



Owyhee - Harbor Elementary School

3434 Pasadena Dr. • Boise, ID 83705 • (208) 854-5850 • Fax (208) 854-5851

2009-2010 Owyhee-Harbor School Handbook

Dear Parents and Guardians,

We wish to welcome all new and returning students and parents to Owyhee-Harbor School! We have made some changes to the Owyhee-Harbor School Handbook for 2009-10. Please take time to review the entire handbook with your child.

An Acknowledgement Page is attached to the handbook and includes signature lines for you and your child. After reviewing the handbook remove the Acknowledgement Page and sign and return it. Keep the rest of the handbook in a safe place as a reference.

Feel free to contact me if you have any questions about anything in our handbook.

Sincerely,

Nolene Weaver
Owyhee-Harbor School Principal

Owyhee-Harbor School Staff Directory
2009-2010 School Year

Principal
Administrative Assistant

Nolene Weaver
Tiffany York

Classroom Teachers

Kindergarten	Ann Abeyta
1st Grade	Cindy Bartle
1st Grade	Tonya Stern-Walls
2nd Grade	Fay Good
2nd Grade	Sharon Tennent
3rd Grade	Laurie Stoddard
3rd Grade	Karen Wagner
4th Grade	Joyce Williams
4 th Grade	Amy Peterson
5th Grade	Jamie Bird
5 th /6 th Combo	Susan Hayes
6th Grade	Sara Fish

Resource Teacher	Brett Dewey
ECSE Teacher	Debbie Olson
Reading Specialist	Ruth Seal
Science	Peggy Hurd

Ancillary Staff

Computer Lab	Amanda Campbell
Counselor	Mary Baker
Health Tech.	Vickie Bourget
Librarian	Terry Smith
Nurse	Kristin Vessel
Psychologist	Catherine Webber
Speech Therapist	Danna Barker
Occupational Ther.	Tony DeAngelis

Other Teachers

Band	Brooke Adams
GATE Facilitator	Pam Braden
General Music	Linda Berg
	Shellye Lindsay
Orchestra	Diane Mathie
P.E.	Anne Ponton
	Roxy Therrien

Support Staff

Head Custodian	Lee Evans
Night Custodian	Chris Joros
Kitchen Manager	Sherry Lyon
School Support	Jan Spencer
ECSE Assistant	Tammie Riddier

Educational Tutors

Russell Baer
Tisha Grant
Judy Hamilton
Rhonda Jameson
Kim Lanza

Frank Martinez
Ginny McGee
Kate McKinney
Ann Obenchain
Linda Reasor

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Insert Calendar

Arrival and Dismissal

Arrival

Please help your child start each day with his or her best foot forward by establishing positive routines to arrive prepared and on time. Punctuality helps your child by reducing stress and it minimizes disruptions for teachers and other children.

Children should arrive between 8:15 and 8:35 a.m. Students should not be on school grounds prior to 8:15 a.m. (when playground and cafeteria supervision begin) unless they are involved in tutoring or choir. Permission from the principal is required if students must arrive early due to extraordinary circumstances. The first bell rings at 8:40 a.m. and is the signal for students to line up at their classroom door. Students should be in their classrooms when the tardy bell rings at 8:45 a.m.

An unexcused tardy is recorded if a student is not in his or her classroom when the tardy bell rings at 8:45 a.m. A tardy is excused only if parents provide written documentation of a medical appointment or if other extraordinary circumstances can be verified.

Students are not permitted in the building before school unless they have Safety Patrol duties, tutoring, or are eating breakfast at school. Students who eat breakfast at school should enter and exit the building via the back “red” doors.

Dismissal Time

Pick your children up on time as a courtesy to office staff. Morning preschoolers and kindergarteners should be picked up at 11:30 a.m., all other students should be picked up by 3:30 p.m. (when carpool and bus supervisions ends). If they’re in the office when you arrive, you’re late.

Early Pick Up

If your child will be picked up early, please send a note to your child’s teacher so belongings and homework can be gathered without disrupting the learning process. When you arrive at school to sign your child out, we will send an adult runner for your child. Please do not call ahead and ask us to have your child waiting in the office for you.

Pick Up Procedures

To maximize safety and to minimize congestion and wait time, Owyhee has a structured system for after school dismissal and pick up. Each child has a designated waiting area based on age and how they get home. Adult supervision is provided in all designated waiting areas. Kindergartners should be picked up at the outside kindergarten door. First and second graders, as well as students who ride in daycare vans, should wait on the grass between the second grade doors and the parking lot.

Older students who carpool or ride with parents can wait in the same area by second grade doors or in the park (this area is generally less congested and therefore quicker). Bus riders and walkers who are meeting friends or siblings should wait near the bike racks on Pasadena Street.

When the dismissal bell rings at 3:15 p.m., students should report to their waiting area until their ride arrives or until all the members of their walking group have assembled. Students should report to the same waiting area every day this will ensure they always know where to go and you will always know where to find them. Please make sure your child knows how you expect them to get home (walk, ride the bus, or who will pick them up). If your routine changes, tell your child

before you send them to school in the morning. For younger students (preschool – 2nd), send a note to your child’s teacher if they will be getting home a different way than usual. Students are expected to sit or stand still while watching for their ride. Students will be required to wait until the vehicle comes to a complete stop before opening doors. Please arrange car seats and personal items so your child can enter on the curb side of your vehicle, away from moving traffic. Please use the pick-up lane (by second grade doors) only if you can remain in your car and only if you can wait until your car is near the front of the line. If you must get out to find your children, open car doors, etc. or are in a hurry, find a parking place that is not in the pick-up lane.

Emissions

Avoid idling your engine for long periods. Emissions are unhealthy for students who are waiting outside and they get inside through our ventilation system. If you arrive before the bell rings, turn your car off. Once the pick-up lane starts moving, you’ll need to keep your engine running.

Parent Permission

Students must have written permission from parents to take the bus (if not a bus rider), or to ride a different bus or use a different bus stop than assigned. Students also need permission to walk or ride home with a classmate if that is not their typical routine. Students who want to socialize or play in the vicinity of the school or park need written permission from parents to do so without adult supervision or they will be sent home.

Safety Reminders

Please don’t make U-turns or three-point turns on Pasadena. It’s illegal and unsafe. Please use crosswalks, follow crossing guard instructions, and insist that your children do the same. You set an example for all students who are watching you.

Attendance

Reporting Your Child’s Absence

If your child will not be at school, please call 854-5850 by 9:00 a.m. You can leave a voice message anytime. Please include your child’s name, grade, and the reason for the absence. If your child has a contagious illness let us know so we can take steps to reduce spreading it to others.

Attendance Policy and Attendance Court

Students who attend school regularly do better in school and develop habits that serve them well later in life. According to district policy, students must be in attendance at least 90% of the time (no more than 9 absences in a semester). A student who arrives after 10:00 a.m. or who leaves prior to 2:00 p.m. is recorded absent for a half day. Students who miss more than 9 days of school in a semester may be referred to Attendance Court to help identify the source of attendance problems and to solve them. The decision to refer a student to Attendance Court is made on a case by case basis. Factors that are considered include prior years’ attendance patterns, the reason for absences, the number of tardies, and the effect that absences and tardies are having on academics.

Attendance Letters

Attendance letters are automatically mailed to your home after your child has 5 absences in a semester and again after 8 and 10 absences. We send attendance letters even if absences are primarily due to illness so you know how much school your child has missed. You can then make sure further absences are for illness or emergencies only. Students with frequent excused absences may be asked to provide documentation from a medical provider or other source.

Character Education and Citizenship

Students at Owyhee are encouraged to be kind, responsible and helpful through a proactive and positive educational program. To encourage and celebrate these qualities students who are in 1st-6th grades, a Citizen of the Week is announced in each classroom on Friday mornings. Teachers also choose a Citizen of the Month from the students who have been Citizens of the Week. They are honored at a school assembly for demonstrating exemplary behaviors that contribute to success in school and later in adult life:

- A good citizen is kind and supportive of others similar to an adult who is a good neighbor.
- A good citizen is responsible and turns all work in on time similar to an adult who honors commitments, pays bills on time, and is a responsible employee or home manager.
- A good citizen follows the rules similar to an adult who obeys the law.
- A good citizen exhibits enthusiasm and excitement for learning similar to an adult who goes above and beyond the call of duty at work, home, and as a parent.
- A good citizen is punctual and has good attendance at school, similar to an adult who is punctual and has good attendance at work.

Child Care

On-site child care is not available at Owyhee. Several private child care facilities transport children to and from Owyhee-Harbor School. Please contact the office for more information.

Cell Phones

Students are allowed to have cell phones only to place emergency phone calls on the way to and from school. Students are not permitted to keep cell phones in the classroom. They cannot place or receive calls, send or receive text messages, or take photos at school. The school is not responsible for lost or stolen cell phones. Cell phones must be turned off and kept in student backpacks. Students who violate this policy may have their cell phone confiscated until it is picked up by a parent.

Counseling Services

Owyhee has the services of a school counselor four days per week. The counselor provides a variety of services to students and parents that are aimed at helping students learn and develop to their highest potential.

The counselor visits each classroom on a weekly basis presenting lessons on character education, being successful at school, conflict management, self-esteem, friendship skills, identifying feelings, safe choices, and careers and future planning.

Group and individual sessions are available to assist in being a better student, adjusting to life changes, getting along better with others, or dealing with specific issues. You will be notified if your child is placed in a group. If your child is seen more than three times on a personal one-on-one basis a permission letter will be sent home to continue the service.

On an as needed basis, our school counselor conferences with parents to learn about their child's progress, make future educational plans, or assist with family issues. In addition, the district offers classes for parents to learn effective parenting skills. Finally, our school counselor can provide some financial help with those hard times that we don't expect and/or can refer families to other agencies in the community who might be able to provide assistance.

Dress Code

We rely on you to help your child dress for school success. Students who dress inappropriately will be required to wear items from our extras bin to limit lost instructional time. If a parent brings appropriate clothing, students may change during recess.

- Gang attire of any kind is strictly prohibited. Garments that promote drugs, alcohol, or tobacco or that include disrespectful, vulgar or suggestive words, graphics or pictures are not allowed.
- Hats or hoods are not to be worn in the building except to get ready to go outside during cold weather.
- Immodest or suggestive clothes are not allowed including but not limited to muscle shirts, low necklines, spaghetti/thin straps, bare backs/midribs/shoulders, and clingy or see-through fabric.
- Make-up, face paint, and tattoos that cover the face or neck are not allowed.
- Hair must be worn so that it does not cover or hide eyes.
- Perfume, cologne, after-shave, etc. are not allowed.
- Pants and skirts are to be worn at the waist. If hip huggers are worn, shirts must be long enough to cover backs and midribs when sitting on the floor.
- Shorts, dresses and skirts must be fingertip length or longer. Students sit on the floor for instruction so shorts or tights are recommended under dresses and skirts.
- Student attire should be appropriate for the weather and season.
- Shoes must be playground and P.E. appropriate (i.e. sturdy shoes without heels, laces tied, buckles fastened). Sandals must enclose toes, heels and the top of the foot. Flip flops are not allowed. Students with inappropriate shoes will be excluded from P.E. and recess.
- Wheeled shoes (or "heelies") are not allowed on school grounds.
- Parents and volunteers are asked to follow the student dress code when volunteering or attending school functions.

Emergency / Safety Procedures

The safety of students, staff and visitors is a top priority. Students and staff regularly practice Fire, Hall Check, and Lockdown Drills. You can help us in the following ways:

- Sign in and obtain a Visitor's Badge every time you volunteer during school hours.
- Make sure we have up-to-date emergency contact information. Notify us immediately of address, telephone, employer, child care, or medical provider changes.
- Don't call the school during an emergency as this disrupts communication with emergency personnel. Local media will keep parents and the public informed.

If needed, we will escort students to an alternate assembly site, depending on the situation:

- Owyhee Park (directly across the street from the school)
- Wells Fargo Service Center (3033 Elder Street)
- Latter Day Saints Church (3020 Cherry Lane)

Extra-Curricular and Co-Curricular Activities

Field Trips: With parent permission, students in good standing may participate in a limited number of field trips to supplement classroom learning. You will be notified in advance. Transportation is provided by bus or parent volunteers. Volunteers must drive vehicles with appropriate safety restraints (children under 7 need child seats) and must have liability insurance coverage of at least \$100,000 per person and \$300,000 per accident.

Music Programs: All kindergarten through sixth grade students participate in general music classes. Fifth and sixth grade students may participate in band or orchestra during the school day. Students who do not take band or orchestra will participate in the Accelerated Reader program. Second through sixth graders may join our choir, which meets Thursday mornings at 8:00 a.m. Siblings or other students who need to ride or walk to school with a choir member should bring a book and are required to read quietly in the music room until playground supervision begins at 8:15.

Parties and Holiday Celebrations: We limit birthday and holiday celebrations to protect learning time. Students may bring a simple treat on their birthdays to share with classmates during lunch or just prior to dismissal (or in the place of snack for kindergarteners). Please don't bring balloons, flowers, presents, etc. to school. Please do not distribute party invitations at school unless every child in the class is invited. A school directory is available so you can mail invitations for smaller parties. Parents can join their children for a turkey dinner the Thursday prior to Thanksgiving. Christmas will be celebrated with a music program. Students in kindergarten through third grade will exchange Valentine's cards on Valentine's Day. 4th-6th grade students watch a movie on that day.

Sports: Fifth and sixth grade students can participate in girls' basketball, boys' basketball and coed track. Practices and competitions are held after school. Students are asked to pay a \$5.00 rental fee for athletic jerseys. Coaches will provide more information prior to each season. Students are welcome to attend as spectators at all games as long as the student is supervised by an adult.

Food Services

Meal Accounts

All students in grades 1-6 have a school meal account that is set up on a debit system. Each student is provided a card and a personal identification number to purchase meals. Students and parents should pay for school meals before school in the cafeteria between 8:15 and 8:35. Payments can also be made online at www.mylunchmoney.com. This system allows for manual or automatic deposits to your students account and allows you to check your students account for available balances and meal activity. There is no cost for registering but you will need your child's 10-digit identification number. This is the same number you use to log in to Parent Portal of Infinite Campus. If you don't know this number, contact our school secretary.

It is important to keep money in your student's account and we encourage you to pre-pay for meals for a week or month at a time. Food Service staff will remind a student when the account becomes low in funds. As a courtesy, a small line of credit is extended for first meal purchases. After reaching the credit limit of \$10.00 your child will not be able charge additional school meals. If this occurs, you will be contacted so you can bring a lunch or lunch money to school. If you aren't able to do so, your child will be given a granola bar, a box of raisins and milk.

Prices

Student meal prices have increased. Lunch prices for students are \$1.90 regular, \$.40 reduced. Breakfast \$1.25 regular or \$.30 reduced and is served from 8:15 a.m. to 8:35 a.m. Adults can purchase breakfast for \$1.75 or lunch for \$2.75. Milk is \$.40 for a half pint.

Free and Reduced Price Meals

Applications for Free and Reduced School Meals are available on-line, in the school office or cafeteria, and at the District Services Center. We encourage you to apply on-line to minimize errors and decrease processing time. If you do not have Internet access at home, you are welcome to use a school computer – just let us know. To apply on-line go to visit the Food & Nutrition website at www.boiseschools.org/food or the on-line application website at <https://foodservice.boiseschools.org>.

If your child was eligible last year, their free and reduced status will expire on **September 25, 2009**. You must submit a new family application or provide a Direct Certification Letter before September 25. If you do not, your child will revert to paid status and will start accruing charges for school meals. All charges will remain on your child's account until paid.

Hall of Fame

At Owyhee-Harbor School, students who are in 1st-6th grades can earn entrance into the Hall of Fame by completing addition, subtraction, multiplication, and division facts in a set time period. Students are also awarded Hall of Fame status for passing various un-timed tests in social studies, science and language arts.

Students who master one or more Hall of Fame categories at their grade level will have their name posted in the Hall of Fame display case and will receive a certificate at a year-end assembly. Students who master all seven Hall of Fame categories at their grade level will have their photograph displayed and will receive a plaque at the end of the year assembly. Your support in encouraging your child to practice at home, along with regular practice opportunities at school, will help your child achieve Hall of Fame recognition.

Harbor Method

The Harbor Method is a specific approach for being an effective school. The Harbor Method is a whole school approach in which skilled and dedicated professionals create a safe, structured, and caring environment (or “safe harbor”) that supports accelerated instruction and learning. The specific practices and philosophical underpinnings of the Harbor Method, as defined by the Owyhee staff, are detailed in the appendix titled “Owyhee-Harbor Staff Commitments”

Health Services

School health services strengthen and facilitate the educational program by promoting the optimal health of our students at Owyhee. The school nurse is available to assist those children at school who have on-going health needs as well as to screen for potential health problems that may impact learning. The school nurse also provides education in the classroom on Health and Illness as well as Growth and Development.

The Owyhee Health Office is staffed by our school nurse and health technician with assistance from our school secretary. For this reason, the School Health Office should be a resource for first aid and assessment of illnesses and injuries that occur at school.

The school health staff is available to provide you a list of community health resources where your student can be seen for those illnesses or injuries that require specific diagnosis. Idaho State law does not permit our school nurse to diagnose illnesses or injuries.

Call 854-5850 to speak with our school nurse or health technician for further information about any of the following topics. Additional information is also available on the district's web page.

Asthma Inhalers: Inhalers are generally kept in the nurse's office. Students may carry inhalers on them only with parent permission and after demonstrating safe and responsible self-administration.

Illness or Injury: If your child is ill or injured while at school, we will administer simple first aid and comfort measures. We will contact you in the event of a serious illness or injury, so current emergency contact information is critical. If we cannot reach you, we will call 911 if necessary. Please be prepared to pay for your child's possible medical expenses.

Insurance: The school district does not provide accident or health insurance for students. You may purchase limited accident coverage by completing the brochure provided during the first week of school and returning it to the company as directed. Health and Welfare offers health insurance to qualifying families under the Medicaid program and the Children's Health Insurance Program (CHIP).

Medication: If your child must take a prescription medication during the school day, contact the school nurse or secretary for the necessary paperwork. An adult must deliver prescription medications to school in a correctly labeled prescription bottle. A doctor's letter or a newly labeled bottle must accompany dosage changes. Non-prescription medications may be given only if they are in the original container with clear instructions from the parent/guardian that do not contradict dosage instructions on the label. All medications are kept in the health office.

Recess or P.E. Restrictions: If your child has a medical condition or injury which limits their participation in recess, P.E., or other activities please provide a physician's note that includes the nature of the injury or illness, the specific activity that must be restricted, and the length of the restriction. If these restrictions cannot be safely implemented at school, we may ask you to keep your child out of school until the condition improves.

Homework

If you have questions about homework, please make an appointment with your child's teacher. Research shows that the most successful students are those with regularly structured homework time. Adult assisted practice has several purposes:

- It allows the student extra practice to reinforce and advance math and other skills taught at school.
- It communicates to the child his or her priority in the parent's life.
- The discipline of nightly homework develops responsibility and positive habits that will benefit your child as he or she progresses to higher levels of education and into adult life.

Please know that we do not expect you to teach your child: that is our job. It is our intent to assign reasonable and constructive assignments that will encourage success in the classroom. We ask you to support our beliefs and communicate them to your child, as follows:

- Ask your child what their homework is, not if they have homework.
- Establish a consistent time and place for homework that will develop a habit.

- Check to see that homework is completed.
- Encourage and monitor your child's organizational skills so he/she gets credit for his or her hard work.
- Remember it's your child's homework. It is okay to encourage and explain, but don't do it for him or her.
- The consequence for incomplete or missing homework is generally to miss recess and/or special classes until assignments are completed.

Inclement Weather and Air Quality Considerations

School closure decisions are made by the Boise School District's Superintendent by 6:15 a.m. and will be broadcast via local radio and television stations. During extremely cold weather (17 degrees Fahrenheit or colder), or wet weather, students will be allowed in the cafeteria/gym or classrooms during recess. Please help ensure that your children are dressed for the weather.

We follow recommendations from the Division of Environmental Quality regarding air quality. When air quality is rated "Unhealthy for Sensitive Groups", just plain "Unhealthy", or "Very Unhealthy", students with known respiratory problems and those who complain of difficulty breathing will be allowed to remain indoors during recess. When air quality is rated "Very Unhealthy" outdoor recess will be limited to light to moderate exercise for all other students.

Lost and Found and Personal Items

Personal items such as toys, electronic devices, etc., that are not needed for school are to remain at home. Personal items that are not needed at school may be confiscated by teachers and kept in a "June box" to be sent home when school is out or may be confiscated by other staff until picked up by a parent.

Please encourage your child to be responsible for his or her clothing, backpack and other items. Even so, we suggest you mark special items. Parents are always welcome to check our "Lost and Found" cupboard near the office. Students are regularly required to check the Lost and Found. Items not claimed after a reasonable amount of time the items are donated to charity.

Meetings

If you want to meet with your children's teachers, please don't just drop in while volunteering or dropping off/picking up your children. Please do make an appointment so teachers can plan their day accordingly. Please do sign-in at the office and allow our office staff to call the classroom to make sure teachers are available to meet with you. Teachers rely on the time before and after school and their prep periods to post concept and language boards, prepare materials, review curriculum, tutor students, etc. Your understanding will ensure that students benefit as much as possible from the learning time available.

Parent Teacher Organization (PTO)

All parents are encouraged to join and attend meetings of Owyhee-Harbor School's Parent Teacher Organization (PTO). Please check their web site (owyheeptto.org), watch the school newsletter, or call the office for meeting dates and times. If you can't attend PTO meetings we'd still love to have you as a parent volunteer. Please notify your child's teacher if you can help or contact our Volunteer Coordinator.

Preschool Services

Owyhee is pleased to have an Early Childhood Special Education (ECSE) program on-site. The ECSE program serves eligible children with special needs from the Owyhee attendance area and other surrounding areas. The program provides a safe and nurturing environment, which promotes and integrates the physical, cognitive, social, emotional, communication and self-help areas of development through classroom activities. The program goals, curriculum, and materials are developmentally appropriate and geared to the differing ability levels of each child within a multi-disciplinary setting. Please schedule an appointment for a free screening if you have a child who is 3 to 5 years old and may have possible problems in one or more of the following developmental areas: self help, speech, language, social-emotional, concepts, hearing, vision, and motor skills. All preschoolers can benefit from this screening. For an appointment call 854-5520.

Recess and Playground Rules

Students are provided several short recesses to run off excess energy, socialize, and play. Our playground rules are designed to promote safety, kindness, respect, and responsibility. We will not tolerate bullying, teasing, intimidation, harassment, fighting, or foul language of any sort. Students who are not following recess rules may receive a verbal reminder, may stand by the “growth tree” to reflect on their behavior, or may be referred to their teacher or the principal depending on the circumstances.

Recess is a privilege, not a right. Students may be kept inside during recess if they don't complete class work or homework, need extra academic assistance, as a consequence for discipline problems, or due to inappropriate footwear or outerwear. At times, recess is cancelled due to very wet weather, cold weather (17 degrees Fahrenheit or colder), or poor air quality.

If your child has a medical condition or injury which limits their participation in recess (or P.E., or other activities) please provide a physician's note that includes the nature of the injury or illness, the specific activity that must be restricted, and the length of the restriction.

Registration/Open Enrollment

Students who live in the Owyhee attendance have first preference for enrollment. Students who live outside our attendance area must complete an Open Enrollment Application and have it approved. Parents are responsible for transporting open enrollment students. Open Enrollment Applications are accepted beginning January 1 for the next school year. Open Enrollment application submitted by May 15th will be considered first using the following priority system: students who reside in the district and have a sibling currently enrolled at Owyhee, students who reside in the district, students whose parents are district employees, students who reside outside the district and have a sibling currently enrolled at Owyhee, and finally students who reside outside the district. If there are more applications than space available, a lottery system will be used. Contact the school for more information or refer to the district's web site (www.boiseschools.org).

Students who turn 6 on or before September 1 are eligible for first grade. Students who turn 5 on or before September 1 are eligible for kindergarten. A child who is five years old and has completed a private or public out-of-state kindergarten for at least 450 hours will be allowed to enter first grade.

Report Cards, Grades, and Parent-Teacher Conferences

Parents receive student progress information at parent-teacher conferences in the fall and through report cards sent home with students every nine weeks. Parent-teacher conferences are scheduled November 4th – 6th for kindergarten students and November 5th and 6th for all other students.

The Boise Schools Parent/Student Communication Portal (Parent Portal for short) is a web-based communication tool that allows parents to access information about their students 24/7. Parents can access real time attendance data for all students. Parents of students in grades 3 – 6 can also access grade book and assignment information for students in grades 3-6. Confidentiality is ensured by assigning each student a unique 32 character Portal Activation Key. Contact the office for more information about how to access the portal and for your Campus Portal Activation Key.

School Rules / Discipline Policy

Research shows that students learn best in a supportive and non-threatening atmosphere. Using a positive and proactive approach, all personnel at Owyhee-Harbor School work together to create a safe school climate and to foster positive peer pressure. Behavioral expectations are communicated with consistency, firmness, and respect for students. Character development lessons are infused in the curriculum and are reinforced by all adults in the school. School routines and procedures are highly structured to establish clear expectations and to maximize time on task and learning. Our educational program is designed to prevent most behavior problems. Our Schoolwide Discipline Plan is designed to hold students accountable for inappropriate behavior and to teach them to make better choices in the future.

Owyhee-Harbor Schoolwide Classroom Discipline Plan

Owyhee-Harbor School utilizes a schoolwide progressive discipline plan. This plan provides for consistency yet allows for variations based on student age, maturity level and the nature of the misconduct. In general, mild consequences are used for less severe behavior. Consequences increase for misconduct that continues after mild consequences are used, for severe misconduct, and/or for repeat offenses. The steps are usually sequential but steps may be skipped for disruptive, dangerous, or insubordinate behavior.

Step 1 - Verbal Redirection. This is a verbal reminder of rules or expectations. For example, “You should be working on your math assignment.” Then after the student cooperates, “Thanks, that’s much better.”

Step 2 - Precision Request. This is more assertive than a verbal redirection. It specifically states the positive behavior that is expected and serves to warn students that further misbehavior will result in disciplinary consequences. For example, “You need to return to your seat and start working on your math assignment now.” Then after the student complies, “I’m glad you made a good choice and are working on your math assignment.”

Step 3 - In Class Consequences. At this level, consequences are determined by the teacher and take the student’s age, maturity level and the nature of the infraction into consideration. They may include staying in for recess, a head down time-out, removal from the group to another location within the classroom, or another consequence at the teacher’s discretion.

Step 4 - Growth Form. The student is sent to a nearby buddy classroom for not more than 15 minutes to complete a growth form which varies by grade level. The growth form helps students

take responsibility for and reflect on their behavior, how it is affecting them and others, and how it needs to change for them to return to their classroom. The teacher notifies the parent by phone or e-mail and may request a conference.

Step 5 - Yellow Card Removal. The principal comes to the classroom and removes the student if he or she does not complete a growth form or if misbehavior continues after completing a growth form. The principal takes the age of the student, and frequency and severity of misbehavior into consideration when determining consequences. A common consequence is to place the student in another classroom (generally two grades above or below the current placement) as a form of in school suspension. A conference with the principal, teacher, parent and student is required. Step 5 becomes an immediate Red Card Removal for behavior that is dangerous and other staff in addition to the principal may be involved in removing the student.

Red Card Removals or Repeated Yellow Card Removals will result in additional consequences. These may include school service, extended in-school suspension, out of school suspension, revocation of open enrollment, or other consequences as determined by the principal and in accordance with Boise School District policies and procedures.

School Schedule

8:15 a.m. Playground supervision begins; students should not arrive before 8:15
 8:15-8:35 Breakfast in the cafeteria
 8:40 First Bell (students should be on school grounds)
 8:45 Tardy Bell (students should be in classrooms)
 11:25 – 12:45 Lunch and Lunch Recess

Grade	Lunch Starts	Recess Begins	Recess Ends
1 st and 2 nd	11:25 – 11:35	11:40	12:15
3 rd	11:40	11:55	12:25
4 th ,	11:50	12:05	12:35
5 th , 6 th	12:00	12:15	12:45

3:15 p.m. Dismissal

Early Release Day Schedule

8:45 to 10:30 (morning preschool / kindergarten - no lunch)
 11:30 to 1:15 (afternoon preschool / kindergarten - no lunch)
 8:45 to 1:15 (grades 1 – 6, lunch is served)

Service Learning

Students in 4th through 6th grade are involved in service learning activities that promote civic responsibility and prepare them for the world of work. Current service learning activities include Lunchroom Helpers, Peer Tutors, Reading Buddies, Safety Patrol Members, and Flag Attendants.

Student Directory

The Owyhee-Harbor PTO publishes a student directory to allow parents to arrange play dates, mail party invitations, etc. It includes student and parent first and last names, home addresses, and home phone numbers as listed in our database (we get this information from your registration form). If you do not want to be included you must obtain a form from the office to opt out of the directory.

Support Services

Owyhee-Harbor School has a variety of dedicated and skilled professionals to support students. Classroom teachers collaborate regularly to ensure that the academic and social/emotional needs of all children are addressed. Specialists are available to assist students including a special education teacher, reading specialist, speech-language pathologist, counselor, nurse, psychologist and gifted/talented facilitator.

Collaboration

Classroom teachers are assigned to collaboration groups with same or similar grade teachers. Collaboration groups meet at least monthly to review student performance and needs, to problem solve, and learn from each other. If a student is experiencing academic or social/emotional difficulties, the collaboration team is generally the first step for problem solving.

Owyhee Intervention Team (OIT) and Multi-Disciplinary Team (MDT)

If a student continues to experience difficulties after the collaboration team has met or if additional resources or expertise are needed, the student can be referred to the Owyhee Intervention Team (OIT). Students may be referred to OIT by parents or school staff. This intervention team includes the classroom teacher, principal, parents, and specialist and uses a more formal problem solving process to identify immediate and measurable interventions. If these interventions are not sufficient the OIT may refer the student to our Multi-Disciplinary Team to consider testing. In this case, parent input and consent is obtained before any formal individual testing is conducted.

Transportation

Bicycles, Scooters, and Skateboards: Students who ride their bicycles to school must wear a helmet. Students cannot ride bicycles, scooters or skateboards on school grounds or the sidewalks around the school between 8:15 a.m. and 3:30 p.m. Students must walk bicycles or scooters and carry skateboards during these times. Violators are redirected. If that is not effective, the bicycle, scooter, or skateboard is locked in the principal's office for one or more nights.

The school is not responsible for lost or stolen bicycles, scooters, or skateboards. The best protection for a bicycle is to lock it to the bike rack. Scooters and skateboards are not allowed in classrooms but may be left under student coat racks as long as they do not create a safety hazard in the hallway. The best way to avoid losing skateboards/scooters is to leave them at home.

Bus Transportation: Bus transportation is available to students who live in the safety-bussing zone of the Owyhee attendance area (Federal Way and the Sunrise Rim area east of Vista). Open enrollment students may ride the bus from an established stop if space is available. To be eligible for bus transportation students must have a completed and approved bus application. Students are to be picked up and dropped off at their designated stops unless the student has written permission from parents to get on or off at a different stop. Non-bus riders can ride the bus only with written permission from parents and approval from the school.

Good bus behavior is extremely important for safety. Bus violations may be referred to the principal if students are unresponsive to the driver. Please remind your child to follow these rules:

- Listen to the driver's instructions.
- Sit on your bottom.
- Face forward with both feet on the floor.
- Keep hands and feet to self.
- Talk in soft voices.

- Don't eat or drink on the bus.

Cars and Carpools: A structured dismissal and pick-up system is used at Owyhee to maximize safety and minimize congestion and wait time. Please see the "Arrival and Dismissal" section on page 3 of this handbook for details.

Volunteers

Owyhee-Harbor School not only welcomes volunteers, we depend on them. To protect the safety of all of our students, school volunteers must submit an application (one time) and are strongly encouraged to attend an annual orientation.

Please notify your child's teacher if you can help in the classroom or contact our Volunteer Coordinator for other volunteer opportunities. Please sign in at the office and obtain a Visitor's Badge when you volunteer. This contributes to a safe school environment and documents volunteer hours. All adults at Owyhee, including volunteers, serve as role models for our students. The examples you set help students understand and respect school rules. Thanks for setting a great example by:

- Protecting learning time
- Scheduling in advance and arriving on time
- Being positive and enthusiastic
- Using quiet voices and limiting talk in the hallways
- Abiding by the student dress code
- Keeping cell phones off at school
- Obtaining daycare for younger siblings
- Maintaining confidentiality
- Refraining from chewing gum

Wrap-Up

Feel free to contact the principal with any questions about this handbook. Please sign the acknowledgement page (last page) after reviewing the handbook and with you student(s). Please keep this document as a reference.

Appendix

Owyhee-Harbor School Staff Commitments

The Harbor Method is a specific approach for being an effective school. The Harbor Method is a whole school approach in which skilled and dedicated professionals create a safe, structured, and caring environment (or “safe harbor”) that supports accelerated instruction and learning. The specific practices and philosophical underpinnings of the Harbor Method, as defined by the Owyhee staff, are detailed in this appendix.

The Harbor Method Philosophy and Values

Program and instructional consistency is a signature of the school. All teachers and school associates consistently implement Harbor philosophy and practices within the school.

The philosophy of the school is grounded in the belief that when there is low threat and content is highly challenging, accelerated learning takes place. A whole school approach in which competent and caring professionals, accelerated instruction and the school environment all work together create a “safe harbor” for students.

Faculty and staff use an accelerated curriculum, proven teaching strategies and student management practices that support the intellectual, social, emotional and character development of children.

Climate of High Expectations

Teachers maintain high expectations while providing differentiated instruction for students who need additional support or who need to be challenged more.

All state standards and benchmarks are addressed but are considered the floor and not the ceiling when it comes to student achievement potential.

Students know that their teachers have high expectations for their academic accomplishments and for their conduct.

Safe, Orderly and Caring Environment

The school has a zero tolerance policy for teasing, taunting, bullying, and negative peer pressure. Students know that if they are threatened emotionally or physically during their school day, school staff will address the problem.

The school has a focus on kindness and creates a positive and supportive environment for children to learn and grow. Students have opportunities to learn how to demonstrate kindness to others.

Expectations for conduct are shared throughout the school. School personnel intentionally create a structure that provides clear and consistent expectations for students and supports a positive peer culture.

Conduct expectations are taught at the beginning of the year. Students learn “Rules and Reasons” to understand how their conduct influences other students and their school.

All content areas are venues for character development and work habits. Instruction on character traits and dispositions are integrated throughout the year.

Teachers use stories to teach and shape student conduct.

Personal responsibility is built into classroom and school wide activities. Adults in the school help students learn to self-govern, and help students develop a sense of personal accountability and responsibility for their performance and the quality of their work.

The Harbor Pledge is recited in classrooms daily by all students.

Each class learns and regularly recites a character education poem or song.

“Attentive listening” is an effective schoolwide cue that is consistently used by all staff.

Rules and consequences are consistently enforced by all school staff. Teachers accept responsibility for the conduct of all students in the school, not just those students assigned to their classroom.

Students are expected to walk, without talking, in straight lines to minimize opportunities for misconduct and distractions in the hallway. Students are expected to line up quietly outside their classroom doors. The same line behavior that is used inside the building is demonstrated as students travel to and from special classes in portables.

High expectations for conduct are taught and reinforced in the lunchroom. Students are expected to wait in line without talking, to be attentive and polite to lunchroom staff, and to use soft voices to visit with students seated nearby at their lunch table. Seats are assigned in the lunch room so students aren't excluded.

Student Engagement and Learning

A direct instruction approach is used for math concept and language boards. Frequent student responses, positive feedback or correction from teachers, and appropriate pacing are the hallmarks of direct instruction.

Teachers teach an accelerated math curriculum four days per week using a math concept board that includes grade level and above grade level concepts. Concepts and skills are repeated so students have multiple opportunities to learn and practice.

Students routinely complete a math warm-up to review basic math operations in grades 2-6.

Mad minutes are practiced daily at every grade level.

A daily oral language board is delivered routinely in grades 2-6. Students in kindergarten and first grade are instructed in daily oral language using alternate formats.

Students in 2nd – 6th grade classify a Shurley sentence and recite Shurley English jingles regularly.

Students in grades 3-6 learn advanced vocabulary words using a multi-sensory approach that incorporates skits and rhymes.

Teachers use the Boise School District's curriculum for content areas not covered by the Harbor Method (reading, writing, health, P.E., music, science, and social studies).

Teachers frequently assess student mastery of grade level and beyond grade level standards. Results of those assessments are used to improve individual student performance and the curriculum as a whole.

Teachers are given adequate prep time throughout the day so they can always be prepared to teach. Teachers are actively engaged with their students throughout the instructional day.

Teachers use multi-sensory learning experiences including rhymes, skits, jingles, and actions to assist learning and to make it engaging and enjoyable.

Administrative Leadership

The principal effectively and persistently communicates the school's mission to the entire school community. Owyhee-Harbor School Staff Commitments of the Harbor School Method are used to guide decisions, set priorities, and allocates resources.

The principal uses natural opportunities to teach, model, and acknowledge student success and visits classrooms frequently.

The principal protects teaching time and monitors quality instruction.

The principal ensures that personnel who are new to Owyhee receive an orientation on the Harbor Method.

The principal ensures that an orientation is held for all volunteers on an annual basis.

Parent Engagement

Educators regard and engage parents as their children's first teachers.

Parents are well informed about the Harbor Method. All parents should have a complete understanding of the method before enrolling their children, a thorough orientation before the first day of school, and ongoing opportunities for classroom visits.

Parents are encouraged to volunteer in various ways to enhance the school's effectiveness.

Parents support their children in their homework and to reinforce personal responsibility. To make homework a student responsibility and family friendly, homework assignments are predictable and manageable.

Parents have high value and respect for student attendance and plan family trips and vacations around the school calendar.

The school attempts to minimize stories and gossip and encourages parents to first contact the child's teacher to clarify facts and to problem solve. The principal is available if the teacher and parent need assistance resolving concerns.

Parents are asked to model school rules when volunteering or visiting during school hours. School personnel share responsibility for clarifying school rules as needed with parents and volunteers.

**Owyhee-Harbor Handbook Acknowledgement
2009-20010**

We have read the Handbook together
and discussed the contents.

Our signatures below indicate
that we understand and will follow
the rules and policies of
Owyhee-Harbor Elementary
and will support the philosophies
of the Harbor Method.

Student Grade

Student Grade

Student Grade

Student Grade

Student Grade

Parent Date

Parent Date

(Only one parent needs to sign acknowledgement)