

Welcome to Lowell Elementary 2009-2010



Students, Parents, and Patrons,

Welcome to Lowell Elementary. This handbook is designed to provide information about Lowell as well as information about Boise School District policies and procedures. Some changes have been made that reflect our temporary move to Fort Boise. It is certainly not all-inclusive but hopefully it will be a handy reference source. This information will also be available on the Boise School District web site @ www.boiseschools.org. We hope the Lowell refrigerator magnet will be a handy reference for the school calendar, address, and phone number.

Be sure to **read and discuss** this handbook with your child. If you would like more information regarding District Policy, please refer to the first pages in the student planners that are issued to students in grades 2-6. Special “policy” packets will be sent home with all K-1 students. **Please return the appropriate information that is listed on the front of the welcome envelope.**

Our mission at Lowell is to provide academic excellence in an atmosphere of Respect, Responsibility & Safety. One of our goals at Lowell is to provide a warm and positive learning environment. We students uphold the Boise District’s values of *Respect, Dignity, Honesty, Responsibility, and Teamwork*. All of us at Lowell welcome your active participation in developing the physical, educational and emotional well being of our students.

To find out more information regarding upcoming events, newsletters, and other pertinent information, you can visit our website at www.boiseschools.org/schools/lowell. You may also visit the District website at www.boiseschools.org. This is an outstanding source of information.

Sincerely,

Paula Bell

LOWELL DAILY SCHEDULE

8:40 First Bell Rings 8:45 School Begins 3:15 Students Dismissal

Morning Recess		Lunch		Afternoon Recess	
K	9:35-9:45	1st	11:10-11:55	1st 1:45-2:00 (K 2:30-:40)	
1st & 3rd	9:45-10:00	2nd	11:20-12:05	2nd 1:30-1:45	
2nd&4th	10:00-10:15	3rd	11:30-12:15	3rd, 1:45- 2:00	
h		4th	11:40-12:25	Birch 12:45-1:00	Fri only
		5th/6th	12:00-12:45	5th 2:00-2:15	

Kindergarten Schedule

8:40 – 11:30 a.m. Morning Session
12:30 – 3:15 p.m. Afternoon Session

*Early Release Day Schedule

Kindergarten AM Session 8:40 - 10:30
Kindergarten PM Session 11:30 - 1:15
Grades 1 - 6 - 8:40 - 3:15

ARRIVAL AND DEPARTURE

Please visit with your child about safety precautions while walking or riding bikes to school. For the 2009-2010 school year at Fort Boise, buses will drop students off at the Fort Street entrance. **If you are driving your child to school, please drop off at the Robbins Road entrance, across from the Elk's Hospital.** Students are to go directly to the playground unless they have a scheduled appt. with staff in the bldg. prior to the start of the school day. Students should **not** arrive at school **prior to 8:20 a.m.** Playground supervision is not provided after school. **Please do not park your car in the bus zone marked in front of the school on Fort St.** Your child's safety is of utmost concern. The bike corral is located on the Robbins Road side of the building.

Lowell provides student patrol helpers. Urge your children to respect and cooperate with these students. *Parents, If you are walking your child to school, please model this behavior and cross at the appropriate area.*

LEAVING SCHOOL

When leaving during the school day, **a student must be signed out in the office by a parent or parent designee.** To reduce classroom disruptions and save parents time, office staff will notify the student after you have arrived.

ATTENDANCE

Absences

If your child is absent please call the attendance line before 9:00am the morning of the absence. The number is 854-5480 @ Ext. 101. You can call the attendance line 24hrs a day. A written excuse is appreciated each time your child is absent or tardy. District policy expects a 90% attendance rate. You will be notified when total absences reach 5, 8, and 10 days during the semester. See Boise School District web site for further information on the attendance policy.

TARDIES

Students are tardy when they are not in their classroom when the bell rings at 8:45. **Please have your child report to the office first to obtain a pass if he or she is tardy.** The school will notify you if tardies become excessive. Students arriving after 10:30 are recorded as a half day absence.

BICYCLES / SKATEBOARDS / ROLLERBLADES

Bicycles are to be placed in bike racks on South end of the school. The school cannot be held responsible for lost or stolen bicycles. Such occurrences should be reported to the police immediately. Only bike riders are allowed in the bike area. Students are to walk their bikes, scooters, and skateboards once they arrive on school property. This is for the children's protection. **Bikes should be chained and locked** because the fence around the bike area is **not** locked. We encourage all students to use the proper safety equipment such as helmets when riding bikes and skateboards. Bicycle, skateboards, and scooters, are **not** to ride through street crosswalks. They are to follow the same procedure as walkers.

BIRTHDAYS AND GIFTS

Parents are encouraged to acknowledge a student's birthday by purchasing a book in the child's name for our library. When books are donated, the child's name will be announced over the intercom. Birthday treats are strongly **discouraged**. Please check with the teacher **before** sending birthday treats to school.

CHANGE OF INFORMATION AND EMERGENCIES

It is of the utmost importance that any changes of address, telephone number, parent's place of employment, emergency number, doctor or sitter/daycare be reported to the school office immediately. **This is extremely important.** Too often emergencies arise and we are unable to contact the parent or someone at the emergency number. Your cooperation is greatly appreciated. It's for the safety of your child/children.

DRESS CODE

Lowell students are expected to present a neat, clean appearance and to wear clothing that does not detract from the educational process. Shorts may be worn to school during the months of August, September, October, April, May and June. **Short shorts, Tops with thin straps, bare midriff shirts (shirts that show the belly button) are not permissible. "Boxer shorts" and/or underwear will remain covered at all times.** Shirts that advertise or promote alcohol or drugs or contain offensive words or pictures are also prohibited. Please have your child wear appropriate footwear for playing outside. Too many injuries come from wearing thongs or strapless type sandals. Any clothing advocating gangs is not to be worn to school. Hats may not be worn in the building. Adults, please model this action for our students. See Board Policy 3223 regarding dress code.

FIELD TRIPS

There are times when school parents and friends of the school transport children for various school activities, other than class field trips. Guidelines in Board Policy 4222 must be followed.

No student will be permitted to participate on a field trip without written permission. **You will be asked to sign a**

general consent form that will cover all field trips scheduled throughout the year. (It is in this information packet)

HEALTH & ILLNESS

The nurse's office is for sick children and emergencies only. Students who are ill will be sent home. is

*Students needing medication while at school must have a statement of permission signed by the parent/guardian. A prescription bottle with the student's name and dosage is required and a signed permission slip must be on file in the nurse's office. If your child is ill, please keep her/him home and contact the school. **You will be notified and your child will likely be sent home if there is:***

- A fever greater than 99.4 degrees
- Vomiting
- Severe Diarrhea
- A significant body rash undiagnosed by a doctor.
- Head Lice
- Other problems deemed a health concern by the school nurse or principal

If your child is too ill to be outside, please keep him/her home. Children at school are expected to be able to go outside (weather permitting). In order to provide adequate supervision, we cannot have some students stay in and others go outside during recesses.

INCLEMENT WEATHER

Students are allowed to arrive on the playground **starting at 8:20**. During extremely cold or wet weather, children will be directed inside the building. The determination of when weather is cold or wet enough to keep children from getting fresh air and exercise will be the building administrator's decision, so please **have your children dress appropriately for the weather**. A guideline of 20 degrees or colder with or without a wind chill is used in determining whether students stay outside or brought in to the school building. During inside recess children will be asked to stay in their classrooms or the gym.

INSURANCE FOR STUDENTS

The District **DOES NOT** provide insurance coverage for accidents on the playground by students. It is suggested if your child is not covered by your Homeowner's Policy, or other medical insurance that you purchase the insurance offered by the District's approved company. **Applications are available in the office and are also in this welcome packet.**

JUST FOR KIDS (JFK)

The Just For Kids program is a District sanctioned before and after school child care program. Parents' fees cover the cost of the program only and you may be asked to send additional money for field trips Child care is provided Monday - Friday from 7:00 a.m. to 6:00 p.m. Enrollment is limited. For additional information, please call 854-5482

Breakfast and Lunch

Food Services use a computer in the cafeteria instead of tickets. Each student will be issued a lunch card or pin number to use. The money students bring to school for meals will go into their personal debit account in the Food Service computer. **You can now apply on-line for free/reduced meals at: <https://foodservice.boiseschools.org/>**

PARKING

Please use the Robbins Road entrance for dropping off and picking up your child. Please do not drop off or pick up your child on the Fort St. entrance unless your child attends JFK. This is the bus drop off and pick up area. Please do not park your car in the bus zone marked in front of the school. Visitor parking spots are located in both the Fort St. and Robbins Road parking lots.

PARENT INVOLVEMENT and PTA (Lowell Community Meetings)

Parental support and input is an integral part of the educational process. We welcome and encourage your participation. Parents/guardians are welcome and encouraged to visit classrooms. **When visiting, please enter the main hall and obtain a visitor pass in the office. All visitors must wear an identification badge.**

Lowell has an outstanding Parent Teacher Student Association which meets monthly. The meeting schedule will be posted on the internet and reminders will be sent home. We strongly encourage your participation. It is a terrific way to get involved in your child's education. Everyone is encouraged to attend. Although everyone is encouraged to join, you **do not** need to be a member to attend the meetings. Our goal is to conduct business as well as having **guest speakers and topics that may be of interest to families and our communities as well as student presentations**

PHONE CALLS

Children will not be permitted to leave the classroom to answer the phone except in an emergency. Messages may be left with the teachers by calling 854-5480. The building phones are business phones. Students may use them for emergencies with permission from the administrative staff or their teacher. Cell phones- Students are expected to keep cell phones turned off during the school day and left in backpacks. In the event of an emergency, students use school phones. Parents will be informed if there is a concern with cell phone usage.

Students must have written permission, signed by a parent/guardian to leave school with another student or parent. Bus students are expected to ride the bus each day unless we have written instructions from their parent/guardian as to an alternative plan.

SCHOOL SAFETY & EMERGENCY PROCEDURES

The staff at Lowell Elementary has taken steps to make our school as safe as possible. We have a detailed safety plan should there ever be a crisis. In an extreme emergency, procedures are set in place to evacuate to Ft. Boise Community Center. Our safety plan is available at the office if you would like to examine it. In addition, safety procedures and guidelines are posted in each classroom. We practice evacuating the building and other safety procedures throughout the year. **We appreciate your cooperation and the effort you make to check in at the office when visiting the school.**

TESTING

Testing and Accountability continue to be a major emphasis under the NCLB guidelines. Assessments will be given throughout the year to monitor progress and help provide accountability. All Kindergarten through Third students will take the *Idaho Reading Indicator (IRI)*. Fourth and sixth grade students will take the *Direct Math Assessment (DMA)*

and fifth and sixth graders will take the *Direct Writing Assessment (DWA)*. *Curriculum Based Reading Fluency Tests (CBM)* will be given to students in grades four through six.

All Students in grades 3-6 (throughout Idaho) will take the Idaho Standards Achievement Tests (ISAT). The ISAT is designed to measure a student's growth in reading, language usage, and math. Students are tested once a year in the Spring. Each ISAT is made up of three sections. The sections are based on Idaho's Achievement Standards. The standards set targets for what Idaho expects all students to know and at each grade level from 3 to 10. Your child's skills will be assessed in the following areas:

ISAT TESTING	ISAT TESTING
<p>Reading:</p> <ul style="list-style-type: none"> • Word Analysis • Vocabulary • Literal Comprehension • Evaluative Comprehension <p>Language:</p> <ul style="list-style-type: none"> • Writing process • Composition structure • Grammar and Usage • Punctuation & Capitalization • Spelling 	<p>Mathematics:</p> <ul style="list-style-type: none"> • Estimation and Computation • Number Sense • Geometry and Spatial Sense • Measurement, Concepts & Principles • Data Analysis, Statistics & • Probability • Concepts & Language Algebra, • Functions & Math models • Problem Solving & Math Reasoning

In the past, students took tests on paper filling in responses on an answer sheet. To take the state's new tests, Lowell students will use a computer. The computer format allows the test to immediately adjust to the performance of each student and provides information quickly to the teacher. Although every ISAT has questions covering the same goal areas, not every test has the same questions, and the questions vary in difficulty. The difficulty of each question a student answers is based on how well she/he answered the previous question. The spring test will indicate progress made from the previous Spring as well as student performance on the specific standards for his or her grade level. Parents will receive a report that details their child's performance on the ISAT. A good resource to learn more about the ISAT is : www.boardofed.gov/assessment.asp

TITLE 1 SERVICES

Lowell Elementary is a Title I school. Therefore, we receive extra funding to help improve student achievement in math and reading. This Title I money is used to benefit all of the children in a school. A schoolwide program is guided by the schoolwide program plan and a school leadership team. All of Boise School District's Title I schools operate a schoolwide program. Title I money is typically used to provide extra staff, materials or professional development for these schools. Students can receive extra help in reading and math from a Title I teacher or assistant. A Title I Assistant is often called a paraprofessional. Paraprofessionals often work in class with teachers and assist teachers with instruction. They might work with small groups of students or one on one with a child. Title I teachers often team teach with classroom teachers or conduct small classes for students with unique learning needs. The Title I program works closely with the classroom teacher and other programs in a school to help all children be successful in reading and math. Children also benefit from training teachers receive or curriculum materials that is paid for with Title I funds. All Title I Schools must maintain a School Wide Program Plan. This is often referred to as the school's "SWP Plan." This document is the written plan a school submits to the district and state department that explains how the schoolwide program will operate. It identifies the major schoolwide goals the Title I resources will be targeted towards. A "SWP Plan" also gives direction for professional development and parental involvement. Lowell Elementary (as well as all of Boise's Title I Schools) is currently revising our SWP Plan. We actively seek your input and direction for this plan. Parental Involvement and opportunity for Parental Input are a regular part of our Lowell Community Meetings that are held once a month. Please plan on attending

these meetings.

TOYS from home

All toys, trinkets, radios, gameboys, etc. are to be left at home. These playthings become distractions to the learning process and the school is not responsible for these items that are lost, broken, or stolen. **Toy guns, knives, and weapons of any kind are prohibited at all times. Any item that threatens the safety of another child is strictly prohibited.**

ZERO TOLERANCE See School Board Policy # 3230

A POSITIVE SCHOOL CLIMATE IS KEY TO PREVENTING VIOLENCE. **Our Mission is to provide academic excellence in an atmosphere of Respect, Responsibility & Safety.** If students, parents/guardians and staff feel a sense of community and ownership in the school, they are more likely to work with each other rather than against each other. Lessons are taught by the teachers and the guidance counselor that reinforce our mission.

Prohibition of Weapons

The Independent School District of Boise City has “zero tolerance” for students who bring to school weapons or other objects/substances which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the education process. Possession and/or use of these objects/substances at the elementary school or at any elementary school sponsored activity without prior permission of school officials, will be brought to the attention of the building administrator immediately.

Prohibition of Gangs and Hate Groups

Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin, or disability are inconsistent with the fundamental values of the educational environment of the Independent School District of Boise City. The activities of such groups and their members are prohibited on school district property and at all school sponsored functions.

Such prohibited activities include, but are not limited to: the congregation of members, the solicitation of recruitment of members, the possession group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior, such as the wearing of gang colors or insignia and the use of language, codes and/or gestures that provoke violence or seek to advocate the purpose and objectives of such groups.