** The act of physically assaulting or, in some manner, attempting to injure any student on school property. An assault may be committed without actually touching, or striking, or doing bodily harm to another person. The act of throwing rocks or snowballs. Consequence #1-3
2. **Showing Disrespect Toward Other Students:** The act of insulting, calling derogatory names, using obscenity toward, dishonoring or, in other manner, abusing verbally or in writing any member of the student body. Consequence - #1-2
3. **Shake Down:** The act of extorting things of value from a person in the school under pressure of either implied or expressed threats. Consequence - #2-3
4. **Fighting:** The act of involving hostile bodily contact in or on school property including any activity under school sponsorship. Consequence - #2-3
5. **Threatening or intimidating:** Any willful attempt to threaten to inflict injury upon another person, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the individual reason to fear or expect immediate bodily harm. Consequence - First Offense #1-2 - Repeat Offenses #2-3
6. **Scuffle or Horseplay:** The act of tripping, shoving, pushing, or misusing other student's books, or property. Consequence - #1-2
7. **Property Damage:** Consequence based on the violation or cost of item damaged.
8. **Theft:** Consequence based on violation or cost of item stolen, parent contacted and restitution required with police referral if necessary. Consequence - #1-3
9. **Sexual Harassment:** No sexual harassment or inappropriate touching. Consequence - #2-3
10. **Bullying: Bullying in any form will not be tolerated.** A simple rule to follow to keep from being a bully is to show respect. If you give people respect, you will get it in return. Consistently making fun of others and verbally, physically, or emotionally attacking others are examples of bullying. Teasing, or saying negative comments towards others can become bullying when there is:
  - a. An Intent to harm by the perpetrator.
  - b. An increase in the intensity and duration of the teasing or comments.
  - c. An abuse of power.
  - d. An isolation and lack of support for the victim.
  - e. A behavior change for the victim and consequences. Consequence 1-4
11. **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. In the situation that cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be severely disruptive of the educational process. In addition, such conduct must also be in violation of a school policy or state law. Administration shall in their discretion contact local law enforcement. Consequence 1-4

## **B. STUDENT TO STAFF RELATIONSHIPS**

1. Insubordination: The act of failing to respond or carry out a reasonable request by authorized school personnel. Consequence - #1-2
2. Threatening or Intimidating Acts: The act of verbally or by gesture threatening the well-being, health or safety of any member of the school staff. Consequence - #1-4
3. Physical Attack: The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship. Consequence - #4
4. Disrespect: The act of insulting, calling derogatory names, dishonoring, making gestures, or in other manner abusing verbally or in writing any member of the school staff. Consequence - #2-3
5. Disrespect for the Property of a Member of the School Staff:
  - a. Damage: Consequence #2-3 (restitution required through parent contact)
  - b. Theft: Consequence based on violation or cost of item stolen. Consequence #2-3 (restitution required and referral to police when appropriate).
  - c. Major Theft/Damage: Consequence #3 (restitution required/referral to police).

## **C. SCHOOL PROPERTY**

1. Vandalism:
  - a. Misuse of Printed Material: The act of destroying or defacing magazines, books, or other printed material. Consequence - #1-2 (restitution required)
  - b. Misuse of facilities, throwing wet paper, clogging sinks, hand dryers, toilets and /or urinals, etc. Consequence - #1-2
  - c. Defacing: The act of damaging property requiring cleaning or repair. Consequence - #2-3 (restitution required)
  - d. Destruction: The act of rendering unusable. Consequence - #3-4 (including, but not limited to, restitution and referral to police)
2. Theft:
  - a. Not serious enough to report to police. Consequence #2-3 (restitution required).
  - b. Major Theft: Considerable enough to be reported to police. Consequence #2-3 (restitution required and referral to police).
3. Abuse of School Grounds: Consequence #2-3 (restitution required and referral to police when appropriate).
4. Littering: Consequence #1-2 - Litter patrol/pick up trash.
5. Misuse of Food: The act of consuming food or drink other than in assigned areas or the throwing food. Consequence #1-2 - Clean up mess.

## **D. PROTECTION OF THE PUBLIC SAFETY**

1. Detonation of Firecrackers or Other Explosive Devices: Consequence #3-4 - (report to police).
2. False Alarms:
  - a. The act of initiating a fire alarm or initiating a report warning of a fire or other

- catastrophe without just cause: Consequence #2 - (report to police).
- b. Bomb Threat: Consequence #4 - (referral to police).
- c. False 911 calls on school property: Consequence #3 - (report to police).
- 3. Arson: The act of willfully and maliciously burning or attempting to burn any part of any building or any property of the school or of its staff and students while on school property. Consequence #4 - (report to the police and fire department chief).
- 4. POSSESSION OF WEAPONS: THE ACT OF HAVING A WEAPON OR OTHER DANGEROUS ITEMS ON PERSON OR BACKPACK. CONSEQUENCE #2-4 (REPORT TO POLICE).

**E. ALCOHOL, TOBACCO, AND DRUGS**

- 1. Alcohol and Drugs: The use, possession, or distribution of any alcoholic beverage or illegal drug on or near school property or at any school function is prohibited by law and school policy. Consequence - #2-3
- 2. Tobacco: The use, possession, or distribution of any tobacco product on or near school property or at any school function is prohibited by law and school policy. Consequence #2-3

**F. ELECTRONIC COMMUNICATION DEVICES AND MUSIC PLAYERS**

- 1. Cell phones may not be visible or used during school hours and must be silenced and properly stored. The school is not responsible for theft.
- 2. MP3 players and all other mobile electronics are not permitted at school. These items may **ONLY** be brought to the classroom with teacher authorization.  
**FIRST OFFENSE** – Item will be confiscated and returned to the student at the end of the day.  
**SECOND OFFENSE** - Item will be confiscated until picked up by a parent/guardian.  
**THIRD OFFENSE** – Item will be confiscated until the end of the school year.

**G. OTHER DISCIPLINARY VIOLATIONS**

- 1. Repeated or Serious Classroom Disruptions: Consequence - #2-3
- 2. Cheating: The act of stealing a test, tampering with the teacher’s grade book, copying work. Consequence - #1-2
- 3. Forgery: The act, written or spoken, of misrepresenting the truth. Consequence - #2
- 4. Abusive or Offensive Language: The act of using such language in the presence of staff members and/or students, including written notes and published materials as well as vocal. Consequence - #1-2
- 5. Inappropriate Affectionate Behavior: Consequence - #1-2
- 6. Inappropriate Dress and Attire: The act of wearing clothing that is a distraction in school or detrimental to the health, safety or reputation of the student or school. Shoes must be worn at all times. Student will be asked to change.
- 7. Absolutely no throwing of any objects that could harm someone such as; but not limited to, rocks and snowballs. Consequence - #1-2
- 8. Telling Lies: Consequence #1
- 9. Any situation not specifically covered by the above procedures will be dealt with on an individual basis and the penalty will be determined by the administration to fit the offense.

## **Principal Procedures**

In the event a student is referred to the principal, the following procedure is used to help students learn appropriate behavior and also make a commitment to improve their behavior.

1. The child must explain why we have rules and the importance of obeying.
2. The child is asked to identify the rules that were broken and explain what the appropriate behavior should have been in that situation.
3. The principal then explains to the child that a consequence is the result of breaking a rule.
4. The principal helps the child formulate acceptable and appropriate behavior.
5. A record of the offense and consequence is kept by the principal. For each referral the consequences become more serious.

## **Discipline Procedures**

The classroom teacher will handle minor offenses within the classroom unless the rules are continuously broken. In these instances the child will be referred to the principal for disciplinary action. The duty teacher will handle playground offenses and will refer serious problems to the principal for discipline.

## **Playground Rules And Consequences**

1. Be respectful of all people and their property.
2. Keep your hands and feet to yourself.
3. Absolutely no fighting, pushing, kicking, tripping, or wrestling.
4. No climbing fences or non-designated playground equipment.
5. No swearing or profanity.
6. No tackle football or rough play in any game.
7. No throwing rocks or snowballs.

**First Offense** - Warning

**Second Offense** - Five minutes sitting against the wall and name put on the clipboard.

**Third Offense** - Loss of next recess - Sent to principal's office and parents notified.  
Consequence #1

**Fourth Offense** - Sent to principal's office, parents notified. Consequence #2

## **Cafeteria Rules and Consequences**

1. Quiet talking.
2. No throwing, spitting, playing, or dropping food or drinks.
3. Walk, don't run.
4. Put trash, trays, and utensils in proper place. Do not bang trays on trash cans to get the food off.
5. Once seated, stay seated until finished eating.
6. Quiet in line going to or leaving the cafeteria.

**First Offense** - Warning.

**Second Offense** - Time out for 5-10 minutes.

**Third Offense** - Loss of recess, call parents. Consequence #1

**Fourth Offense** - Send to Principal, conference with parents. Consequence #2

## **Bus Rules and Consequences**

The right of a student to ride on the school bus is a condition of their good behavior and observance of the bus rules and regulations.

1. Follow directions the first time they are given.
2. Stay in your assigned seat and keep your hands, feet, and belongings to yourself.



3. No loud talking, rude gestures, swearing, teasing or fighting.
4. Keep all harmful objects or substances off the bus.
5. Do not eat, drink, litter, write on or damage the bus.

**First Offense** - Warning (Driver verbally warns the student).

**Second Offense** - A bus conduct report is completed and given to the Transportation Supervisor who will have a conference with the student and contact their parent.

**Third Offense** - A bus conduct report is issued. The student has a conference with school administrators. Student has the choice of either three days loss of bus privileges or their parent will accompany them on the bus for three days.

**Fourth Offense** - A five day suspension or parental accompaniment. Immediate suspension indefinitely and School Board action.

**SEVERE CLAUSE – IMMEDIATE LOSS OF BUS PRIVILEGES AND ADMINISTRATIVE REFERRAL.**



Glenns Ferry Elementary School  
639 N. Bannock Ave. Glenns Ferry, ID 83623  
Telephone (208) 366-7435 / Fax (208) 366-2056

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Effective May 2, 2015

Dear Parents,

During the month of May, our teachers will be developing class lists for the upcoming school year. The teachers have been asked to create equally balanced class groups. This balance is required to ensure the best education possible for all students. We make every effort to provide academically heterogeneous classes with an equal number of boys and girls in each class. We also attempt to separate students who have had difficulty with each other in the past.

If parents or guardians wish to make a request for placement, the request must be submitted in writing to the elementary principal before July 1<sup>st</sup> of the upcoming school year. Requests received after July 1<sup>st</sup> will not be considered. In the request, the parent must include either an academic or social factor that justifies the placement.

Though the administration will try to honor placement requests, all of the above mentioned factors will be used when making the final decision on placement. Also, parents need to realize that teachers may be reassigned to a different grade level and, therefore, a request may not be honored for that reason as well.

Thank you in advance for understanding that the final decision on student placement rests with the principal and staff.

Sincerely,

Rob Spriggs  
Elementary Principal



## **GLENN'S FERRY ELEMENTARY SCHOOL'S**

### **ONGOING FUNDRAISERS**

**PENCIL SALES** – are sold in the elementary office for \$.25 cents. The pencils in the machine are changed monthly. Proceeds goes towards replenishing the pencil machine and positive participation prizes rewards, teacher awards, and principal awards.

**INK CARTRIDGE RECYCLING** – Empty ink and toner cartridges are being recycled for cash to support the elementary school students and staff.



**BOX TOPS FOR EDUCATION** – Download the Box Tops app, shop as you normally would, then use the app to scan your store receipt within 14 days of purchase. The app will identify Box Tops products on your receipt and automatically credit your school's earnings online. **The elementary school ID is 955621.** You can visit the website at [Http://www.boxtops4education.com](http://www.boxtops4education.com) to join the **Booster Club** to view our success. Proceeds are deposited into the Elementary Fund to support elementary school students and staff.

### **DIRECTORY INFORMATION**

Directory information is defined as information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:

1. Student name;
2. Address;
3. Telephone listing;
4. **Electronic mail address (e-mail);**
5. **Photographs of the student used by the district for recognition of student achievement and community relations, including, but not limited to, publication in the district's or school's newsletters, in the school's yearbooks, in the school setting (such as in trophy cases or on walls and on the district's or school's web site;**
6. Date and place of birth;
7. Major field of study;
8. Participation in officially recognized activities such as sports;
9. Weight and height of members of athletic teams;
10. Dates of attendance, degrees, and awards received;
11. The most recent previous school, school district or institution attended;

### **DISCLOSURE OF DIRECTORY INFORMATION**

This district may disclose directory information after giving written, public notice annually to parents of students in attendance and eligible students in attendance that:

1. All information in the definition of directory information as set forth in this policy has been designated as directory information by this district;
2. A parent or eligible student has the right to refuse to allow this district to designate any or all of the types of information about the student as directory information;
3. A parent or eligible student must notify this district in writing within *thirty (30) calendar days* after receiving notice that directory information may be disclosed that the parent or eligible student does not want any or all of the types of directory information about the student released.

The Glenns Ferry Joint School District #192 is an equal opportunity educator/employer. Education is available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, actual or potential marital, parental status, or status as a homeless child. All forms of harassment including sexual harassment are prohibited. Individuals should follow the District's uniform grievance procedures. Questions or complaints should be addressed to the Title IV Compliance Officer



Date 09/05/2011

Dear Parent/Guardian:

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:

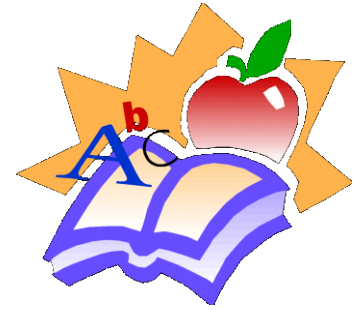
- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the State has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher 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 the district office at 208-366-7436.

If you would like more information about Glenns Ferry's Schools, please feel free to call the school office at 208-366-7435

# Home-School Compact

## Glenns Ferry Schools



**Student: It is important that I do my best. I know my parents and teachers want to help me, but I am the one who has to do the work. So, I will:**

- \* Believe that I can and will learn.
- \* Be responsible for my own behavior.
- \* Give work and school communications to my parent/caregiver.
- \* Pay attention and ask for help when needed.
- \* Complete class work on time and to the best of my ability.

**Parent/Giver: I want my child to succeed. I will encourage him/her by doing the following:**

- \* Encourage positive attitudes about school.
- \* Support the school discipline policy and school policies.
- \* Make sure my child attends school regularly and comes on time.
- \* Make sure my child gets enough sleep each night and eats nutritious meals.
- \* Establish with my child a place and time to study and a daily reading time.
- \* Attend Open House and conferences.

**Classroom Teacher/Title 1 Teacher: I understand the importance of the school experience to every student and my position as a teacher and a role model. I agree to:**

- \* Be aware of your child's needs.
- \* Communicate with you about your child's progress frequently.
- \* Teach basic concepts and skills to your child to meet state student achievement standards.
- \* Motivate and encourage your child to practice academics at home.
- \* Hold parent/teacher conferences annually.
- \* Deliver high quality curriculum and instruction.
- \* Provide materials for home to enhance literacy and other academic subjects.

**School Principal/Building Administrator: I support and encourage student/parent/teacher compacts and partnerships. I will:**

- \* Provide an environment that allows for positive communication between the teacher, parent and student.
- \* Encourage teachers to regularly provide opportunities for practice of academics at home.
- \* Provide equal and fair opportunities to access staff and the opportunity to volunteer.