

Dear Parents/Guardians,

Welcome to Pierce Park Elementary International School. It is my pleasure to be part of such a great learning community. I am very excited for the opportunity to work with you and your children.

This handbook has been put together to provide important information about the school year and serve as a guideline regarding policies and procedures. It is certainly not all-inclusive but hopefully it will be a handy reference source. I realize that this is a lot of information to process, but I believe it will be well worth your time to examine the contents.

Be sure to read and discuss this handbook with your child. If you would like more information regarding District Policy, please refer to the first pages in the student planners that are issued to students in grades 4-6. Special “policy” packets will be sent home with all K-3 students.

One of our goals at Pierce Park is to provide a warm and positive learning environment where students and staff uphold the Boise District’s values of Respect, Dignity, Honesty, Responsibility and Teamwork. All of us at Pierce Park welcome your active participation in developing the physical, educational and emotional well being of our students.

We have updated our school website, [www.boiseschools.org/schools/piercepark/](http://www.boiseschools.org/schools/piercepark/), where you can find out more information regarding upcoming events, newsletters, and other pertinent information. You may also visit the District website at [www.boiseschools.org](http://www.boiseschools.org). This is another outstanding source of information.

Sincerely,

Kathy Hutchison  
Principal

**PIERCE PARK INTERNATIONAL SCHOOL STAFF  
2008 – 2009**

KATHY HUTCHISON  
PRINCIPAL

SECRETARY

CAROLYN HOTCHKISS  
LIBRARIAN

PRE-SCHOOL	ROOM 1	KELLY FARRIS
KINDERGARTEN	ROOM 2	SARAH ROYTER
GRADE 1	ROOM 3	ANITA FAULL
GRADE 1	ROOM 9	DENISE OREM
GRADE 2	ROOM 5	BETTY REIMANN
GRADE 2	ROOM 8	PATTI BRADY
GRADE 3	ROOM 6	ROBIN BIDDINGER
GRADE 4	ROOM 4	TAMI GALL
GRADE 5	ROOM 12	CHERYL PRESTON
GRADE 5/6	ROOM 7	BONNIE SCHARF
GRADE 6	ROOM 11	BILL HOFFMAN
STRUCTURED LEARNING CENTER	PORTABLE 19	STACY FRANK

ASSISTANT CUSTODIAN	KEITH SHEPARD
BAND	JONATHAN HIRTLE
COUNSELOR	SARAH DUNN
GATE	BOB BISHOP
HEAD CUSTODIAN	FRED THROGARD
HEALTH TECH	DEBI BOWLES
KITCHEN MANAGER	SAWSAN WEST
NURSE	
ORCHESTRA	SUSAN COURTAIL
P.E.	CYNTHIA PEREZ
PRE-SCHOOL CLASS ASSISTANT	JENNIFER REED
PSYCHOLOGIST	SARAH KASERMAN
PSW WORKER	SCOTT CRANDELL
READING SPECIALIST	DAN KEIDEL
RESOURCE ASSISTANT	CINDY JOLLEY
RESOURCE ASSISTANT	PAM MACKENZIE
RESOURCE TEACHER	SHANNON BUNCH
SCHOOL SUPPORT/OFFICE ASSISTANT	CHRIS SIEGENTHALER
SCHOOL SUPPORT	KERRY WARNER
SPANISH TEACHER	DONETTE THAEMERT
SPEECH/LANGAUGE – K-6	DIANA NELSON
SPEECH/LANGUAGE PRESCHOOL	SUSIE MCDOWELL
SPEECH/LANGUAGE PRESCHOOL	JILL DENNIS
STRUCTURED LEARNING CENTER ASSISTANT	DENISE HOLSTEIN
STRUCTURED LEARNING CENTER ASSISTANT	SAM MARTEL
STRUCTURED LEARNING CENTER ASSISTANT	SHANNON RISER
STRUCTURED LEARNING CENTER ASSISTANT	DEBBIE TEEL
VOCAL MUSIC	JONATHAN HIRTLE

### DAILY SCHEDULE

**8:00** ..... Office opens  
**8:05** ..... **Kitchen open for breakfast**  
**8:35** ..... **Kitchen closes for breakfast**  
**8:40** ..... **First bell – School Begins**

**8:45.....Tardy Bell**

**Morning Recess:**

10:00 – 10:15.....Faull/ Brady/Orem/Reimann  
10:15 – 10:30.....Farris/Royter  
10:30 – 10:45..... Preston/Hoffman/Scharf  
10:45 – 11:00..... Biddinger/Gall  
**11:30.....Kindergarten Dismissal**

**Lunch/Recess:**

11:45-12:30.....Faull/Orem  
12:00-12:45.....Biddinger/Brady  
12:00-12:45.....Hoffman/Preston/Scharf  
12:05-12:55.....Reimann/Gall

**Afternoon Recess:**

1:30 – 1:45.....Faull/ Orem/Reimann  
1:45 – 2:00 ..... Farris/Royter  
2:15- 2:30.....Biddinger/Brady/Gall  
2:30 – 2:45.....Hoffman/Preston/Scharf

**3:15.....Dismissal - Grades K-6**

4:00 ..... Office closed

**EARLY RELEASE TIMES**

(Please check the Boise School District Calendar for days with early release.)

**Early Release Times**

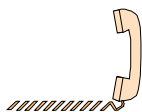
Early Release Kindergarten:

Morning Session.....8:40 - 10:30

Afternoon Session.....11:30 – 1:15

Grades 1 – 6.....8:40 - 1:15

**ABSENCES AND ATTENDANCE**



Student safety is a primary concern at Pierce Park Elementary. When it is necessary for a student to be absent please contact the school office before 9:000 am at 854-5880. If you do not contact the school we will attempt to contact you confirming that your student is home for the day. Your help with this matter will help assure the safety of your child.

## ARRIVING AND DEPARTING:

Please observe the following guidelines and help your student understand them.



- **Before School:** Students should arrive no earlier than 8:10. Exceptions apply to special activities such as participation in safety patrol or early morning sports.
- **During School:** Students may use the hallways when they have a hall pass and are required to remain on school grounds during the day unless they have permission to leave.
- **Lunch Time:** Students going home for lunch should bring a note from home, or parents can make advance arrangements with the school office.
- **After School:** Students not riding busses home need to leave the school grounds as soon as they are dismissed.

**Bus Transportation:** State law provides bus transportation for students living 1.5 miles, or more from school or who would otherwise have to cross major intersections. Information concerning bus routes is available at the school office or by calling **First Student at 854-5230**. For the safety of all children, good conduct is required for students riding school busses. Failure to comply with bus safety guidelines may result in the suspension of a student's bus riding privilege.

## BICYCLES, SKATE BOARDS, ROLLER BLADES AND SCOOTERS:

Students in grades K-6 are allowed to ride bicycles, skateboards, scooters and use roller blades on their way to school, however, they need to walk their bicycles, skateboards, scooters and roller blades across the street, and on and off the playground between 8:10 am and 3:15 p.m. to avoid injuries.

- **Bikes need to have a lock and be locked up in the bike cage**
- **For your student's safety we encourage the use of bicycle helmets.**
- **We are not responsible for stolen/lost bikes or scooters.**



## COMMUNICATION

It is our desire as educators to keep the lines of communication open with all parents.

- **School Office:** Please call with your comments or concerns – 854-8550.
- **Panther Pause:** This is a school/PTO newsletter will be sent out every other Monday except those with holidays or early release days
- **The newsletter is also found on our school website:**  
<http://www.sd01.k12.id.us/schools/piercepark/newsletter/news.html>.



## DRESS CODE:

Pierce Park students are expected to present a neat, clean appearance and wear clothing that does not detract from the educational process.

- **No distracting hair or face color**
- **No short shorts, halter-tops, half-shirts, pajamas, spaghetti straps or shirts with questionable printing or pictures**

- **No clothing articles that have alcohol or tobacco advertisements**
- **Hats are to be worn outside only**
- **No bandannas**

If the clothing is in question, the parent will be called and the situation resolved.



### **EMERGENCIES, ACCIDENTS, ILLNESS & MEDICATION**

It is imperative that we are able to make contact with you in case of an emergency. Please keep the office notified of current home, work and emergency information. The Boise School District has developed an emergency handbook. This book is a guideline to help school personnel deal with emergency situations. It is in the school office and has been reviewed with the staff. If you would like to review this handbook, please contact the school office. Student safety is of prime importance. Students are supervised at all times, however, accidents do happen. In case of an accident, it is vital that we have a number where you or another responsible adult can be reached. Though the school carries no insurance for accidents, an optional policy, which parents can purchase, is offered at the beginning of each year.

If your child is ill, please keep her/him home and contact the school. Your child is too ill to come to school if there is:

1. A fever greater than 99.4 degrees.
2. Vomiting.
3. Diarrhea.
4. A significant body rash undiagnosed by a medical doctor.

This will help prevent illness from spreading, but most importantly, your child needs to rest to fight the illness.

Medications can be administered to students during school hours. Students are not to transport medication to school. **ALL MEDICATION (whether it is antibiotics, cold medicine, Tylenol, or medication to be taken daily) must come in the original container or in a prescription labeled bottle.** Medication in envelopes will not be accepted. You must have a signed note with instructions on how you want the medication to be given (i.e., time, amount, and frequency). If the medication is to be taken for more than 2 weeks, an *Authorization for Medication* form must be filled out. If you have any questions about this policy, please contact the school nurses at 854-5880.



### **EARLY DISMISSAL**

Students who need to leave during school hours must be signed out in the school office. Teachers are unable to release a student from their rooms without proper authorization. Those students going home for lunch must bring a note from home. Due to safety concerns, students will not be allowed to wait in front to be picked up. If you are planning to take your child to an appointment, please notify the office at 854-5880.

## **GANGS, HATE GROUPS, AND WEAPONS**

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. The Independent School District of Boise City has “zero tolerance” for students who bring to school weapons or other objects or substances that are a threat to the health and safety of students, staff members, or visitors, or are a disruption to the educational process. Possession and/or use of these objects or substances at the elementary school or at any elementary school sponsored activity without prior permission of school officials will result in the following 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 are disruptive in the education 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 Director of Elementary Education 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).***



## **LOST AND FOUND**

- Articles of clothing and lunch boxes are placed in the Lost and Found Area inside the back door near the gym.
- **It is important and helpful to have your child’s name on all their belongings.**
- Money that is found is kept in the office, usually two weeks; if unclaimed it is given to the finder.



## **LUNCH**

- Lunch accounts will be opened on the first day of school in the lunchroom

- Children are encouraged to put money on their accounts first thing in the morning, or at morning recess.
- Free and reduced lunches are available if you qualify. Applications are sent home with each child on the first day of school. Call the school office if you have any questions.

Breakfast (served starting at 8:00 am)	Lunch
Student: \$1.00	Student: \$1.60
Student Reduced: 30 cents	Reduced Student: 40 cents
Adult: \$1.75	Adult: \$2.75
½ Pint – White or Chocolate \$.40	



### **PHONE CALLS AND USAGE**

- No phone calls can be made from the office by students
- If students need to call home, they must get permission from their teacher and make the phone call from their classroom.
- If you need to get a message to your child, please call the school office and your message will be delivered.

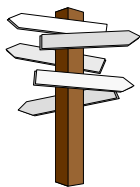


### **PIERCE PARK PTO**

- Our PTO coordinates many activities and fundraisers that help our school
- If you would like to be a volunteer there are many opportunities, leave a note in the office and we can get it to our PTO Volunteer Coordinator

### **PRIVATE/PERSONAL PROPERTY**

- Children are responsible for any personal property brought to school. While we will do what we can to avoid damage or losses, the school is not responsible for such items. Talk with your student(s) encouraging them to leave personal property at home.
- Cell phones, iPods, and other electronic devices can be brought to school, turned off during school hours and left in the student's backpack. At no time should the student be using them during the day.
- No toys, cards or anything that could be traded should be brought to school
- The school is not responsible for anything lost or stolen if it has been brought to school



### **STUDENT SAFETY PATROL**

- Fifth and sixth grade students serve as Safety Patrol
- An adult supervises students while on duty.
- A student-parent-teacher agreement will be sent home for approval.
- We appreciate the responsibility and caring these students represent.

## **SUSPENSIONS**

- Suspension is usually associated with behavior deemed detrimental to the health and welfare of the offender or the other students or behavior which interferes with the opportunity of others to learn. Suspension is a serious matter and will be used only in extreme cases. The principal will determine when suspension is appropriate. Suspensions may include up to five days. See “Gangs, Hate Groups, and Weapons” for more information.

## **TARDIES**

- Children arriving after 8:45 am will be shown as tardy. Children are not tardy if their bus is late.
- Parents please send a note to the office noting medical appointments, or extreme weather conditions

## **VOLUNTEERS AND VISITOR BADGES**

- When coming into the school for any reason, the school district requires you to check in at the office first and wear a visitor or volunteer’s badge.



## CODE OF RESPECT

Every individual at Pierce Park School will respect himself/herself and others. Every individual will keep our school buildings, grounds and equipment in top condition.

### RULES:

1. Say or do nothing that could hurt or offend anyone.  
--Students will settle differences peacefully.  
--Accept others for who they are and be sensitive to their feelings.  
--Promote a caring community.
2. Use positive language at all times.  
--Make positive choices when speaking.  
--Use power-ups instead of put-downs.
3. Cooperate and be respectful to adults and each other.  
--Students will listen to adults and follow directions.  
--Treat others as you would like to be treated.
4. Be respectful of property (yours and others).  
--Make our classroom, restrooms, lunchrooms, assemblies, and busses quiet and pleasant places to be.  
Use all equipment properly.

#### Guidelines for Success:

1. Follow directions the first time.
2. Show kindness, courtesy, and respect.
3. Cooperate with others.
4. Be responsible.
5. Be safe.

#### Unacceptable Student Behavior:

1. Hurting others and/or harassment toward others.
2. Destruction of property.
3. Obscene language or actions.
4. Disrespectfulness, arguing and/or defiance.
5. Aggressive behavior, fighting, kicking, and/or loss of self-control.
6. Throwing rocks, articles, snow or food.
7. Misuse of equipment.
8. Antagonistic, hostile, and/or intimidating actions toward others.
9. Interference with others.
10. Disruptive behavior in lunchroom, busses, assemblies, classrooms, restrooms, and or physical plant.
11. Being in the hall without a pass.

Bullying will not be tolerated at our school. Bullying occurs when a student is the target of negative actions usually in the form of intentional, repeated, hurtful acts, words or other behavior such as:

- Intimidation such as name-calling or threatening;
- Social alienation such as shunning or spreading rumors; or
- Physical aggression such as spitting or pushing.

Any student who believes that he/she has been the victim of bullying shall report the incident(s) to the school principal. Any student found to have engaged in bullying shall be subject to appropriate disciplinary actions which may include suspension or expulsion.

Possible Approaches to Improving Unacceptable Behavior:

The student will determine a positive action plan to improve behavior.

The student will be given appropriate restriction of activities, conduct notice, and/or restitution.

The parent will be informed of the problem and the student and parents will conference with the teacher.

The children will conference with the principal. A conference with the principal, parents, and teacher will be set up to determine a positive plan of action to change unacceptable behavior.

## PIERCE PARK HISTORY

W. E. Pierce served as mayor of Boise from 1895-1897, and he was also a successful real estate developer in the area who developed an amusement area called Pierce Park, which opened on Labor Day, 1907. The next four years saw the addition of a bandstand, tennis courts, croquet area, man-made lake for rowboats, and a dance pavilion.

The land where Pierce Park Elementary stands today was acquired from W.E. Pierce for \$1.00 under the condition that it would be used for a school without one year's lack of use or it would revert back to the heirs of W.E. Pierce.

The original four room, eight grades, schoolhouse opened in early November 1911 with a full roster of 49 students. Pierce Park was its own district known as District #18 of Ada County, Idaho with its own board of directors.

The present day nurse's office used to house a small kitchen. Parents served hot lunches of soup; sauerkraut and milk for twenty-five cents each and the students took them outside or back to their classroom. The majority of the students, however, brought their lunches from home.

The school building has undergone many renovations and additions in its 88-year history. When the original building was deemed unstable, it was razed in the spring of 1938. Construction of the replacement building was completed by the fall of '38, in order to comply with the terms of the deed requiring the land to be used for a school without one year's lack of use. The new building consisted of four rooms (presently rooms #3, 4, 5, and 6), and four rest rooms with the playground in the front of the school. Students used a neighbor's cornfield or pasture to play baseball.

District #18 was taken into the Boise District in 1947, changing the eighth grade school to a six grade school. As the Pierce Park area started to grow, two more classrooms were added along with a new principal's office, furnace, library, stage, kitchen area, and gymnasium.

In 1960, another six classrooms were added and today house fourth, fifth, and sixth grades. The addition forms the wing to the north of the 1938 structure.

In 1970, the gymnasium was converted to the present day library and another larger gymnasium was added and remains in use today. Portables began arriving at Pierce Park in 1976.

Sources: History of the Schools, Boise, Idaho by Oscar Nelson Information Plaque located on the Boise River Greenbelt.

