

Revised 8/8/22

# Garden Valley

## ***Parent/Student Handbook***

For Elementary School

***2023-2024***



*This is a summarization of our district policy. For more detailed information, please visit our website at [www.gvsd.net](http://www.gvsd.net) or call the Principal.*

*Garden Valley School District provides a quality education through shared responsibility in a safe supportive environment for all students to meet the challenges of a global society.*

*We are “Committed to Excellence,” and we work hard to make the site a primary source for timely information for all users, and a main gateway for improved communication between parents, teachers, students and other members of our community.*

*The mission of the Garden Valley School District is to provide educational excellence, allowing students to succeed in an ever-changing, technological world.*

***Mission Objectives:***

Respect  
Responsibility  
Commitment  
Integrity

**The Wolverine Way**

**Respect**  
*The Golden Rule*  
*Treat Others the Way You Want to be Treated*

**Responsibility**  
*Own It All*  
*Attitude-Behavior-Academics-Language*

**Commitment**  
*Grit*  
*Dig Deep and Get it Done!*

**Integrity**  
*Be a Good Human*  
*Honest-Positive-Safe-Trustworthy*

  
**Be Brave..... Be Strong.....Be a Wolverine!**

# **Student Handbook**

## **Table of Contents**

Academic Concerns

Attendance

Attendance awards

Absences

Tardiness

Awards

Books and equipment

Bullying, Hazing, Harassment, Intimidation

Cell Phones

Cheating

Conferences

Complaints

Computer use

Daily Schedule

Deliveries

Discipline

Dress Code

Enrollment requirements

Fire, Lock Out,

Evacuation Drills

Fundraising Activities

Homework

Honor Roll

Inclement weather/ school closure

Important Notice about student injuries

Lost and found

Nurse/ school health program

Playground Rules

Report cards

Release of students during the day

School fees

School Records

School Rules

Special Arrangements

Specials, Art, Music, PE

Telephone

Testing

Toys

Visitors and Conduct on School Property

## Welcome to Garden Valley Schools!

We are so pleased to have you involved in our school. We are proud of our academic achievement, and our accepting culture. We have a great staff, motivated students, and we are grateful to live in such a fantastic community. Here are some details about our Elementary School.

### Who's Who at Garden Valley Elementary School

#### Garden Valley School Board

<u>Zone</u>	<u>Name</u>	<u>Position</u>	<u>Email</u>
Zone 1	George Simpson	Vice-Chairman	<a href="mailto:g_simpson@gvdsd.net">g_simpson@gvdsd.net</a>
Zone 2	Trace Goff	Trustee	<a href="mailto:tgoff@gvdsd.net">tgoff@gvdsd.net</a>
Zone 3	Morris Morgan	Treasure	<a href="mailto:mmorgan@gvdsd.net">mmorgan@gvdsd.net</a>
Zone 4	Kylie Peters	Chairman	<a href="mailto:kpeters@gvdsd.net">kpeters@gvdsd.net</a>
Zone 5	Clay Tucker	Trustee	<a href="mailto:ctucker@gvdsd.net">ctucker@gvdsd.net</a>

#### Staff Members

<b>Position</b>	<b>Name</b>	<b>Phone Ext.</b>	<b>Email</b>
Superintendent	Patrick Goff	1020	<a href="mailto:rthompson@gvdsd.net">rthompson@gvdsd.net</a>
Prinicpal	Steve Lynch, PhD.	1015	<a href="mailto:slynch@gvdsd.net">slynch@gvdsd.net</a>
Vice Principal	Michelle Ogle	1070	<a href="mailto:mogle@gvdsd.net">mogle@gvdsd.net</a>
Counselor	Ronice Gilbertson	1014	<a href="mailto:rgilbertson@gvdsd.net">rgilbertson@gvdsd.net</a>
SRO	Josh Ward	1012	<a href="mailto:joshward@gvdsd.net">joshward@gvdsd.net</a>
Administrative Assistant	Miranda Hennessy	1066	<a href="mailto:mhennessy@gvdsd.net">mhennessy@gvdsd.net</a>
Attendance/Registrar	Janelle Shannahan	1010	<a href="mailto:jshannahan@gvdsd.net">jshannahan@gvdsd.net</a>
Business Manager	gabriel Gillette	1067	<a href="mailto:ggillette@gvdsd.net">ggillette@gvdsd.net</a>
Food Service Director	Debbie Updike	1021	<a href="mailto:dupdike@gvdsd.net">dupdike@gvdsd.net</a>
Nurse Asst.	Bundy Stephens	1061	<a href="mailto:bstephens@gvdsd.net">bstephens@gvdsd.net</a>
Maintenance Director	Kevin Hennessy	1017	<a href="mailto:khennessy@gvdsd.net">khennessy@gvdsd.net</a>
SpEd Director	Kelsey Williams	1016	<a href="mailto:kwilliams@gvdsd.net">kwilliams@gvdsd.net</a>
Technology	Kevin Hennessy	1081	<a href="mailto:khennessy@gvdsd.net">khennessy@gvdsd.net</a>
IDLA/ Librarian	Melea Hileman	1018	<a href="mailto:mhileman@gvdsd.net">mhileman@gvdsd.net</a>

#### Elementary Teachers

Hannah Mitchell	Kindergarten	1051	<a href="mailto:mhitchell@gvdsd.net">mhitchell@gvdsd.net</a>
Heather Gillette	1st grade	1052	<a href="mailto:hgillette@gvdsd.net">hgillette@gvdsd.net</a>
Kim Grigg	2 <sup>nd</sup> grade	1053	<a href="mailto:kgrigg@gvdsd.net">kgrigg@gvdsd.net</a>
Rebecca Croft	3rd grade	1054	<a href="mailto:rcroft@gvdsd.net">rcroft@gvdsd.net</a>
Heather Jenkins	4th grade	1055	<a href="mailto:hjenkins@gvdsd.net">hjenkins@gvdsd.net</a>
Korisa Good	5 <sup>th</sup> Grade	1056	<a href="mailto:kgood@gvdsd.net">kgood@gvdsd.net</a>

## **K-12 Teachers**

Kea Loveland	Music/Drama	1065	kloveland@gvsd.net
Marra Wolery	PE	1083	mwolery@gvsd.net
Michelle Ogle	Art	1070	mogle@gvsd.net
Dominica Mathiason	SpEd	1016	dmathiason@gvsd.net
Christan Langsfeld	SpEd	1016	clangsfeld@gvsd.net

## **Harlow's Bus Company**

(208) 462-5085

## **Academic Concerns**

If there is a concern about the achievement of a student, the first step is to contact the student's teacher. If there are additional concerns, please schedule a meeting with the teacher and Principal. If you are still not satisfied, please contact the school Superintendent.

## **Attendance (GVSD Policies 3050 &3050P)**

*We are asking parents to send a note or call school for every absence.*

If a child is arriving late or leaving early, communication with staff is required. The staff wants to work closely with parents to lessen the number of days missed from school. When students miss excessive amounts of school and fall behind, they become stressed. Days absent cannot replicate the instruction and learning done during class time.

### **The following are some tips that parents can use to prevent excessive absences.**

1. Plan ahead for appointments. Make them locally so that the child can return right away to school or make them on Fridays or during vacations.
2. Communicate with the teacher in writing if you know an unavoidable absence is coming up. This allows the teacher the extra planning time needed to optimize the student's learning.
3. Teach children healthy habits, washing hands thoroughly, covering their mouths when coughing or sneezing, etc.
4. Plan recreational activities or family activities on Fridays, weekends, or during vacations.
5. Set several alarms and keep to a routine in the mornings to avoid arriving late.
6. Set and maintain a regular bedtime.

### **The staff will do the following for you to help with attendance:**

1. A courtesy call will be made to your house if your child does not arrive at school and you have not arranged for an absence.
2. We will encourage good attendance in each classroom.
3. Teach good health habits and encourage their use in the classrooms.
4. Work with students to help them achieve skills missed while away from school.
5. Keep in communication with parents when a child starts to accumulate absences.
6. Keep our own absences from class to a minimum to assure the best learning situation for your child.
7. Be prepared and ready to greet your child when they arrive at school.

## **Attendance Awards**

Perfect Attendance Awards will be given for students who have not missed any days in the school year. Faithful Attendance Awards will be given for students who have missed three or fewer days in the school year.

### **Excused Absence**

This district recognizes that time on task is very important to the student's education. Students are required to be in attendance at school at least ninety percent of the time that school is in session during each semester. The board may deny the promotion to the next grade for any student who is not in school at least ninety percent of the days that school is in session. Absence from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Students will be allowed to make up missed work . They will be given one day per day absent to make up work. Absence due to school-approved activities will not be counted against the student. Students are allowed no more than 14 days per year.

### **Unexcused Absence**

Any student absent without the consent of the school, parent, or guardian shall be considered truant.

### **Tardiness**

Three (3) tardies equal one (1) absence. This absence will be counted towards the total allowed per student. Tardiness is recorded if the child arrives late to class. Early release is the same as late arrival.

### **Awards**

Quarterly awards will be given for students with outstanding attendance and behavior. Special end of the year awards are given to recognize good attendance, citizenship, scholastic achievement, creativity, and academic progress.

#### **All grades**

Faithful Attendance  
Perfect Attendance  
Creativity  
Citizenship  
Most Improved

#### **Grade 5**

Academic Achievement  
High Honor Roll  
Honor Roll

*Specials Teachers* will make awards to high achieving students in each area.

### **Books and equipment**

Each student is responsible for all books and equipment issued to them. If an item issued to a student is misplaced, stolen, or damaged, the student will be required to pay for the replacement of the item. If you are issued damaged items, make sure the instructor notes the condition in their inventory sheet at the time you are issued the item.

## **Bullying, Hazing, Harassment, Intimidation, Etc.**

***Bullying will not be tolerated in any form.***

Two simple rules will keep you from being a bully. Keep hands, feet, and objects to yourself and if you can't say something nice, don't say anything at all. Teasing can be a form of bullying or harassment. Please note the following conditions that may be apparent in a bullying situation.

- ★ Intent to harm by the perpetrator
- ★ Intensity and duration
- ★ Abuse of power
- ★ Vulnerability of the victim
- ★ Isolation and lack of support for the victim
- ★ An innuendo of unwanted sexual attention
- ★ Consequences and behavior change for the victim

**If you feel that you or someone else is experiencing any of these situations, please contact a teacher, counselor, or an administrator to help you follow the complaint procedure. See Form 3290F in our Board Policy Manual.**

## **Bussing**

Any student who rides the school bus is required to abide by the district school bus policy. Harlow's Bus Company provides the school bus rules at the beginning of the year. Copies of the bus policy are available at the school district office. A note signed by the parent or guardian will be required any time your child needs to be released at a different bus stop than normal.

## **Cell Phones**

Elementary students are not supposed to have cell phones during the school day. If it is necessary for your child to have a cell phone at school, they will be asked to turn them off and place them securely in their backpack. The school is not responsible for lost or misplaced cell phones.

## **Cheating**

It is the philosophy of Garden Valley School to encourage good study and work habits and to encourage students to be prepared for class assignments and/or tests. In regards to this philosophy, Garden Valley School has a "Zero Tolerance" policy for cheating. **Students who are caught cheating will be required to do "replacement work" as required by the teacher to make up for the assignment that was not completed properly.**

## **Conferences**

Conferences should be scheduled during a teacher's prep period or immediately following the close of the school day. Parents should telephone or email their child's teacher to schedule appointments for parent-teacher conferences. In case questions or complaints are not resolved, the Principal should be contacted. **Regularly scheduled conferences will be organized at the end of 1<sup>st</sup> and 3<sup>rd</sup> quarter.**

## **Complaints**

If you have a complaint, please follow the subsequent procedures.

STEP 1: Take your problem to the person closest to the source. Example: Your child claims he has been "kicked out of class" because of the actions of another child. Step one would be to go to the teacher for clarification.

STEP 2: Request a meeting with the Principal. Present a written copy of the complaint and your proposed remedy. Example: Your meeting with the teacher was unsatisfactory. Step two would be to call the office and ask to meet with the Principal.

STEP 3: Request a hearing with the Superintendent. Present a written copy of the complaint and your proposed remedy to the Superintendent. Example: Your meeting with the teacher and the Principal were both unsatisfactory.

STEP 4: Request a hearing with the School Board. Example: After meeting with the teacher, the Principal and the Superintendent, you feel that your concerns have not been addressed. Step four is to present a written copy of the complaint and your proposed remedy to the Clerk of the Board and request a hearing in Executive Session before the School Board.

*We would like to resolve all problems at the lowest level and as promptly as possible.*

**Computer Use**

Students will be allowed to access computers and the Internet unless parents deem they should not. Students who access information that is deemed unacceptable will forfeit their privileges as described in School Policy. **School computers and the Internet will be used for educational purposes only.** The “GVSD Internet Use Agreement” is included in the handbook and is also located on the school webpage.

**Daily Schedule**

Students may enter	7:30
Breakfast in the classroom	7:45
Class begins	8:05
Recess/ Lunch Times	11:30 – 12:10
All students dismissed	3:49 (Elementary classes have separate release times)
*****PLEASE DO NOT DROP CHILDREN OFF PRIOR TO 7:30am.	

**Deliveries**

If it is ever necessary to bring something to school to be given to a student, please drop it off at the front desk so it can be delivered to the student so that there is the least amount of disturbance or negative impact on the classroom learning environment.

**Discipline**

Levels of Behavior and Potential Consequences



Level 1 Teacher/Staff Managed	Level 2 Teacher/Staff Managed	Level 3 Administration Managed	Level 4 Administration Managed
Impacts only the student	Effects the learning of others.	Negatively effects orderly Environment	Harmful/Illegal behavior
<i>Examples</i> Playing on desk Not listening Being off task Whining Leaning back in chair Not having a pencil Not taking responsibility Not in line Copying behaviors Crawling on floor Breaking pencils Not following directions Tardiness	<i>Examples</i> Talking out Visiting/talking Inappropriate noises Poking others Touching Distracting others Throwing food Minor disrespect Minor inappropriate language Non-compliance	<i>Examples</i> Major disrespect Cheating Chronic level 2 behaviors Truancy Fighting/Aggression (Minor) Leaving school grounds Temper Tantrum Vandalism Forgery Spitting on others Dress code	<i>Examples</i> Vaping/Illegal substance Alcohol Bullying/Harassment Fighting/ Aggression (Major) Weapons Throwing furniture Sexual behaviors
<i>Ideas for Controlling Behavior</i> -Verbal Warning -Proximity -Discussion -Eye Contact -High levels of supervision -Pre-teach expectations -Re-teach school rules/expected behavior -Link reward to expected behavior	<i>Ideas for Controlling Behavior</i> -Verbal Warning -Proximity -Discussion -High levels of supervision -Eye Contact -Pre-teach expectations -Re-teach school rules/expected behavior -Link reward to expected behavior - Consult with team and or Counselor to develop behavior management ideas if behavior.	<i>Ideas for Controlling Behavior</i> -Verbal Warning -Proximity -Discussion -High levels of supervision -Eye Contact -Pre-teach expectations -Re-teach school rules/expected behavior -Link reward to expected behavior - Consult with team and or Counselor to develop behavior management ideas.	<i>Ideas for Controlling Behavior</i> -Verbal Warning -Proximity -Discussion -High levels of supervision -Eye Contact -De-escalation techniques -Pre-teach expectations -Re-teach school rules/expected behavior -Link reward to expected behavior -Consult with team and/or Counselor to develop behavior management ideas.
<i>Consequences May Include:</i> -Time out in room - Parent Contact -Detention with Teacher -Moving seat - Loss of Privileges	<i>Consequences May Include:</i> -Time out in room -Parent Contact Parent/Admin/Student conference -Detention with Teacher -Behavior Contract -Loss of Privileges	<i>Consequences May Include:</i> -Time out in room -Parent Contact- Parent/Admin/Student conference -Detention with Teacher or Admin -Behavior Contract -Loss of Privileges	<i>Consequences May Include:</i> -Time out in room -Parent Contact- Parent/Admin/Student conference -Detention with Teacher or Admin -Behavior Contract -Loss of Privileges

<u>Office Referral Form</u> Students should only be referred for these behaviors AFTER AT LEAST three reteaching opportunities have occurred		-Suspension -Reteaching activity with Counselor -Additional consequences as outlined in policy.	- Suspension - Reteaching activity with Counselor -Referral to Law Enforcement - Additional consequences as
---	--	---	---

unsuccessfully and three consequences have been applied with no results. This then becomes a Level 2 or possibly Level 3 behavior.			outlined in policy.
	<u>Office Referral Form</u> Please complete form at the earliest possible time not to exceed 30 minutes after the incidence.	<u>Office Referral Form</u> Please complete form at earliest possible time not to exceed 30 minutes after the incidence.	<u>Office Referral Form</u> Please call office so student can be escorted to administration or to Officer WARD IMMEDIATELY and ODR must be completed IMMEDIATELY.

For more severe discipline:

### **Suspension**

This can be an in-school or out-of-school removal from the classroom. In-school suspensions may require the student to spend work time in another classroom, the office or other supervised area. Students will be expected to do academic work during all in-school suspensions. Out-of-school suspensions may be made when the student is disruptive to the learning environment or the actions prompting the consequence may be a poor influence on other students. Fighting will result in OSS for at least one school day. Depending upon the severity of the fight, longer out of school suspensions may be issued by the Principal.

### **Expulsion**

A final action to be taken when all else has failed will be expulsion from the school or if a No Tolerance policy has been violated. This action will require the Board of Trustees approval.

### **Dress Code**

Students shall practice good hygiene, grooming and dress, which are socially acceptable to the parents, teachers, and fellow students. No student's appearance shall distract from the educational process. Clothing, jewelry or accessories shall be safe. Clothing displaying offensive comments, references to drugs, tobacco, or alcohol is not acceptable. Students will be allowed to wear long shorts that are fingertip length or longer. No bare midriffs are allowed. Clothing should be neat and clean and well maintained. Students who wear clothing that is too short and revealing will be sent to the office to call home for more appropriate clothing. All shirts must be three fingers wide at the shoulder. Please refer to Board Policy 3260 for more details.

### **Enrollment Requirements**

Minimum school age requirements in the state of Idaho mandate students must be 6 years of age prior to September 1<sup>st</sup> of the given school year for students entering 1<sup>st</sup> grade and 5 years of age prior to September 1<sup>st</sup> of the given school year for students entering kindergarten. Students entering Garden Valley Elementary must provide a birth certificate, proof of enrollment, and immunization records (or an appropriate waiver). Here are the immunization requirements:

Required Shots for School	MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY BY GRADE		
	Kindergarten <sup>1</sup> - 6 <sup>th</sup> Grade	7 <sup>th</sup> Grade - 11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
Children born after September 1, 1999 through September 1, 2005 must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (3) Polio <sup>3</sup> (3) Hepatitis B	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (3) Polio <sup>3</sup> (3) Hepatitis B <b>(1) Tetanus, Diphtheria, Pertussis (Tdap)</b> <b>(1) Meningococcal (MenACWY)</b>	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (3) Polio <sup>3</sup> (3) Hepatitis B (1) Tetanus, Diphtheria, Pertussis (Tdap) <b>(2) Meningococcal (MenACWY)<sup>5</sup></b>
Children born after September 1, 2005 <sup>1</sup> must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (4) Polio <sup>3</sup> (3) Hepatitis B (2) Varicella (Chickenpox) <sup>4</sup> (2) Hepatitis A	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (4) Polio <sup>3</sup> (3) Hepatitis B (2) Varicella (Chickenpox) <sup>4</sup> (2) Hepatitis A <b>(1) Tetanus, Diphtheria, Pertussis (Tdap)</b> <b>(1) Meningococcal (MenACWY)</b>	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (4) Polio <sup>3</sup> (3) Hepatitis B (2) Varicella (Chickenpox) <sup>4</sup> (2) Hepatitis A (1) Tetanus, Diphtheria, Pertussis (Tdap) <b>(2) Meningococcal (MenACWY)<sup>5</sup></b>

1. Preschool children need only be age-appropriately immunized with the required vaccines.  
2. DTaP: The 5<sup>th</sup> dose is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older **and** at least 6 months after previous dose.  
3. Polio: The 4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered at age 4 years or older **and** at least 6 months after previous dose. For children born after 9/1/2005, at least one dose of polio should be given at age 4 years or older and at least 6 months after the previous dose.  
4. Varicella: History of chickenpox disease documented by a physician or licensed health care professional meets the requirement.  
5. Children should have one dose of meningococcal (Men ACWY) vaccine before the 7<sup>th</sup> grade. A second dose of Men ACWY is required prior to admission into the 12<sup>th</sup> grade. However, if a child received their first Men ACWY vaccine at age 16 years or older, no additional MenACWY doses are needed for 12<sup>th</sup> grade admission.

## Fire, Lock Down, and Evacuation Drills

Various drills will be conducted throughout the year. The expectation is that students will remain QUIET and complete the drill QUIETLY. You can visit [iloveyouguys.org](http://iloveyouguys.org) for additional information, but here is a brief description of the protocols we use:

### Lockdown:

How: We initiate this by announcing, “Lockdown, Locks, Lights, Out of Sight.” Why: We implement this protocol when there is a threat or hazard INSIDE the building, which *could be* dangerous for our students and staff.

Instruction to parents and families: Please remain calm and wait for further information from the school and or law enforcement.

### Hall Check:

How: We initiate this by announcing, “Hall Check, return to classroom.”

Why: We implement this protocol when there is a situation that is better for our students if they were to remain in classrooms.

### Evacuate:

How: We initiate this by using an alarm system (Fire Alarm).

Why: We implement this protocol when there is a hazard inside the building that requires us to evacuate.

Instruction to parents and families: Please remain calm and wait for further information from the school. If reunification is necessary, we will contact you.

**Reverse Evacuation:**

How: We initiate this by announcing, “Reverse Evacuation, come inside, return to class.”

Why: We implement this protocol when there is a threat or hazard OUTSIDE the building, which *could be* dangerous for our students and staff.

Instruction to parents and families: Please remain calm and wait for further information from the school or law enforcement.

**Fundraising Activities**

Fundraising activities conducted by a class or school sponsored club, team, or association must be approved by the Principal before the activity is conducted. A Fundraising Request Form must be completed and submitted to Stephany Corn and approved by the Principal at least two weeks prior to the fundraising event. All money raised by the fundraising will be turned in immediately or next working day to Stephany Corn for deposit in the individual class account.

**Homework**

- Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students.
- Homework is defined as a worthwhile use of time outside regular school hours to practice, maintain, complete, make-up, or enrich classroom activities. It is also meant to help develop independent study habits and appreciation for the value of learning.
- Some days students are given time to work in class on these assignments. Therefore, the amount of homework fluctuates. Students may also have more homework, if they failed to work diligently in class and/or failed to complete their work.

**Suggestions for Parents:**

1. Provide a regular time for homework. Short periods of concentration are better than long periods of "messaging around." You and your child can decide together about the best time. After dinner and before television is often a good time. Consistency is the key.
2. Provide a place for students to work with minimal distractions and needed materials (paper, pencil, ruler, dictionary, etc.). This can be as simple as a kitchen table with a box for school supplies.
3. Reward children for doing their job. This can be praise, watching television, playing a game with you, etc. Remember, they get tired too, and learning is not always easy. A little reward can help.
4. Stop when children get overly frustrated. The most important thing is to make learning and school work a positive experience.
5. Again, communicate concerns/questions to your child's teacher. Most parents feel uncomfortable doing this, but our teachers truly welcome your feedback.

**Honor Roll**

Students in 5<sup>th</sup> grade will participate in the Honor Roll. Students who have a 3.0 or better grade average for the quarter make the honor roll. A 3.5 average is further recognized as High Honor Roll. Students with all A's are also given special recognition. Seven subjects are used to figure the Honor Roll. They are Reading, English, Math, Science, Social Studies, Health and Spelling. Students with any Ds or Fs cannot make the honor roll.

### **Inclement Weather/ School Closure**

It should always be assumed there will be school in session. In the event the school needs to be closed on a regularly scheduled school day because of excessive snow, power outages, etc. the administration will make every effort to get the word out via public media. We will attempt to make contact via text message, email, automated phone call, our website, and/or social media. It is important that parents make sure their contact information is updated in our system to ensure connectivity.

### **IMPORTANT NOTICE TO PARENTS CONCERNING STUDENT INJURIES**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

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

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

### **Lost And Found**

Please check with the office or container by the teacher's lounge for lost and found items before school, on your lunch hour or after school.

### **Nurse/ School Health Program**

Sara Mullikan is our school nurse. If you have questions about immunizations or screenings, please feel free to call her at (208) 462-3756 x 1061.

### **Prescription Medicine**

In order for staff to dispense prescription medicine, parents need to provide the bottle with the child's name on it as prescribed by the doctor. It has to be a current prescription. We also need to have a completed form, 3510F(2), and a Parent Delegation of Medical Procedures form filled out and on file.

### **Over the Counter Medication**

For this medicine to be dispensed at school, parents need to provide a written letter with specific instructions on how to administer the medicine to their child. For Ibuprofen, parents can give permission for staff to administer as needed.

### **Sick Children**

Should your child become ill at school and is too sick to stay in the classroom, he/she will be brought to the office. Staff will attempt to contact parents, guardians, or emergency contacts until someone has been reached. Please assist your child, and us, by keeping this emergency information current. Students with a temperature over 100 degrees will be sent home.

## **Playground Rules**

- ★ No fighting or play fighting.
- ★ Rocks and wood chips stay on the ground.
- ★ Treat others with respect.
- ★ Keep hands, feet and objects to yourselves. No pushing, tripping, hitting, spitting, or picking up other students.
- ★ Use appropriate language. Swearing, crude or demeaning language will not be tolerated. (No verbal bullying or taunting!)
- ★ Respond to any playground monitor's requests quickly and without arguing.
- ★ No tag or pushing on the big toy or rocks.
- ★ Stay within sight of the playground monitors. Do not go around the building or out of the designated playground area.
- ★ Students are not allowed in the building at recess except for restroom use or for make- up work purposes.
- ★ No kicking balls over the building roofs or at people.
- ★ Feet first down the slide, no walking on the slide.
- ★ No electronics, toys, or trading cards allowed at recess.
- ★ No tackle football.
- ★ First time offenders will be reminded of the rules.
- ★ Repeat offenders will leave the activity, have time out from recess or be sent off the play-ground for a refocus or additional discipline.
- ★ Teachers will be notified of repeat offenders on a daily basis so they can encourage and support better playground behavior.
- ★ Severe problems with profanity, physical contact or disrespectful behavior will result in immediate removal from the playground and further discipline.
- ★ During the winter months or storms adults in charge of recess will monitor weather conditions. Adults will require students to have appropriate winter clothing. If the weather is severe, no outdoor recess will be held.

## **Snow Rules**

- No throwing snow.
- No playing "King of the Hill" on piles of snow

## **Bathroom Rules**

Only 2 boys and 2 girls will be allowed to go to the restroom at one time. There will be 2 clips for each on the clipboard. Once a student returns from the restroom, they will place the clip back on the clipboard. The Playground Monitor will have the clipboard.

Classroom teachers will review the rules several times over the course of the year.

## **Report Cards**

Students in K-4th grade will receive a standards based report card while students in 5<sup>th</sup> will receive letter grades. Here is the way the grades will be calculated:

**The following numbers will be assigned for Standards Based:**

4 = Exceeds Standard      3 = Meets Standard    2 = Making Progress    1 = Below Standard

**The following letters are used for course grades:**

A - Extraordinary 90 - 100%      B - Above Average 80 - 89%  
C - Average 70 - 79%              D - Passing 60 - 69%  
F - Failing Below 60%              P - Pass Satisfactory

**Release of Students during the Day**

In order for students to leave during the school day, parents must sign their child out with the office on the clipboard.

**School Fees**

**Hot Lunch Fees (includes milk & salad bar)**

MS/ HS Students(6-12) \$3.15  
Elementary Students(K-5) \$3.00  
Preschool Students \$3.00  
Reduced Lunch \$.40  
Adult Lunch \$4.45  
Salad Bar Only \$3.35  
Breakfast FREE  
Add'l Breakfast \$2.60  
Adult Breakfast \$2.60  
Extra Milk \$0.50

**Activity Cards\***

HS & MS Activity Card \$20.00  
Elementary Activity Card \$5.00  
Family Activity Card \$90.00  
Adult Single Activity Card \$50.00

\*Discount will be given at the gate for college students with a school ID card.

**Yearbook**

High School \$35.00  
Middle School \$18.00

**School Records**

The school office maintains a complete record of a student's activities in school. Reports from teachers, tests, attendance, grades, discipline, and other personal history data are filed in the individual student folders and archived in our student data management system. Upon request, the counselor will review your child's records with you. POLICY #3570 deals with student records and The Family Educational Rights and Privacy Act, copies can be obtained through the main office.

**School Rules**

Students, staff and visitors to Garden Valley School will:

- ★ Take responsibility for their actions.
- ★ Show respect for themselves and others.
- ★ WALK in the halls and building.
- ★ Demonstrate appropriate behavior and language at all times.
- ★ Do not mark or destroy school or personal property.

## **Special Arrangements**

It is expected that students will bring a note when a parent needs to contact the school about making special arrangements for their child in regards to after school plans, etc. While we understand that occasionally things happen that make it necessary for a phone call during school hours, it is best if these arrangements are made prior to the school day. Please make every effort to have plans made ahead of time and notes written to avoid the potential of a student not getting where they need to go. The bus company prefers notes written with parent signatures for students who are not getting let off at their primary stop.

## **Specials: Art, Music, PE**

### **ART**

Students in K-5th grade attend art once per week. They are exposed to a variety of media and techniques throughout the year. The focus of elementary art is exploration. Students learn how to manipulate materials to communicate their own ideas and express their individual creativity. They work collaboratively and learn how to communicate about art. Elementary art creates the foundation for more complex art exposure and art-making as they grow.

### **MUSIC and DRAMA**

Kindergarten through fifth grade students will attend music class at least once a week. Students will be exposed to a variety of music infused with drama. Instruction will be provided in the areas of singing, musical instruments, and elements of drama. Students will have the opportunity to perform in two concerts during the school year.

### **PHYSICAL EDUCATION**

Students will be participating in regularly scheduled P.E. classes. They will need to wear athletic shoes (sneakers) and appropriate loose fitting clothing to get the most from these classes. Students who are unable to participate in P.E. classes for medical reasons must provide the instructor with a written excuse from a doctor. If the student is unable to participate in class for personal reasons a note from his/her parent/guardian must be provided. After three (3) absences from class a conference will be scheduled with the parent/guardian, student-instructor and member of the administrative team to discuss and develop a solution for the student's continued participation in physical education classes.

## **Telephone**

Telephones are for school personnel only, during classroom hours. Students may use the office phone with permission from the office personnel. Students may use phones in rooms only with permission from the teacher.

## **Testing**

Students will participate in various forms of standardized testing. See the principal for further details.

**IRI:** Kindergarten through 3rd graders

**ISAT, Math and ELA:** 3rd through 10th graders

**ISAT, Science:** 5th, 8th, and 11th graders



## **Toys**

Children may bring toys or games for show and tell only. No electronic devices or trading cards are to be brought to school unless special arrangements have been made with their teacher. All confiscated toys or devices will be kept in the office. We will not be responsible for lost or stolen toys or electronics.

## **Visitors and Conduct on School Property**

All visitors must check in with the office as per district policy, 4140. If you would like to volunteer, please make prior arrangements with the teacher. For assistance, please contact the main office. Students who are not enrolled at the school and are visiting friends must have a visitor's pass from the office. Parents are encouraged to visit; we ask that they too check with the office prior to visiting classes.

All persons who visit school property during school hours, for sporting events, or any other time, must abide by the following expectations.

### **No person shall:**

- Consume, possess, or be under the influence of alcohol
- Harass, intimidate, or injure a teacher, coach, student, school board members, coach, or any other person
- Impede, delay, or disrupt a school activity or function
- Smoke or otherwise use tobacco products
- Engage in risky behavior including roller blading, skateboarding, etc.
- Damage or threaten the school or another's property