

DONNELLY ELEMENTARY SCHOOL HANDBOOK

2018-2019

**Jim Foudy - Superintendent
David Pickard - Principal
Wendy Davenport – Secretary**



“Home of the Dragons”

Dear Parents/Guardians:

The Donnelly Elementary School Staff has compiled a handbook of information for you and your child/children. Please spend some time with your child/children reading over the handbook. We hope it answers some of the questions you may have.

Please notify the school if you have any changes in your household. This information is vital to maintain accurate records.

We are looking forward to another productive year and welcome you to participate in your child/children's educational process.

**I have reviewed this handbook with my child(ren).
This portion must be signed and returned to the school office.**

Donnelly Student's Name

Grade

Donnelly Student's Name

Grade

Donnelly Student's Name

Grade

Donnelly Student's Name

Grade

Parent/Guardian Signature

Date

DAILY SCHEDULE

Grades K – 5

7:15 A.M.	OFFICE OPENS
7:30 A.M.	MORNING ROOM OPENS
7:40 A.M. – 8:05 A.M.	CAFETERIA OPENS FOR BREAKFAST
8:00 A.M.	SCHOOL BEGINS
8:10 A.M.	TARDY BELL
10:15 A.M. – 10:30 A.M.	RECESS
11:30 A.M. – 12:30 P.M.	LUNCH/RECESS
2:50 P.M.	DISMISSAL
3:15 P.M.	OFFICE CLOSES

TELEPHONE: 325-4433

FAX: 325-5030

DONNELLY ELEMENTARY SCHOOL STAFF

Jim Foudy jfoudy@mdsd.org - Superintendent
David Pickard dpickard@mdsd.org - Principal/Curriculum Director
Wendy Davenport wdavenport@mdsd.org - Secretary
Marsha Gantz mgantz@mdsd.org - Special Programs Secretary
Phil Schoensee pschoensee@mdsd.org - Special Programs Director

Sara Brodhecker sbrodhecker@mdsd.org - Preschool Teacher/Special Ed. Teacher

Beth Heflin bheflin@mdsd.org - Kindergarten
Angel Hudson ahudson@mdsd.org - First Grade
Virginia Herbst vherbst@mdsd.org - Second Grade
Debbie McCoy mccoyd@mdsd.org - Second Grade
Mary Stegner mstegner@mdsd.org - Third Grade
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Deirdre Abrams dabrams@mdsd.org - Fifth Grade
Brakae Campbell bcampbell@mdsd.org - Fifth Grade
Jim Griffith jgriffith@mdsd.org - Reading Specialist/Title I
Kelly O'Connell koconnell@mdsd.org - Physical Education
Tyler Vance tvance@mdsd.org - Music
Andrew Cochran acochrane@mdsd.org - Gifted and Talented Program
Annika Olson aolson@mdsd.org - Speech Pathologist
Cynthia Jepsen cjepsen@mdsd.org - Psychologist
Lewann Ball lball@mdsd.org - School Nurse
Sarah Covault scovault@mdsd.org - ELL/ESL Teacher
Steve Keaveny skeaveny@mdsd.org - Occupational Therapist
Ashley Hughes ahughes@mdsd.org - Counselor

Lisa Howes lhowes@mdsd.org - Child Nutrition Supervisor
Lisa Hunt lhunt@mdsd.org - Library Assistant/Reading Aide
Lisa Andresen landresen@mdsd.org - Special Ed. Paraprofessional
Maria Ames mames@mdsd.org - Reading Aide/Intervention
Tyra Shira tscholtec@mdsd.org - Kinderarten Aide
Ted Otto totto@mdsd.org - Custodian
Virginia LaFee vlafee@mdsd.org - Cafeteria/Custodian

MCCALL-DONNELLY SCHOOL DISTRICT MISSION, VISION, AND BELIEF STATEMENTS

Mission Statement:

Developing Lifelong Learners *Today*.

Vision Statement:

Provide a safe environment which affords opportunities to:

- Explore, create, and achieve
- Be challenged
- Become independent
- Develop a sense of community, stewardship, and belonging

Belief Statement:

The McCall-Donnelly School District (MDS) believes public education provides a learning environment that is challenging, authentic, and current.

DONNELLY ELEMENTARY EXPECTATIONS & CONSEQUENCES

**TAKE CARE OF YOURSELF
TAKE CARE OF OTHERS
TAKE CARE OF THIS PLACE**
Suze Rutherford

ATTENDANCE (Policy 3122)

As a means of instilling values of responsibility and personal accountability, being at school and arriving on time is vital to your child's success. We encourage 100% attendance with no tardies for all students. Please contact the school prior to or on the day of an absence. It is the responsibility of the child and the parent to see that all make-up work is completed; however, make-up work cannot replace classroom learning or interaction with a teacher and classmates.

END OF DAY DISMISSAL

Safety of our children here at Donnelly Elementary is very important. Please follow these dismissal procedures to insure that every child arrives home safely. Parents can enter the building @ 2:50 when the bell rings.

1. Any child being picked up by an adult will be waiting in the library.
2. Any child riding the bus will be walked to the bus by their teacher.
3. Walkers will go to Room 1 and wait for staff to walk them across the parking lot and street.
4. Your child will get home by their "default" unless the office has been directly notified.
5. Notes are handed out to classrooms at 2:30.

SCHOOL FOOD SERVICE

Breakfast is served each morning from 7:45 A.M. to 8:05 A.M. Breakfast for students is \$1.50, adults is \$2.50. Student hot lunch is \$2.50 for K-5 and adults is \$4.00.

CHARGING WILL NOT BE ALLOWED, so please consider purchasing lunches by the day, week, or month. Make checks payable to: Donnelly Hot Lunch Program or go online to myschoolbucks.com. Parents may eat with their children. Please call the school in the morning if you wish to order a lunch. For information on free or reduced lunches please contact the school office at 325-4433.

SCHOOL LIBRARY

Students are allowed to check out books 2 at a time. They will keep the books for 1 week. They should return or renew the book each week on their classroom library day. If the book is 2 weeks overdue, a notice will be sent home with the student. **Parents and students are responsible for replacing or paying for damaged or lost books.**

FIELD TRIPS

Students will be required to ride the bus to and from any field trip. If a parent is wanting exceptions made a parental consent form is available at the office and must be filled out prior to the day of the field trip. A form needs filled out for each field trip.

REPORT CARDS – CONFERENCES

Report cards are issued at the conclusion of each nine week grading period. At the end of the 1st & 3rd grading period a Parent/Teacher Conference will be held.

You are encouraged to keep in close contact with your child's teacher. If you desire a conference please send a note, write in the agenda, email or phone the school to schedule an appointment with the teacher at any time during the year.

EMERGENCY PLAN

The local radio station and Channel 7 will carry all school closing announcements due to inclement weather or other emergencies by 6:30 am, when possible. An automated message from the school district will also be sent.

HEALTH – MEDICATION

Donnelly Elementary does not have a full time, on-site school nurse. School personnel are not authorized to dispense medication. Most medications that are taken 3 times per day or less can be administered at times outside school hours: before going to school, as soon as the student arrives home, and at bedtime. If under exceptional circumstances a student is required to take medication during school hours and a parent cannot be at school to administer medication, a written consent form (available at the health office) must be filled out with the student's name, medication name, dosage, time of administration, route (oral, topical, inhaled, etc.) and parent signature. Physician ordered medication must be in the original container labeled with the medication name, dosage, and instructions regarding frequency and times of administration or it will not be given.

If your child becomes ill during the school day we will contact you at home or at work. It is important to have a back-up emergency phone number on file in the office in cases where the parents cannot be reached.

DRESS

Donnelly Elementary School students will follow the dress policy of the MDS. It is our intent that students be dressed and groomed in an appropriate manner that will not interfere with, or distract school environment or disrupt the educational process. Dress should be suitable and comfortable for normal school activities and reflect pride and attention to personal cleanliness.

- No clothing with inappropriate language may be worn.
- Foot apparel must be worn at all times. For safety reasons, no open-toed sandal and all sandals must have a back strap. Sneakers are required daily for PE and indoor wear.
- Students may not wear any clothing which compromises modesty for safety, including spaghetti straps, exposed midriff, tank tops with less than 2"straps, open toes shoes or backless shoes.
- Gang attire of any kind is strictly forbidden.
- Hats may not be worn inside.
- No make-up may be worn unless for theatrical purposes and only then if the classroom teacher has granted permission.
- Students should avoid extreme hairstyles and colors which may distract them or others from learning.
- Playing on the snow hill requires snow clothing from head to toe.
- Shorts need to be long enough that fingers will brush the hem when arms are extended down the sides while standing.

Music and PE classes require tennis shoes. Please make sure the black soles do not mark the floors.

TECHNOLOGY USE

The using of technology is a privilege at Donnelly Elementary. Any improper use may result in the loss of the privilege permanently.

IPAD/COMPUTER/LAPTOP GUIDELINES

- Do not change **any** settings.
- No inappropriate searching.
- Downloading is not allowed.
- Do not put a password on the IPAD/laptop.
- Do not put heavy objects on the IPAD/laptop.
- Report any issues immediately to your teacher or a staff member.
- Do not eat or drink while using an IPAD, computer, or laptop.
- Keep fully charged.
- Do not let anyone else use your IPAD/laptop.
- No stickers
- Don't share your username or password with anyone else.

EXPECTATIONS OF STUDENTS

Follow instructions the first time.
Be where you are supposed to be.
Do quality work.
Play safely.
Be kind.
Stay within the school boundaries.
Lend a helping hand whenever you can.
Use of the sled hill is done with the acceptance of risk.
Bring your agenda to and from home and school daily.

Walk silently in the building.
Treat others with respect and kindness.
Use your best manners.
Always clean up after yourself.
Use appropriate language and tone of voice.
When a mistake has been made, apologize.
Keep your hands, feet, and objects to yourself.

The following are not allowed except under **special** circumstances:

- GUM
- WEARING HATS IN THE BUILDING (Exceptions will be made for religious beliefs and practices.)
- ELECTRONIC DEVICES, SKATEBOARDS, WHEELIES, ROLLER BLADES
- PERSONAL ITEMS INCLUDING TOYS
- CELL PHONES MUST BE TURNED OFF AND LEFT IN CHILD'S BACKPACK DURING SCHOOL HOURS

CONSEQUENCES:

Minor Infractions:

1st – Apologize. Discuss with an adult. Possible Student/Parent/Principal Contact
2nd – Possible loss of privileges. Apologize. School Documents. Student/Parent/Principal Contact
3rd – This may result in a major infraction. Loss of privileges. Apologize. School Documents. Student/Parent/Principal Conference/Contact, possibly removed from class for .5 to 3 days.

Major Infractions:

1st – Removed from class or school .5 to 3 days, Loss of privileges. Write school rules and apologize. Student/Parent/Principal Conference/Contact
2nd – Home suspension for .5 to 3 days. Loss of privileges. Write school rules and apologize, Student/Parent/Principal Conference. Behavior Plan development.
3rd – RTI Behavior/Discipline Plan implemented. Student/Parent/Principal Conference, Home suspension for .5 to 3 days, Superintendent Involvement.

Possible privileges at school might be: recess, parties of any kind, field trips, guest speakers, and community meetings.

Possible minor infractions may include: running in the building, non-compliance, swearing, disrespect, disruption, arguing, and incorrect internet use.

Possible major infractions may include: vandalism, intentional lying, weapons, cheating, stealing, non-compliance with an adult, fighting, pushing, bullying, or harassing. (See policy #3310)

Teachers will determine individual classroom rules and guidelines.

BULLYING/HARRASSMENT

WALK – If you are being bullied for the first time, walk away without saying anything.

TALK – If you are being bullied for the second time, talk to the bully. Use an assertive “I” statement: “I want you to leave me alone!”

SQUAWK – If the bully approaches you for the third time, tell an adult.

(Policy 3300)

It is the policy of the McCall-Donnelly School District to maintain a learning environment that is free from harassment. Every person has the right to attend school or work in school, in an atmosphere that promotes equal opportunities and that is free from harassing behavior and conduct which interferes with the ability of the school to educate students in a safe and secure environment.

Harassment is defined as any verbal or physical conduct, written or graphic material, by an individual or group within the school community which, when directed at any individual or group, and due to repetition or severity, either (1) substantially, systemically and objectively undermines, disrupts, interferes with, or detracts from a person’s educational performances so that he/she is effectively denied equal access to the District’s resources and opportunities, or (2) creates an intimidating, hostile or offensive environment due to its severity, pervasiveness, and objective offensiveness. Students of the McCall-Donnelly School District are prohibited from engaging in conduct that could reasonably be construed as constituting harassment. Actions that may constitute harassment may include, but are not limited to;

1. Physical acts; (i.e. aggression or assault, battery, damage to property, implied intimidation, or overt threats of violence).
2. Verbal acts; (i.e. demeaning jokes, bullying, taunting, hazing, intimidation, slurs, derogatory nicknaming, innuendoes, or other negative remarks).
3. Visual acts; (i.e. graffiti, slogans or visual displays such as cartoons or posters depicting derogatory sentiments).
4. Criminal acts; (acts in violation of Idaho Criminal Codes or Idaho Human Rights Commission Code.
5. If your child is being teased, harassed or bullied, Donnelly Elementary has adopted the following plan. Students are expected to follow the Donnelly Elementary School Talk, Walk, and Squawk guidelines. All appropriate incidences are documented at the office.

SEXUAL HARRASSMENT

It is the policy (3312) of the McCall-Donnelly School District to maintain a working and learning environment for all its employees and students, which provides for fair and equitable treatment, including freedom from sexual harassment. Sexual harassment will not be tolerated and students may contact any teacher, counselor, or administrator to report such actions.

The definitions of sexual harassment is not limited to unwanted verbal or physical sexual behavior of staff toward student, student toward staff, or student toward student. If the action any one person makes someone else feel uncomfortable it may be considered sexual harassment. Students who harass other people shall be subject to disciplinary action, which may include suspension or expulsion from school and law enforcement involvement. District policy states that teachers shall discuss this issue with their students in an age appropriate way.

Donnelly Elementary School Parent Involvement Plan

Parent Involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

1. that parents play an integral role in assisting their child's learning;
2. that parents are encouraged to be actively involved in their child's education at school;
3. that parents are full partners in their child's education and are included, in decision-making and on advisory committees as appropriate to assist in the education of their child;
4. That parents are involved in identifying barriers to greater participation by parents in parent involvement activities.

Purpose: The purpose of parent involvement is to increase each parent's capacity to help their child(ren) be successful in school.

To facilitate meaningful parent involvement in our school we will:

1. **Develop a Parent Advisory Committee:** The school has established a parent advisory committee called Parent Teacher Organization or **PTO**, to assist in the review of their parent compact, parent involvement plan, use of parent involvement funds, and the annual review and evaluation of our school Title I program as well as the review and plan for school improvement.
2. **Annually review our Parent Involvement Plan:** The school will, with consultation and input from their parents, annually review and when necessary revise this parent involvement plan.
3. **Annually review our Parent /School Compact:** The school will, with consultation and input from their parents, annually review their Parent/School compact.
4. **Annually establish how Title I Parent Involvement Funds will be used:** The school will, with consultation and input from their parents, annually develop a plan for use of any and all Title I parent involvement funds.
5. **Annually review the use of Title I funds and evaluation of the use of these funds:** The school will, with consultation and input from their parents, annually review how Title I funds will be used throughout the school year.
6. **Facilitate regular, meaningful two-way communication:** The school will hold an annual meeting for parent to explain Title I and what it means to them as a parent and to their student and to explain the right of parents to be involved in the school and in their child(ren)'s education. This will be done at Back to School Night, early in the fall. The school will also offer this information at meetings held at flexible and convenient times for parents.
7. **Build the capacity of parents to support their child(ren)'s learning:** The school will provide materials and training to help parents to work with their children to improve their children's achievement.
8. **Build the capacity of school staff to work with parents:** The school will work with the district Title I and LEP programs to train and education staff in how to reach out to, communicate with, work with parents as equal partners and build ties between the parent and the school.

ANNUAL NOTIFICATION OF RIGHTS

To: Eligible Students and Parents of Students

Notice is hereby given that pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974, and regulations implementing the Act, you are entitled to the following rights:

Upon making a written request to the District, you may inspect and review the Education Record of your child or yourself (if you are a student 18 years of age or older). The Education Record subject of these rights is located at your student's school in the McCall-Donnelly School District.

If you believe any of the information contained in the Education Record to be inaccurate, misleading or in violation of your/your child's right to privacy or other rights, you may request that the information be amended. If such a request for amendment is denied, you may request a hearing to review the accuracy of such information, etc.

If requested, you are entitled to a hearing preceded by notice, to present witnesses, and to the assistance of counsel at your own expense. A written decision will be issued based upon evidence presented at the hearing.

The District has determined that the following information is "Directory Information" and will be released to the public unless you object by completing a Directory Information Parent Opt-Out Form.

Student's name, address, telephone listing, electronic mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, photograph and most recent school attended.

You may refuse to consent to disclosure of personally identifiable information contained in the Education Record except where disclosure is authorized by you.

You may file a written complaint relative to any failure of the institution to comply with these or other requirements of the Act. Any such complaint may be filed with the Family Policy Compliance Officer, U.S. Department of Education, 600 Independence Ave, S. W., Washington, D.C. 20202-4605.

You are entitled to a copy of the student's education record upon request and payment of charges for such copies.

It is District policy that if a student transfers to or contemporaneously attends another school, the Education Records of files relating to that student will be transferred upon your request or within twenty-one (21) days after a request for transfer of such records is received from the other school.

You are entitled to a copy of the District's policy on Student Records which will be given to you upon request at 120 Idaho, McCall, Idaho, 83638.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
2. Receive notice and an opportunity to opt a student out of said survey.
3. Inspect, upon request and before administration or use of said survey.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

If McCall-Donnelly School District (MDSO) develops such policies, it will do so in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. MDSO will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. MDSO will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. MDSO will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- a. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- b. Administration of any protected information survey not funded in whole or in part by ED.
- c. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, D.C. 20202-5901