

BARBARA R. MORGAN ELEMENTARY SCHOOL

“HOME OF THE EAGLES”



HANDBOOK

Updated May 2016

Mission Statement

The staff, students, parents, and community of the Barbara R. Morgan Elementary School work together to provide a quality, academic education and to create a positive, safe place where each student is encouraged to become a successful life-long learner and contributing member of the community.

“Developing Lifelong Learners Today”

Barbara R. Morgan Elementary School

BRMES

Address: 125 North Samson Trail

Phone: (208) 634-2219

Fax: (208) 634-4695

To see this year's School Calendar go to:

McCall Donnelly Home Page: www.mdsd.org

<http://www.mdsd.org/cms/lib010/ID01904072/Centricity/domain/4/documents/Calendar%202016-2017%20ADOPTED.pdf>



This handbook was compiled to give you information about school at BRMES. Please spend some time reviewing it. 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.

BRMES DAILY SCHEDULE

7:45-8:00 AM	Buses Arrive (Students outside or at breakfast)
8:00 AM	First Bell ~ Students may go to classrooms
8:10 AM	Tardy Bell
8:15 AM	School Starts
11:30 AM	Kindergarten Morning Dismissal
2:55 PM	Dismissal

Attendance



Consistent attendance is a very important aspect of your child's education and McCall Elementary School supports the philosophy by encouraging 100% attendance. However, in accordance with the policy established by the State Board of Education, Barbara R Morgan Elementary School will adhere to the 90% attendance policy before grade level retention due to excessive absences is considered. Regular classroom attendance is essential to the positive learning experience of a student. We encourage as few absences as absolutely possible.

Please call the school in the morning at 634-2219 when your child is absent.

Behavior Expectations

TAKE CARE OF YOURSELF:

- Show Kindness & Respect

TAKE CARE OF OTHERS:

- Hands and Feet to Self

TAKE CARE OF OUR PLACE:

- Walk Single File on the Right Side in Transition
- One Foot on Every Step with Soft Feet on the Stairs
- Keep the Floors Clean (of Black Marks)
- Pick Up Trash



Students who engage in exceptional misconduct, including use of foul language, vandalism, fighting, or failure to comply with the reasonable directions of an adult, will be immediately removed from the activity and/or disciplinary action taken. Parents will be notified. Students also can earn school wide recognition and rewards from the school for exceptional behavior.

Cafeteria Expectations:

- Wait patiently in line
- Pick your seat/Stay in your seat
- Inside Voices
- Personal Space
- Four to a Bench
- Use good table manners
- Hands and food to self
- Clean up table spot
- Put waste in correct can

Playground Expectations

- Line Up Promptly
- Wear/Take Appropriate clothing to every recess (Winter Months: All '5' items: coats, hats, gloves/mittens, snowpants, boots)
- Play Safe within school boundaries
- Follow Recess Game Rules
- Include Others
- Put Away Equipment and Keep Playground Clean


Restroom Expectations:

- Wash Hands
- Personal Space/Bubble
- Enter/Exit with a Calm Walk
- Quiet Voices
- Flush
- Throw Away Trash
- Exit when done

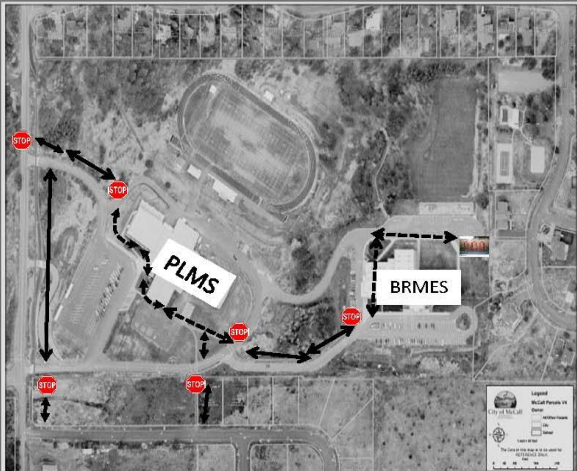
Biking to/from School

Weather permitting, students are permitted to use safe bike route to arrive or leave school on his/her bikes. Students are expected to walk bikes on the dotted line (see map)/across both PLMS grounds and BRMES grounds for safety. Bike helmets are recommended. For your safety students should lock bike on a bike rack on the school grounds.

Barbara R. Morgan Elementary




SAFE **BIKE ROUTE**
to/from **SCHOOL**



Please review these bus lanes/side walks and the stop signs with your child.
We want students (and adults) to be safe! Please use safe bike route!

--- = WALK BIKE
— = RIDE BIKE



Breakfast/Lunch

Breakfast is served each morning from 7:45 am until 8:10 am. Breakfast cost is \$.90 (90 cents). Hot lunch is \$2.00 for all grades. Adult Lunch is \$3.50. Milk for students bringing cold lunch is available for \$.35 (thirty-five cents).

Charging lunch is not allowed. Please pre-purchase lunches by the day, week or month. Make checks payable to McCall-Donnelly Lunch Program.

For information on free or reduced lunches, contact any school office to pick up a form or see kitchen manager.

Bullying

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, intimidation, implied 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.

If your child is being teased, harassed or bullied, please remind them of the “Talk, Walk, Squawk” guidelines. All appropriate incidences are documented.

Bus Guidelines

Follow These Rules. Don't Lose Your Riding Privilege!

- Observe same conduct as in the classroom
- Be courteous, use no profane language
- Do not eat or drink on the bus
- Keep the bus clean
- Cooperate with the driver
- Do not be destructive
- Stay in your seat
- Keep head, hands and feet inside the bus
- Bus driver is authorized to assign seats



SCHOOL BUS RULES ARE IMPLEMENTED BY HARLOWS SCHOOL BUS SERVICES. Call Harlow's with any bus questions or concerns 634-1089

Dress

We encourage non distracting clothing that helps students learn and be comfortable. Special dress up days may allow hats, pajamas, school spirit, and other non standard types of dress throughout the year.

McCall's mountain weather is unique with its cool mornings and warm afternoons. Students need to dress appropriately for weather conditions to ensure comfortable outdoor play, as well as variable indoor heating/cooling. Layering (shirt, sweater or sweatshirt, jacket) is encouraged as it provides many options for outdoor wear. Coats, hats, gloves or mittens and warm footwear are necessary during the winter months. Snow pants are encouraged for outdoor play. Please label, with a name, your child's winter wear and all other items that may be taken off during the school day. Except in unusual circumstances, we ask that all children participate in outdoor recess. Keeping a child in an indoor environment during recovery from a cold or the flu is not as healthy as some fresh air and moderate exercise. Closed toe shoes are essential for safety for PE class and to run on the playground.

Roller shoes /"wheelies" are not permitted for safety reasons.

Shorts are allowed, but the principal will determine when shorts are no longer permissible. Fingers must brush the hem of the shorts or skirts with arms extended down the student's sides while standing. If clothing is distracting or inappropriate in any way, students will be asked to change or will be sent home.



Emergency Plan

Emergency closures of school will be announced over the local radio station. We will also implement an automated notification system which simultaneously contacts each family on our contact list. Please help us by providing the school with your most current contact information.

Field Trips

Students will be required to ride the bus to and from the school to any field trip. If a parent is wanting exception to this, a prior written request must be approved by the teacher and office prior to each field trip.

Siblings are not permitted to attend school field trips.

Harassment

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 6 policy states that teachers shall discuss this issue with their students in an age appropriate way.

Health

We do have a district school nurse and our office has a space that can be used to temporarily place ill students until they can be picked up. 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 cases where parents cannot be reached.

Please call the school at 634-2219 if your child needs to take prescription medicine during the school day. We will ask you to complete the necessary paperwork and will be able to answer any questions you may have.



Lice are common and persistent in schools across the nation. Parents are encouraged to check their children's hair frequently for "nits," (the eggs) and for lice. There are many treatments for lice, both over the counter and prescription, none of them will kill all of the lice and all of the eggs. In addition to the treatment, it is necessary to remove the nits (eggs) from the child's hair to prevent them from hatching. This can be done with a metal lice comb and egg remover gel, with a metal lice comb dipped in vinegar and water or by hand. Additional information on lice treatment is available from the school or from the local health department and physicians. Parents are encouraged to notify the school if their child has lice, so other children in the class can be checked if necessary and letters can be sent home.

District policy #3417 states: In the interest of the health and welfare of the students enrolled in the district, no student will be permitted to attend classes if they are infested with head lice or the eggs of head lice.

Library

Every class visits the library on a scheduled basis. The library is open to anyone for research or free reading. Parents are always welcome to come visit our school library. Please remember that families are responsible for the replacement of lost or damaged books.

Medication at School

When a student needs to take medicine at school, whether daily all school year or just a few days, the following guidelines must be followed:

- 1) Any medication brought to school must come in the original container.
 - a. Prescription medication must be in the prescription bottle with the correct label that includes the student's name, name and dose of the medicine, directions for taking the medicine, doctor's name, pharmacy's name, and current date. Most pharmacies will give you 2 bottles, one for

home and one for school.

b. When medication doses change, the current prescription bottle needs to reflect that new dose.

c. "Over the counter" medicine must be in the original container with a note from the parent/guardian giving directions that include what the medicine is for, when, and how much is to be given. If parent directions do not follow the guidelines written on the label regarding frequency and dose, the medicine will not be given without a written note from a doctor.

- 2) Written consent for giving medication from a parent/guardian must accompany any medicine brought to school.

For the safety of your student, no medication of any kind will be given to a student unless it comes in its original container. Medicine that comes in baggies, envelopes, or any improperly labeled container will be sent home without being given.

Most medications that are taken 3 times per day or less can be administered at times outside of school hours. Unless specifically directed by your doctor, give it before school, as soon as the student arrives home, and at bedtime.

Philosophy and Goals

The goal of the elementary school is to provide all students with a basic educational foundation in the areas of academic, social, physical and emotional growth, which will contribute to individual competencies in these areas.

1. To stimulate critical thinking and evaluation at the individual level.
2. To stress the importance of good health, hygiene, and physical fitness.
3. To emphasize the individual's responsibility for behavioral choices and the resulting consequences facilitating social growth and awareness.
4. To stress the individual's responsibility for building good study habits to include the development of organizational skills, emphasizing allocation and use of time, listening skills, and the ability to follow directions.
5. To develop the learning potential of each student by encouraging individual interests and independent study.
6. To encourage students to value their uniqueness and to develop a positive self-image.
7. To create an awareness and appreciation of both the benefits and responsibilities of living in a democracy.
8. To develop intellectual, aesthetic and emotional growth and an appreciation of our cultural heritage through a developmentally sequenced, highly structured fine arts program.

PTA

We are proud to have a supportive Parent Teacher Association, PTA. This child advocacy group sponsors activities, programs, and events to enhance our children's educational experience. Volunteer opportunities are always available. If you would like more information about how to become involved in this organization, please call the school at 634-2219

Report Cards

Report cards are issued at the conclusion of each 9-week grading period. At the conclusion of the first grading period, a conference will be scheduled for you. The teacher will give the first report card to you. You are encouraged to keep in close contact with your child's teacher. If you desire a conference at any time, please send a note or phone the school to schedule an appointment.

Safety

Safety to and from school is always a concern due to traffic conditions and parking problems. We ask that parents only drop off and pick-up elementary students in the area provided south of the school entrance.



Please do not leave your car unattended. This causes needless congestion and creates a safety hazard for all children and adults. If you want to go into the building and meet your child or visit with a staff member, please park **ONLY** in designated areas. Also, please pull forward as far as possible to meet your child. Crosswalks will be promoted and used for crossing our students safely to and from the school. Thank you so much for your patience and cooperation.

Technology Use

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

iPad Expectations

- Leave settings alone
- Appropriate searches only
- Downloading is not permitted
- Passwords cannot be added
- Do not set things on the iPad
- Report any issues immediately to your teacher or a staff member
- Keep all food and drinks away from iPad
- Keep fully charged
- Keep the iPads clean of sticky fingers and stickers

Computers/Laptop Expectations

- Keep all food and drinks away from electronics
- Any problems, report immediately to your teacher or a staff member
- Keep logins/usernames private

Toys/Sports Equipment/Personal Electronics

We do our best to provide necessary toys and sport equipment to play with outside at recess. Students are not to bring personal items to school as they could get lost, stolen, damaged, or cause hard feelings. If you have ideas of things you'd like to see the school purchase, let us know.

Personal electronics/cell phones are only allowed if the parent is in support of this but must be left off and in backpacks throughout the school day.

BRMES

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 or Parent Teacher Association:** The school has established a parent advisory committee called Parent Teacher Organization or **PTO**, or Parent Teacher Association or **PTA**, 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.

Highly Qualified Status

Dear Parent:

Federal law requires that each school district receiving Title 1 funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications for your child's teacher or instructional aide, please contact: Jake Olson @ 208-325-4433

Sincerely,

Jake Olson
Director of Federal Programs
jolson@mdsd.org
208-325-4433

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 (MDSD) 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. MDSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. MDSD 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. MDSD 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

To: Parents, Faculty, Building Occupants and Community Members

From: McCall-Donnelly School District

Subject: Annual Asbestos Management Communication

Over the last several years the McCall-Donnelly School District has taken steps to remove all known asbestos in our school buildings and support facilities. This was done through abatement projects at the old high school/elementary building and Donnelly elementary. Also, during the recent construction of our new facilities, per the architect's specifications and certified by the construction manager, only asbestos free products were used.

Although we currently have no known asbestos in the McCall-Donnelly School District, in accordance with the Asbestos Hazard Emergency Response Act of 1986 (AHERA), we are obligated by law to maintain an AHERA management plan to be located at each school building and the District Office. These plans are available for public viewing at the District Office.

A memorandum similar to this will be sent out each year, at the beginning of the year, as notification of the AHERA management plan, the locations it can be found and any significant changes made.

If you should have any questions please contact the District Office.