

ARRIVAL AT SCHOOL

Supervision on our playground is provided before school begins at **8:15 a.m.** Please do not drop your children off or allow them to walk to school so that they are here before that time. This still allows them plenty of time to put money on lunch accounts and eat breakfast before the first bell rings at 8:40.

If you drop your children off, please be aware of our “no parking” bus zone directly in front of the school. We also block off our parking lots during this time. This allows children to cross safely from sidewalk to sidewalk without cars pulling into the lot.

When the children arrive at school, we ask that they walk to the playground by going around the east side of the building. If they need to buy lunches, they still need to go around this way and then enter through the white hallway door to the cafeteria. Students are not allowed in the classrooms or main hallways in the morning before school unless they have teacher permission.

ATTENDANCE

The Boise Public School Board of Trustees has established an attendance policy for elementary students which states, “Elementary students are required to be in attendance at least **ninety (90) percent** of the time that school is in session.” If a student is absent more than 18 days in a school year, he/she shall be considered for non-promotion.

Students, parents, and educators recognize the importance of attendance and punctuality at school. Key reasons for regular and punctual attendance are employability, safety of students, educational benefits, and success that builds self-esteem.

All students should be at school by **8:40 a.m.** They will come prepared for the school day by having a positive attitude and returning assigned work. Any student who arrives after the **8:45** tardy bell must report to the school office to receive a tardy slip before being admitted to class.

Students who total **three** tardies in a semester will receive a letter from the principal. This letter will notify parents of our concern for the multiple tardies. It will also include a description of the assigned procedure that will be followed on the fifth tardy.

When a student totals **five** tardies in a semester, a parent conference will be scheduled with the principal. A plan will be discussed to solve the tardy problem.

Students with more than 9 absences or excessive tardies will be turned over to Attendance Court. A hearing will be held with school administrator, parents, student and court officials.

BICYCLES AND SKATEBOARDS

Bicycles are to be placed in the bike rack located on the North side of the Room 15 portable. The school cannot be responsible for lost, stolen or damaged bikes. All bicycles should have a lock. Bicycles are not to be ridden on the blacktop before or just after school. Students' should walk their bikes on and off the school grounds. This is for students' safety.

Skateboards, roller skates, scooters and roller blades are not allowed to be used on the school grounds for safety reasons.

BUS STUDENTS

All students who live in the Monroe attendance area west of Roosevelt and east of Vista will be eligible for safety bussing to and from school. Applications and route information for all bus students can be picked up in the school office.

CLOSED CAMPUS

Monroe students are expected to remain on the school grounds once they arrive at school. If your child is going to go home for lunch regularly, one note at the first of the year is sufficient. For the student who goes home for lunch on an occasional basis, please send a note each time they are going to leave.

BEHAVIOR AND STUDENT DISCIPLINE POLICIES

Discipline is the process of training a child so that the desired character traits and habits can be developed. The Boise School District is organized and administered to help each individual student reach the maximum of his/her potential. By having a consistent discipline policy, the goal of educating children can be most efficiently reached.

In short, no student shall interfere in the instructional process either by interfering with another student's right to learn or by preventing a teacher from doing his/her job.

Each classroom will establish a management plan that is appropriate to that particular group of students and meets the general building goals.

Major disciplinary violations such as possession of weapons, fighting, inappropriate language, defiance, disrespect, threats against persons, destruction of property, stealing, vandalism, de-pantsing, or other continual minor infractions will result in a referral to the Principal.

EMERGENCY PROCEDURES

Fire drills and emergency evacuations are practiced on a regular basis to create an anticipated reaction during a school emergency. Questions concerning specific emergency procedures may be directed to the school office or the teaching staff.

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 1 of the entrance year. Kindergarten students must be five years of age before September 1 of the entrance year.

Certified birth certificates and immunization records are required of all new students entering the Boise School District. Both must be presented to the principal at enrollment time and are returned to parents after necessary information is entered on school records.

Immunizations require are:

- 5 doses of DPT vaccine
- 3 doses of Polio
- 2 dose of Measles, Mumps & Rubella vaccine
(Exceptions must be documented by a physician)
- 3 doses of Hepatitis B

HEALTH, ILLNESS & INJURY

Nursing coverage at Monroe is scheduled for five half-days each week, with a nurse on call for emergencies during regular school hours.

The school nurse functions to promote improved health conditions for all students. This involves screening programs, supervision of sanitary regulations, participation in health education in the classrooms, and administration of first aid when indicated. Parents or guardians will be notified of serious injuries/illness in their children.

Medications may not be given at school without the written consent of a parent or guardian. Forms are available from the school nurse. All medications must come to school in the original container with instructions for administering.

Home and work phone numbers as well as emergency names and phone numbers will assure that we can reach someone when your child requires care beyond the school setting. Children with chronic health problems especially need to be identified so that proper care is given should an emergency occur.

Students in attendance are expected to participate in all activities throughout the school day. Students who are too ill to play outside or participate in normal events, may be too ill to be at school.

HOT LUNCH PROGRAM

1.60	Regular Student Lunch	1.00	Student Breakfast
2.10	Adult Lunch		
.40	Reduced Lunch		
		.40	White milk (cold lunch)
		.40	Chocolate milk (cold lunch)

Lunches will be sold any morning between 8:15 – 8:40. Please try to have students buy lunches at this time. Students will be given a lunch account to use this year. Avoid having your child charge lunch if possible. Printed menus will be distributed at the beginning of each month.

Lunch Serving Times:

3 rd & 3/4 Grades	11:40
1 st Grade	11:45
2 nd & 2/3 Grades	11:50
4 th & 5th Grade	11:55
6 th Grade	12:10

LOST AND FOUND

Please label your child's clothing and belongings whenever possible. This will help in finding the homes for lost items. Lost-and-Found is located by the gym entrance in the white hallway.

PERSONAL PROPERTY

Students are discouraged from bringing valuables to school. Electronic equipment is not permitted at school because of risk of theft. Laser pens are not permitted due to risk of injury to others. Personal items brought to school are under the supervision of the classroom teacher. The school is not responsible for lost or stolen items.

PHONE CALLS

Students and teachers will not be called from class to accept phone calls except in an emergency. The school phone is a business phone and not to be used to arrange to go home with a friend, etc. A student must have a pass from his/her classroom teacher to use the office phone.

PICKING UP STUDENTS EARLY

If you are coming to school early to pick up your child, you need to come to the office and sign him/her out. We will call your child from the classroom to the office. Also, students are not allowed to leave school early with someone not listed on their enrollment form unless we have a signed note or receive a phone call from the parent or guardian.

STUDENT BIRTHDAYS

Parents are permitted to send a birthday treat to school for the entire class if they choose. Treats need to be simple to consume and should not require the classroom teacher to provide napkins, dishes or utensils. Treats will be distributed at the classroom teacher's discretion. Birthday party invitations are not allowed to be distributed at school unless the student is inviting the entire class.

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 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 or insignia and the use of language, codes, and/or gestures that provoke or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

Administrative Procedure: All reports of gang and hate group activities are to be handled by the elementary building principal in an expedient and timely manner. When necessary, appropriate disciplinary actions will be taken and reports will be written on the actions taken.

Parents or guardians are to be contacted by phone, letter, or in person. The school resource officer will also be contacted when necessary. All incidents will be written and copies of said incidents will be forwarded to the appropriate director(s) and a copy sent to the Gang and Violence Specialist of the Boise School District.

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 educational process. Possession of, threatening use or

using 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 principal immediately. The building principal 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 principal 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 principal, 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 principal and copies sent to the appropriate director(s) and a copy sent to the Gang and Violence Prevention Specialist of the Boise School District.

SCHOOL DRESS, GROOMING AND APPEARANCE

The Monroe staff feels it is important for children to come dressed appropriately for school. Allowing children to dress in a distracting manner lessens our chance to maintain a good learning environment. Therefore, the guidelines below will be followed:

- Longer length style shorts, skirts and dresses are appropriate. A good “rule of thumb” to follow is they should be no shorter than mid finger length if the student is standing with arms straight down at his/her side. We ask that shorts only be worn in warm weather. Students are expected to go outside for recesses except in extreme weather situations so they need to be dressed accordingly. Cut-offs are not allowed.
- Halter tops, bare midriiffs and “muscle” shirts are distracting and are not appropriate. Tank style shirts must have at least a two finger wide strap.
- Shoes that allow good physical activity are best. No flip flops at school. Sandals that strap onto the foot will be permitted.
- Shirts, hats, or other clothing with vulgar/obscene messages or with advertisements for any alcohol, tobacco, drugs, etc. are not to be worn.
- Low riding of pants and wallet chains are considered gang attire and will not be permitted at Monroe school. Appropriate action will be taken to eliminate this attire. Pants must be worn at the waist.
- Hats of any type are not to be worn inside the school. Hoods may not be worn in the building either. We ask that adults follow this rule when inside the building, also.

Parents/guardians will be asked to come and get students or bring different clothing, if necessary. We are aware and pleased that parents/guardians expect Monroe School to set high standards and we thank you for your support.

SCHOOL SAFETY PATROL

Student safety is a primary concern at Monroe School. Student safety patrols will be use to help remind students of safety. Students will be posted directly in front of school at the crosswalk at Johnson and

Cassia. The first patrols will be on duty at 8:25 and will leave their post at 3:25. Always obey the safety patrol. Please treat them with courtesy and respect. They are working for your protection.

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

Parents/guardians are welcome to visit classes any time except during periods of testing. Please notify the teacher **before** arriving. School age and preschool children (unless with a parent) are not allowed to visit classes. If you would like to eat lunch with your child, please call before 9:00 a.m. so we can order you a school lunch. Our lunches are prepared outside the school and delivered to us each day so when we order at 9:00 a.m., we need an exact count. (If you decide after this time to come for lunch, you are welcome to bring a sack lunch from home and eat in the lunchroom with your child.)

Also, we REQUIRE that all visitors and volunteers, including parents/guardians, come to the main office, sign in and pick up an identification badge to wear while in the building.