

Amity Elementary School

**Parent Handbook
2009–2010**



ABSENCES

If your child is absent for any reason, please contact the school office at **854-4220**. Please call before 9:00 a.m. This notification is important for the safety of your child. If not notified, the school will check to see if the child is safe at home. These checks cannot be made until later in the morning which may pose a hazard to your child's safety if he/she is not safely at home. A message machine will receive your calls from 4:00 p.m. until 8:00 a.m.

We ask for prior school notification in writing of any planned absence of three or more days. You or your child may obtain the Notification of Absence form from the office or your child's teacher.

AMITY LEARNING CENTER

The Amity Learning Center's (ALC) goal statement is to improve our students' reading, written language, and math performance. The ALC program incorporates administrative support, coordination of ancillary staff schedules, and parent/guardian involvement to enrich student learning.

Three certified teachers and two assistants staff the ALC. Students who may need extra assistance in any area of reading, math and written language, are serviced through the ALC. Students are helped in their area of need and return to the classroom when additional one-on-one or small group assistance is no longer needed.

When a student is referred for ALC services, and it is determined those services will be beneficial, a note and follow-up phone call is given to the parents/guardians. If for some reason a parent/guardian does not want his/her

child to receive services, the parent/guardian needs to notify the classroom teacher.

ATTENDANCE

Regular school attendance and punctuality are important to a student's educational progress. Children should arrive at school no more than twenty minutes before the school day begins. (Supervision begins on the playground at 8:20 a.m.) If a child arrives late for school, he/she is to report to the office before going to the classroom.

Attendance letters will be mailed to parents/guardians when a student has missed five days, eight days, and eleven days. **Attendance patterns deemed detrimental to student success could result in a referral to Ada County Juvenile Attendance Court.**

BICYCLES/SCOOTERS

Bicycles should be parked in designated areas. A lock is recommended for each bike. Scooters may be folded up and brought into the classroom. Students should leave other bikes and scooters alone. The school cannot be responsible for lost, stolen, or damaged bikes, scooters or helmets. Bicycles/scooters should not be ridden on the playground during school hours.

BUS REGULATIONS

We are concerned with each child's safety on the bus. Please discuss bus conduct with your child. If your child misbehaves while riding the bus, the bus driver will submit a violation of bus safety rules to the administrative staff. Parents/guardians will receive a copy of the violation. The second report may result in suspension of transportation privileges. It is

impossible for the school to supervise bus stops and streets in subdivisions. We recommend that children not be allowed to congregate at bus stops for long periods of time. Many bus problems begin at the subdivision stop. Your child is expected to ride on his/her assigned bus. Exceptions may be made upon written request by the parent/guardian to the administrative staff. The child is to bring this request to the office upon arrival for a signature from the administrative staff. If a child misses the bus, he/she is to come to the office and call home. A child may not walk home without permission. The school does not route the busses - nor do we set up the bus stops. The bus company sets all routes, stops, and changes.

If a student that does not normally ride the bus is riding home with a friend, he/she needs to bring a note from the parent to the office to be signed by an administrator. The student will only be allowed to ride the bus if there is room. Students who normally ride that bus must be accommodated first.

CLOSED CAMPUS

Amity is a closed campus and students are expected to remain on the school grounds once they arrive at Amity.

COMMUNICATION

We will make every attempt possible to keep you informed through a bi-monthly newsletter.

We depend on our students to deliver these communications to you **Friday** or the last day of the week. There is also a Amity Calendar on the Parent Portal. For more information about the Parent Portal, please contact the office.

DISCIPLINE

It is the desire of Amity School to provide each student with the educational environment, quality instruction and learning opportunities that promote classroom success, personal growth and responsible citizenship. To effectively achieve these educational objectives there needs to be a cooperative effort between the student, school, and home. Therefore, the Amity staff has developed and carries out a discipline policy that establishes clear and specific rules regarding school standards and identifies misconduct and inappropriate behavior that disrupt a school atmosphere conducive to learning. You will receive a copy of the ***AMITY DISCIPLINE HANDBOOK*** the first week of school. Please go over it with your child (ren) and then sign and return the form on the back page of the handbook.

DISMISSAL POLICY

Please report to the office for early dismissal of your child. We will call your child from his/her classroom to the office. Children are **NOT** to meet their parents/guardians in the parking lot if leaving school early. Teachers have been instructed not to release a child to any adult **without** permission from the office. This policy is in effect during regular school hours to ensure the safety of your child(ren). Please advise the school if the child is to be picked up by someone other than a parent/guardian. Send a note if you intend to pick up your child at school for a doctor or dentist appointment. Also, allow yourself enough time to have your child called to the office for dismissal after you arrive.

DRESS CODE

Please see the *AMITY DISCIPLINE HANDBOOK* for specific information on the dress code. **Students wearing clothes that are inappropriate will be directed to make arrangements for more suitable clothing.**

ELECTRONICS

Please be sure that students leave **all** cell phones, toys, radios, CD/MP3 players, hand-held video games, etc., at home. The school cannot be responsible for lost, stolen or damaged toys that students bring from home. Some exceptions to this rule are allowed...the most common is when students' individual bus drivers allow students to use electronic devices on the school bus. **All electronic devices must remain turned off and in student backpacks while on school property. Any exceptions to this rule must be made through the principal. Infractions could result in loss of the electronic item.**

EMERGENCY INFORMATION

It is important that we have up-to-date phone numbers for each parent/guardian and the phone number of two other people who can act for you, as well as the name and phone number of your doctor and dentist. **Any changes in the emergency information as listed on your child's enrollment form should be sent to the school office.** If your phone number is "unlisted," we still need it for emergency purposes. A note will be attached to your child's emergency record stating that it is an "unlisted" number. The school treats all phone numbers with confidentiality. A current address is necessary as well.

ENTRANCE REQUIREMENTS

By State Law, to be eligible for the first grade at the opening of school, the child must be six years of age before September 1st of the entrance year. Kindergarten students must be five years of age before September 1st of the entrance year. Birth certificates and immunization records are required of all new students entering the Boise School District. Both must be presented at enrollment time and are returned to parents/guardians after necessary information is entered on school records. Immunizations required are: five (5) doses of DPT vaccine, three (3) doses of Polio, three (3) doses of Hepatitis B, and two (2) doses of Measles, Mumps & Rubella Vaccine. (Exceptions must be documented by a physician.)

FIELD TRIPS

A field trip permission form for the year will be coming home with your child. You only need to sign it once for the whole year. As trips are scheduled, you will be notified by the classroom teacher. Students must have **written** permission to participate in field trips. Verbal consent is not acceptable.

GANGS AND HATE GROUPS

Gangs, hate groups, and similar organizations or groups that advocate hatred or discrimination based on race, color, religion, sex, ancestry, national origin, or handicap 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 or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior, such as the wearing of gang colors, headgear 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. Disciplinary action for students may include suspension or expulsion.

All reports of gang and hate group activities are to be handled by the elementary building administrative staff in an expedient and timely manner. When necessary, appropriate disciplinary actions are to be taken and reports are to be written on the activities and actions taken. Parents/guardians are to be contacted by phone, letter, or in person and the school resource officer will be contacted, when necessary. All incidents are to be written and copies of said incidents are to be forwarded to the appropriate Area Director.

If parent activity in such groups or organizations occurs on campus or at school events, the Ada County Sheriff will be called to intervene.

HOMEWORK

Homework is an integral part of the educational process. Homework assignments can help reinforce skills taught in the classroom, develop responsibility and instill independent work habits. Teachers may assign homework to practice, extend, and/or enrich skills taught in the classroom. Homework will be assigned to students according to the individual needs of the student and the materials and ideas being studied at the time. Parents/guardians can encourage good study habits at home by providing a quiet, well-lit place to study,

setting aside a regular **study time** and showing interest in the child's work. If a child is absent and is able to work, homework may be requested by calling the school office (854-4220) before noon.

HOT LUNCH PROGRAM

\$1.90 Regular Student Lunch
2.75 Adult Lunch
.40 Reduced Lunch
1.25 Student Breakfast
.30 Reduced Breakfast
1.75 Adult Breakfast
.40 Milk

Students are encouraged to put money in their lunch accounts the first school day of each week. Checks should be made out to Boise Schools. No student will be allowed to carry more than \$7.00 in charges on their account at any time. If a student has reached this amount and does not have money that day, he/she will need to call a parent/guardian.

INJURIES OR ILLNESSES

In case of an injury or illness, we will administer simple first aid only. Students will be cared for by a staff member or school nurse, and parents/guardians will be notified if the injury or illness necessitates. If parents/guardians cannot be reached, the person listed as the emergency name will be notified. In rare cases when no one can be reached, the family doctor may be called and the student taken to his/her doctor, to the emergency room of a hospital, or an emergency clinic. In any case, it is extremely important that the school has the name of another party to call in case of illness or injury and parents/guardians cannot be located. It is also important to

have your current home and business telephone numbers on file in the school office.

Each day many parents are faced with a decision: should they keep their sick child at home or send them off to school? Often the way a child looks and acts can make the decision an obvious one. Please consider these guidelines:

- **Colds:** Consider keeping your child at home if he/she is experiencing discomfort from cold symptoms, such as nasal congestion and cough. A continuous green discharge from the nose may be a sign of infection. Consider having the child seen by your health care provider.
- **Conjunctivitis (pink-eye):** Following a diagnosis of conjunctivitis, the child may return to school 24 hours only after the first dose of prescribed medication.
- **Diarrhea/Vomiting:** A child with diarrhea and /or vomiting should stay at home and return to school **only** after being symptom-free for 24 hours.
- **Fever:** The child should remain at home with a fever greater than 100°. The child can return to school **only** after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).
- **Rashes:** Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school **only** after a health care provider has made a diagnosis

and authorized the child's return to school.

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest and recover.

INSTRUMENTAL MUSIC FOR FIFTH AND SIXTH GRADES

Any child in fifth grade may participate in beginning band or orchestra. Band and orchestra is an option for sixth graders as well. Typically, the 6th grade program is reserved for second year students. Exceptions will be made on an individual basis. Information will be given to the students the first part of the year. The school is not responsible for lost or stolen instruments.

INSURANCE

The Boise School District does not provide medical insurance to pay for expenses when students are injured at school. This is the responsibility of the parents/guardians. The district carries only legal liability insurance.

LIBRARY

At the Amity Library we do our best to maintain a well-balanced selection of library books for our students. Some books are bought to enhance the curriculum for each grade level and subject area. Books are also purchased for pleasure reading. We feel this is an excellent tool for teaching library organization and skills. Each class has one-half hour library period each week. At that time each child may check out a new book

provided they have returned the old book. We have a free flow library time for those who enjoy extra reading. Bound library books are expensive with the average cost being approximately \$25.00 per book. Students are required to pay for damaged or lost books. We appreciate parent/guardian interest in their child's reading habits and those who encourage and read to their children.

MEDICATION

We are concerned about the health of every student at Amity and recognize the importance of administering student medication in a safe, reliable and timely manner.

Students taking medication at school need to comply with the regulation adopted by the school board in compliance with Idaho State Code.

1. Contact the school nurse.
2. **An Authorization for Medication Administration form must be completed by a parent/ guardian and then filed with the school nurse. Changes in dosage require written notification from the physician.**
3. The school nurse or designee shall administer all medications, prescription or nonprescription, except when students are given specific permission by the principal, registered nurse, or designee to self-medicate.
4. Medication must be in the original pharmacy dispensed bottle or in the manufacturer's original packaging/ bottle with directions for use.
5. Proper labeling and directions for administration must be on the original

- bottle brought to school.
6. Send only enough pills, etc., as required for school; do not send whole bottles of any medication.
7. Medications to be given for just a few days require a parent/guardian note, dated and signed, along with the exact amount of medication to be given, in the original container.
8. Medication in baggies, envelopes or other containers **will not** be given at school.
9. If over-the-counter medications must be used, they are to be in the original bottle with clear instructions.
10. Due to the risk of Reyes Syndrome, aspirin will only be given to students under the supervision of a physician.
11. The Amity Health Office does not have medications to dispense.
12. The school is not responsible for lost or stolen medications.

PARKING LOT - STUDENT DROP OFF/PICKUP

Please drop off and pick up students in the **Student Loading/Unloading Zone** only. Do not load/unload in the Bus Loading Zone. For the safety of all students, no students are allowed to wait for parent pick up in the grass area between the parking lot and Amity Road. Also, if you need to get out of your vehicle, please park in a designated parking spot or on the South side of Amity Road so you are not blocking other cars.

PARTIES, BIRTHDAYS, TREATS, MONEY COLLECTIONS

No money is to be collected from students for parties, treats, gifts, valentines, etc. It is the policy of the Boise Schools to have no student

or teacher contributions for such activities. **Parents/guardians are asked get prior approval to send treats to school for birthdays, etc.** If you choose to send flowers, balloons, etc., they will be held at the office until arrangements can be made with the classroom teacher concerning delivery. (Glass vases are not allowed on the school bus.) If a collection of money is necessitated for some classroom purpose, a notice will be sent home with the understanding that participation is voluntary.

PHYSICAL FITNESS TESTING

Physical fitness testing has long been an integral part of the Boise School District Elementary Physical Education curriculum. In the last few years, fitness and obesity has become even more of a concern as researchers collect data establishing the unfit physical condition of our nation's children and the critical need to promote health and wellness standards among the children in our schools. This emphasis is reflected in the Physical Fitness Appraisal given to the Boise School District's elementary school children assessing acceptable health standards for fitness that children need to acquire to experience a lifetime of wellness. This appraisal will be given twice during the school year; once in the fall and again in the spring. If your child has a particular medical problem that warrants a doctor's release from one or all of the areas being assessed, please send a written note to your child's physical education teacher.

PLAYGROUND

Students are expected to exercise respect for each other in all areas of play. The best policy is to be kind, courteous, and considerate, and do not bother others. Swearing, hitting or

kicking others, play fighting, bullying, wrestling, tackling, or throwing objects are not permitted. Students who cannot follow these guidelines may be denied playground privileges for a period of time and/or issued a Parent/Guardian Conduct Notice. Playground rules will be discussed in the classrooms at the beginning of the year. Playground equipment (balls, jump ropes etc.) are provided by the school and available in each classroom for checkout. Students will be responsible for maintaining the equipment checked out to their classroom by returning items that they personally check out at the end of each recess. **Personal play equipment is to be left at home.** Posters listing the basic rules are posted by the outside doors.

PROFANE LANGUAGE

Profane or obscene language is unacceptable and will not be permitted on school grounds or at any school-sponsored activity.

PUPIL PROGRESS

The Boise School District has chosen to use two methods of reporting your child's progress. The first is to schedule parent/teacher conferences at the end of the first nine-week grading period. The second method of reporting to you is by way of a report card. Grades are reported at the end of each semester and at the end of the third quarter.

Teachers use the following grading key:

- E - Exceeds Expectations
- M - Meets Expectations
- I - Is Developing
- N - Needs Improvement
- X - Not Evaluated

- A - 90-100%
- B - 80-89%
- C - 70-79%
- D - 60-69
- U - 59% & below

SAFETY

There are a few basic safety rules Amity student are expected to follow:

1. No students will be allowed on the roof or sides of the school building. (This rule will be enforced during school hours and at all school-sponsored activities. This is a safety issue, plus having students on the sides and roof of the building have caused erosion problems for us.)
2. Bicycles, scooters, skateboards, heeilies and roller skates/blades are not to be ridden on the playground, sidewalks, etc., during school hours.
3. Students are to use designated public routes to and from school.

SNOW RULES

It is all right to build snowmen and snow forts, etc. It is not all right to throw snow at anyone or anything. It is all right to run and play in the snow on the grass. It is not all right to slide on the sidewalks or blacktop. NOTE: It is not all right to slide on the hill or sides of the building on snowy days. Also, please have your child wear appropriate clothing for the cold weather.

SCHOOL SPORTS FOR FIFTH AND SIXTH GRADERS

Girls and boys interested in basketball and track may obtain a permission slip during the appropriate season. Practices will be held

before or after school. Students participating in these extracurricular activities must meet certain academic and behavior standards to participate.

STAYING IN FROM RECESS

If parents/guardians desire to have a student stay in the building during recess or noon due to an illness, please make this request in writing to the child's teacher. If the need extends for longer than three (3) days, a doctor's statement will be required.

SUSPENSION

Suspension is the temporary denial of attendance at school and/or school activities. Suspensions may be on campus or off campus. Students may be suspended for the following reasons (not all inclusive):

- Assault
- Use of obscene/profane language or gestures
- Possession and/or use of drugs, alcohol, tobacco, explosive devices or weapons
- Theft resulting in police involvement
- Truancy
- Vandalism
- Arson
- Fighting
- Defiant, disruptive behavior
- Repeated violations of school rules and authority
- Extortion

When a student is suspended off campus, he/she is not to be on or near the campus while school is in session, during activities, or before or after the school day.

TELEPHONE CALLS

Students will not be called from class for phone calls except in case of emergency. Messages will be delivered promptly. We will discourage students from phoning parents/guardians from school for trivial reasons. We will emphasize making arrangements for after school activities before the student leaves home that morning. A note from the teacher will be required before a student may use the telephone. To prevent classroom interruptions and inappropriate phone calls, student cell phones should not be turned on while on school property. They must remain in their backpack at all times if they bring the cell phones to school.

TEXTBOOKS

Students are responsible for textbooks issued to them for their use during the school year. If loss or damage of a book occurs, parents/guardians will be expected to pay for it.

TITLE IX POLICY STATEMENT

It is the policy of The Independent School District of Boise City #1, in subscribing to and promoting the principles of equal protection under the law, that neither the Board of Trustees, nor its designated agents will discriminate in employment or in the equal delivery of educational services and opportunities against any person because of race, color, sex, religion, age, birth, ancestry, national origin, family relationship, personal or political patronage, or handicap.

VISITING SCHOOL

The Boise School District requires all visitors, including parents/guardians, volunteers and substitute teachers, to go to the main office and obtain an identification badge. This

procedure is an added security measure to help ensure the safety of your children.

Due to the added burden on the faculty, the distraction to the classroom, and liability issues, students and siblings that are home-schooled, are from other schools or are from out of town, are not allowed at Amity during school hours.

VOLUNTEERS

Amity School loves volunteers. If you would like to volunteer, please call the school office or our volunteer coordinator. When you arrive at school to volunteer, please sign in and get a badge from the main office.

WEAPONS

The Independent School District of Boise City has "zero tolerance" for students who bring weapons to school, "**look alike weapons**," or other objects/substances that are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational 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 result in the following course of action:

Administrative Procedure: Any or all personnel employed by the Boise School District at the elementary level having knowledge of students with 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 educational process, shall notify the building administrative staff immediately. The building administrative staff shall conduct an investigation immediately and make the

determination as to whether a school resource officer is to be contacted and a complaint filed and/or if an immediate suspension is in order.

This suspension can be in-school or out-of-school as determined by the building administrative staff with the understanding that the weapons, objects, and/or substances have been confiscated and when necessary, turned over to the proper authorities for disposition. The elementary building administrative staff in cooperation with the appropriate Area Director shall determine if sufficient cause exists for referral to the Board of Trustees for permanent expulsion. Parents or guardians are to be contacted by phone, letter, or in-person in an expedient and timely manner with detailed information regarding the incident(s). All reports of weapons, objects, and/or substances which are a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process shall be written by the building administrative staff and copies sent to the appropriate Area Director and to the Gang and Violence Prevention Specialist for the Boise School District.

In addition to the above policy on prohibition of weapons, the Independent School District of Boise City also adopts and is in compliance with the Federal Gun Free Schools Act of 1994. Therefore, any student who brings a firearm, as defined by the Gun Free Schools Act of 1994, to school or to any school-sponsored activity will be expelled from school for not less than one (1) year.

WEATHER-INCLEMENT

During extremely cold or wet weather, students will be admitted to their classrooms, but it is important that the students not arrive

at school before 8:25 a.m. At all other times, students are expected to go outside for recess and should dress accordingly.

WITHDRAWAL FROM SCHOOL

Parents/guardians should notify the school office by telephone or come in at least five days (if circumstances allow) before the student's last day of attendance, so that his/her teacher, the librarian, and nurse have sufficient time for check out. All school materials or library books loaned to the student must be returned. Items lost or damaged must be paid for by the parents/guardians before school records will be forwarded to the new school. Please make sure all lunch charges have been paid, too.