

# **Filer Elementary Handbook**

## ***Filer School District***

### **Mission Statement**

***“The Mission of the Filer School District, in partnership with students, parents, and community members, is to provide a high quality education that prepares all students to be life-long learners and productive citizens contributing to our community, nation, and world.”***

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## Philosophy and Objectives

Filer Elementary School strives to recognize the individual differences of students in order to provide them with basic skills, knowledge, and learning activities that will prepare them to be productive citizens contributing to our community, nation, and world.

Filer Elementary School strives to provide a supportive environment in which students will be encouraged to become socially responsible citizens.

Filer Elementary School believes in promoting appropriate growth and development of each student by cooperating with others, primarily the family and community.

Filer Elementary School believes in providing each student with the opportunity to:

- Develop a positive self-concept.
- Develop self-discipline and self-direction.
- Value learning as a life-long endeavor.
- Gain factual knowledge in the basic skills.
- Experience activities relating to physical fitness and appreciation of fine arts.
- Participate in democratic experiences.

Filer Elementary School adheres to Filer School District Philosophy and Goals in their entirety. (Board Policy I.1)

### **Board of Trustees**

Bob Burnham  
Bill Deetz  
Julie Koyle  
Jenni Lanting  
Joe Maloney

### **Administration**

Kelli Schroeder, Superintendent  
Johnnie Zimmers, Principal  
Lilli Prescott, Administrative Assistant

# School Calendar

## Filer School District 2023-2024 CALENDAR

**August:**

- 15-18 Teacher Work Days
- 21 First day of school
- 30-31 Off for fair

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
				7	4	

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
				19	1	

**February:**

- 16 No School Teacher Work Day
- 19 No School Presidents' Day

**September:**

- 1, 5 Off for fair
- 4 Labor Day
- 22 No School-Teacher Work Day

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
				17	1	

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
				15	1	

**March:**

- 21 End of 3rd Quarter
- 22 No School Teacher Work Day
- 25-29 Spring Break

**October:**

- 20 end of qtr
- 27 No School
- 23-26 Parent-teacher conferences
- 30 No School Teacher Work Day

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
				20	1	

APRIL 2024						
S	M	T	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
				21	1	

**April:**

- 1-4 3rd Qtr PT Conferences
- 26 No School Teacher Work Day

**November:**

- 20-21 PD Days/Traded for summer
- 20-24 Thanksgiving Break

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
				17	0	

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
				17	1	

**May:**

- 23 Last Day of School (noon dismissal)
- 24 Teacher Work Day
- 27 Memorial Day

**December:**

- 18-29 Winter Holiday Break

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31				11	0	

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

**Key**

- first and last of school
- no school days
- teacher work/pd days
- regular school day
- early release Friday
- summer pd trade days

**January:**

- 1 New Year's Day-No School
- 12 End of Qtr 2/Sem 1
- 15 No School Teacher Work Day

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			9	12		

\*Total student days= 165

\*\*Staff days= 178 + 4 holidays)

S1= 81 days (89 staff; 2 exchange days )

S2=84 days (89 staff)

## Bell Schedule

8:00 am	Supervision Begins
8:20 am	School Begins - Kindergarten through 3rd grade
8:30 am	Tardy Bell
3:12 pm	School Dismissal Bell
2:00 pm	Friday Early Release Bell

Students must leave the school building and ground at the 3:12pm dismissal bell. They should go straight home but may return to the playground at 4:00 pm.

## Policies and Procedures

### Attendance Policy

Idaho Code §33-202 states that students must be present in school 90% of the time class is in session.

**Eighteen (18) days will be the maximum number of days a student can be absent per school year without affecting progression to the next grade level. (90% Attendance)** FSD Board Policy No: 3050, Idaho State Code §33-202

We believe that student attendance is essential to student success and the role of the elementary school is to prepare students for a successful school experience. Including the foundational grade of Kindergarten, we believe that “the entire process of education requires a regular continuity of instruction, classroom participation, learning experiences...in order to reach the goal of maximum educational benefits for each individual child” (Board Policy No. 3050). Therefore, we strive to adhere to the following procedures with consideration to each individual student. Absences are divided into either “excused” or “unexcused”.

Excused: The exceptions to FSD Board Policy No. 3050 reflect Idaho State Code §33-202 exceptions, which are medical visits, bereavement, military deployment, subpoenas to appear in court, and/or illness or hospitalization verified by a doctor’s statement. These are counted toward the 18 days, but may be used in the appeal process.

Unexcused: Absences are unexcused when the parent/guardian does not notify the office of a student's absence by phone, email or note. Additionally, when a medical statement is not submitted to the school.

The office will call home each day a student is absent. Contact with a parent is preferred and a message will be left if the parent is unable to answer.

*If a student misses more than eighteen (18) days*, Kindergarten excluded, the student and parents/guardians may be referred to authorities and/or the 5th District Juvenile Court to address attendance issues. Furthermore, due to insufficient exposure to grade level curriculum progression to the next grade level may not be suitable. Appeals may be submitted to the principal.

### **Tardy Policy**

Students who arrive late to class cause a disruption to the learning process of their peers. Students are encouraged to be punctual and we wish to instill a sense of urgency for students to get to class on time. Coming to class on time is a courtesy to both the teacher and fellow students. The objective of this tardy policy is to eliminate excessive tardies. Three tardies equal one absence and will be counted toward the total 18 days.

### **Make-up Work**

Students will be given two school days for each day missed to complete make-up work. It is the sole responsibility of the student to make arrangements with his/her teachers for make-up work. We encourage parents/guardians to call for the student's assignments when they are absent. Parents will only be able to pick up the assignments before school, noon or after school except in an emergency.

If a student knows in advance that he/she will have to miss school for doctor's appointments, family vacations, etc. he/she should present a note from parents/guardians at least one week in advance to the office. Parents/ students can get make-up work from their teacher for the time they will be absent. These are considered excused absences with a note from parent/guardian and count toward the total 18 days.

### **Closed Campus**

Students may not leave campus during the day without receiving a permit to leave through the office. Upon returning to school, students will be required to check back in through the office.

Leaving campus without permission is a major disciplinary violation. Parents/guardians will be notified immediately by phone upon verification of each instance. In the event a parent cannot be notified by phone, written notification will be sent by certified letter.

### **Dress Code**

It is our goal to establish a dress code that will allow students to project the best of themselves, their parents and our school. We believe a student dress code will help teach students the importance of looking their best through appropriate dress, which will help prepare them for the work environment. In general, we expect all students to dress neatly and cleanly and in a way that does not interfere with or disrupt the educational process. The principal is given the final authority to determine if dress is disruptive and/or inappropriate for school.

- Dress appropriately for the weather and seasons, no shorts in winter and no shorts above mid-thigh at any time.
- Clothes should cover the mid-section when worn in normal fashion.
- Any clothing that displays alcohol, drugs, violence, obscene language and/or any other inappropriate topics are not allowed.
- No excessively tight or loose baggy clothing will be permitted.
- Pants must be worn at hip level and not show underwear above the waist or below the pant legs.
- Hats and other head coverings may not be worn inside the building.
- Halter- tops, spaghetti straps, tube tops or other suggestive clothing is not permitted.
- Elaborate jewelry or jewelry that could be used to injure another student (chains, spiked collars or bracelets or pins) is not allowed.
- Shoes must be worn at all times during the regular school day by law. Shoes with in-line skates are not allowed.
- Excessive makeup is considered inappropriate.
- Students may not wear jewelry or pins affixed to their body or faces.

We do not intend to cover every potential possibility in this dress code. Our intent is to give parents and students an idea, in our judgment, of what is and is not appropriate. We hope this will be a learning opportunity for our students and also provide support to parents whose children need enforceable rules backed by school expectations.

### **Birth Certificates and Immunizations**

Parents/guardians enrolling a student in the Idaho Public School System are required to provide to the local education agency a certificate of birth and a social security number for the enrolling child. Idaho State Code § 18-4511.

Parents or guardians enrolling a student in the Idaho Public School System are required

to have their children immunized with five doses of DPaT, four Polio, two Measles, Mumps, & Rubella, three Hepatitis B, two Hepatitis A, and two Varicella. Idaho State Code § 39-480.

### **Legal Residence and Primary Language**

It is required to give the legal residence and primary language used by the student when enrolling.

### **Emergency School Closure**

Generally, schools remain open regardless of the weather. Occasionally, we have situations that would present a danger to children attending school. On those occasions, the school superintendent will determine the need for emergency closure. If closure becomes necessary, your child will be dismissed from school at an irregular time. School buses will continue to run, but at the early dismissal hour. Students will be asked to go to the name and address designated by you on the Emergency Closure form. Please keep this information updated in the school office. Should an emergency school closure be necessary prior to school's opening in the morning, it will be announced with Swift K12 and over local radio stations and television stations. Please do not call the principal or superintendent regarding school closure. Often, they are waiting on calls from police or highway crews and communication lines need to remain open.

### **Medication Policy**

The policy on medication specifically concerns students with a long-term chronic illness or disability requiring medication during the school day. Only in those cases where failure to take the prescribed medication would jeopardize the child's health should the school's designated personnel administer or supervise the administration of prescribed medication. Such administration will follow these guidelines:

1. Failure to administer medication would jeopardize the health of the pupil.
2. School staff will be notified of pupils requiring medication.
3. Written statements shall be required from:
  - a. The physician, who shall indicate the necessity of the medication during school hours and specific directions as to its administration. Duplicate bottles of the prescription are helpful, one to be at home and the other in school.
  - b. The parents, who shall request the designated school personnel to administer said medication in the dosage prescribed by the physician (thereby releasing the school personnel from liability should adverse reaction occur as a result of medication).
4. One individual according to the schedule indicated by the physician shall regularly supervise administration of medication.
5. Medication, including aspirin, will not be given without parent permission.
6. All medications are to be left in the school office.

### **Accidents or Illness**

School personnel shall give all emergency and necessary care to any student who is ill or injured on school property. If any further treatment is required it shall be the responsibility of the parents/guardian. Parents/guardians will be notified in case of illness or serious injury to the student. Parents are responsible for coming to the school and picking up their child. **This requires that you give the school the phone numbers where you can be reached at any time.**

Children who are ill should be kept home. When a child has recovered and is no longer contagious, they may return to school. The child must bring a note from the parent for each day they are to remain indoors stating the reason for such.

### **Protocol for Lice**

Lice are listed on the Department of Health Disease Poster as skin disease. Early exclusion from school and immediate treatment are very important as the child's entire family and household may become infected. Therefore:

1. Any student suspected of having head lice or nits in their hair should be sent to the school office to be checked.
2. A school team should determine if head lice or nits exist on the student. If it is determined there is a presence of either lice or nits, the parents will be notified immediately to pick up their student from school.
3. The parents will receive a letter about what was found and a quick reference guide on head lice from the South Central Health Agency.
4. A letter will be sent via classroom teacher to notify parents that their student may have been exposed to head lice.

### **School Visitors**

**All adults are to register in the office when entering the building.** No loitering on school property or playground during school hours. Parents/guardians are welcome to visit the school if prior arrangements have been made. Student visitors will not be allowed because of insurance liability.

### **Student Liability for Injuries**

Parents have the responsibility to carry insurance for any and all potential injuries to their child. Public schools do not carry insurance for individual student injuries that may occur while students are in school.

**Drug Free School**

The Filer School District is a drug-free zone. The possession and use of alcohol, tobacco and illicit drugs by students at school or while attending any school activity is strictly prohibited. Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate these policies. Information on drug and alcohol counseling, rehabilitation and re-entry programs are available at all school district counseling offices.

**Safety Drills**

When the alarm sounds, teachers will direct students out of the building in an orderly fashion by the prescribed exit route posted in each classroom. Everyone must exit and remain outside until the all clear is given, upon which time students and teachers should proceed directly to their respective classrooms.

**Gun Free Schools**

Under the Gun Free Schools Act of 1994 any student who is determined to have brought a firearm onto school district premises, (any setting under the control and supervision of the Filer School District), will be expelled from school for not less than one year. In addition, the Filer School District will refer any student expelled under this policy to the criminal justice of juvenile delinquency system. Firearms and weapons are those items defined in Section 921, Title 18, United States Code, or in Idaho Code Section 18-3302D.

Also, District #413 will not consider admission of a student who has been expelled from another school district for violating the Gun Free Schools Act until that student has completed the expulsion period of not less than one year. The timing will be based on written confirmation from the school district that initially expelled the student.

The school board may modify the expulsion requirement on a case-by-case basis as stated in Idaho code 33-205 and Public Law 103-382 section 14601. Discipline of students with disabilities shall be in accordance with the requirement of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

**Search and Seizure**

Students have rights established by law. These rights include freedom from discrimination, freedom from unlawful interference in the pursuit of an education and freedom from unreasonable searches and seizures.

Equipment such as lockers and desks belong to the school district and are

available for student use as a convenience. Such equipment must be properly cared for and may not be used for storage of illegal items. Periodic inspections of lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without student consent and without a search warrant. School officials may seize illegal items or other possessions, which constitute a threat to the health, safety, or security of the possessor or others. Due process will be followed with regard to the rights of students.

### **Sexual and Other Forms of Harassment**

The Filer School District is committed to providing a safe, positive learning and working environment for everyone. Any deliberate, repeated, and unwanted sexual comments, looks, suggestions, or physical contact that is found objectionable or offensive and causes discomfort is strictly prohibited and will not be tolerated.

The building principal is the person responsible for receiving oral or written reports of sexual harassment. An initial report may be made to a teacher, counselor, or staff member, who will then report it to the building principal. Any complaint will be thoroughly investigated. Disciplinary action may include, but is not limited to, reprimand, suspension, or expulsion. Harassment of students of the same sex is also strongly prohibited. This includes any persistent behavior to cause physical harm, emotional, and or personal distress. Bullying is addressed at length and detail later in the handbook.

## **Parent and Student Services**

### **Parent/Teacher Conferences**

Filer Elementary School utilizes a Student-Led Conference format. A student-led conference is a preplanned meeting in which students demonstrate responsibility for their academic performance by providing a review of their work for parents and teachers.

We sincerely believe that open communications between parents, teachers, and students are absolutely essential to quality education. Schedule an appointment to conference with your student's teacher as needed.

### **Complaint Procedures**

When a parent has a complaint, it is best to try to resolve the problem at the level of occurrence. For example, if a problem relates to a classroom experience, parents should first make an appointment to discuss the matter with the classroom teacher. If the problem is not resolved after the appointment, you should talk with the principal. However, if the parent is concerned about a general school situation, relationship, or

condition, the parent should talk to the school principal first.

### **Lunch and Breakfast Program**

The student lunch program is maintained as a vital part of the health program of the school. To encourage nutrition, a well-balanced breakfast and lunch is offered Monday through Friday. Breakfast is offered daily from 8:00 a.m. to 8:20 a.m. Lunch is offered daily during the school day. The lunchroom program is financially subsidized by the state. As such, certain guidelines must be followed:

1. Students will be served everything that is on the planned menu unless a written statement from a doctor is received which will allow non-service of foods listed by him/her.
2. Lunch accounts must be kept current. If a student's account is not kept current, meals may be refused.

### **Lunch Prices**

- Free as determined by application (available on our website)
- Reduced = \$ .40
- Paid (K-3) = \$ 3.40
- Adult = \$ 4.70
- Extra Milk = \$ .60

### **Breakfast Prices**

- Free as determined by application (available on our website)
- Reduced = \$ .30
- Paid (K-3) = \$ 2.50
- Adult = \$ 2.65
- Extra Milk = \$ .60

### **Library**

Student usage of the library is encouraged during regular school hours. Our library is complete with numerous books, reference materials, magazines, local newspapers, computers, and audio-visual materials.

### **PTO and Community Involvement**

Membership on several committees include a representative of the Filer community. We encourage your active participation. The Filer Elementary School has a very active Parent Teacher Organization that always welcomes new members.

## **Student Pictures**

Individual and classroom group pictures are taken of the students at Filer Elementary School. These photos are taken by a commercial firm and are available at a nominal cost.

## **Support Services**

Many of our students possess individual learning needs that are served by the following support programs.

Special Education classes are offered, via the Individual with Disabilities Education Act (IDEA) which are designed to serve children with disabilities, aged three to twenty-one, with developmental delays, learning disabilities, mental retardation, emotional impairment, speech and/or language impairment, hearing impairment, physical disabilities, chronic illness or visual impairment.

Students may be referred to these classes by a parent, teacher or physician. Enrollment is based on the findings of the Child Study Team assigned to that particular student. This is a federally funded program.

Students demonstrating language disabilities and/or articulation problems will be served by the Speech/Language Pathologist on the advice of a Child Study Team. Students may be referred to this program by the parent, teacher and/or physician.

A Child Study Team who will review all test data with parents and make placement recommendations along with the parents must make placement in any special education program. Parents are members of their child's Child Study Team. Parents who feel that their children require any of these services are urged to make an initial contact with the classroom teacher or principal.

Title One, also federally funded, is designed to supplement classroom learning in reading and mathematics. Students functioning below the average may be referred for the additional support of this program.

Elementary Counseling Services are also available.

# **Student Activities**

## **Assemblies**

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behaviors. Regardless of the

type of program, courtesy demands that students be respectful and appreciative. Assemblies presenting programs to youth are presented at various times throughout the school year.

### **Field Trips**

Field trips are offered to any student as an educational part of their curriculum. Parents will be notified prior to the trip as to any special needs of the students. It is required that students ride the bus to field trips. A note excusing the child from riding the bus back must be turned in to the office or teacher prior to the trip.

Field trip participation is based on the student's ability to represent the Filer School District in an appropriate manner. Students who have demonstrated the need to remain at school as a result of disciplinary infractions will receive their academic instruction at school during the time scheduled for the field trip.

### **Physical Education**

Students are expected to participate in all school activities. For this reason, please make sure they are properly dressed. Tennis shoes or running shoes are required for elementary P.E. classes. If you are unable to supply these, please contact the P.E. instructor.

## **Student Academics**

### **Homework**

Homework is used toward the promotion of learning. For this reason, Filer Elementary School students may be asked to practice, prepare or extend learning outside the regular classroom.

### **Make-Up Work**

Students will be given two (2) school days for each day missed to complete make-up work. For example, if the student is absent on Tuesday, the make-up work is due on Friday. It is the sole responsibility of the student to make arrangements with his/her teacher for make-up work.

### **Student Records and Review of Record**

A cumulative record of every child who enters school in the District shall be kept from the time they enter school and continue through grade 12. It shall contain pertinent information on his school progress and other data, which may contribute to the understanding of the child. The Family Educational Rights and Privacy Act establishes

the right of parents to have access to their child's school records. If you wish to review your child's school records, please contact the principal.

### **Report Cards**

Report cards are sent home with students at the midterm and end of each quarter. Grades are assigned on the following scale:

90 – 100 = A	S = Satisfactory
80 – 89 = B	N = Needs Improvement
70 – 79 = C	U = Unsatisfactory
60 – 69 = D	
0 – 59 = F	

### **Retention**

Student retention will be handled in the following manner:

1. Teacher will notify the principal no later than the end of the third quarter.
2. A parent teacher conference will follow as quickly as can be arranged.
3. Parent, teacher, and principal will meet to agree upon proper grade placement for the following year.
4. The principal will make the final decision.

### **Student Withdrawal**

Notify the school office. Return all school books and property. Pay all school fees i.e., lunches, library, and activities.

### **Textbooks and Supplies**

Filer Elementary School provides textbooks for student use during the school year. Students are responsible for textbooks, library books and other school equipment issued to them. A charge will be levied for lost or damaged books or equipment.

Students are asked to bring pencils, pens, paper and other items consumed on an individual basis. A complete list of recommended supplies for each grade level is available in the Filer Elementary School office.

### **Pets**

Pets are not allowed.

# Student Behavior Expectations

## Basic School Rules Anywhere on School Grounds

1. Treat every adult and student with respect and dignity at all times.
2. Listen to and follow directions the first time they are given. This means you are to listen attentively to any adult who is talking to you.
3. Keep your hands, feet, and objects to yourself. Do not push, shove, or touch other students. Do not trip, hit, or distract other students.
4. Absolutely no fighting—under any circumstances. Never hit, kick or attempt to physically injure another student. Do not provoke or encourage other students to fight. Do not hit, kick, or “play fight”. If it looks like fighting, it is fighting.
5. Refrain from obscene language or gestures, name calling or insults, rudeness, threatening or intimidating students or adults.
6. Students should not bring any type of trading cards to school, i.e., Pokeman, baseball, sports cards or any electronic games.
7. School is your job. Be on time. Come prepared for class to listen and complete all assigned work.

## Playground Rules

1. Use playground equipment properly and as it was designed to be used. No running up slides, swinging double, jumping out of swings.
2. Do not throw any objects (rocks, snowballs, ice, etc.) that could injure another student.
3. No tackle football or other rough body contact games, this includes rough soccer, King of the Mountain, or rough chasing games. Do not exclude other students from the games and activities you are playing.
4. No wireless or electronic devices, radios, skateboards, roller blades, bicycles, etc. on the playground.
5. Respect assigned recess times.

***Be self aware. Be kind. Be compassionate.***

Students unable to follow playground rules will be given a warning and/or asked to utilize a timeout activity. If the student's behavior and/or choices continue, their teacher will be notified and applicable consequences will be used. If this behavior continues, the teacher or principal may notify parents and inform them of the problems their child is having at school. If needed, a discipline plan can be created and used as a guide for teachers, students, and parents.

### **Student Discipline**

This discipline plan is designed with two primary purposes in mind. First, we want all students and parents to have a written list of the behavioral expectations we have for our students. This list consists of rules and possible consequences when there is a violation of the school rules. We have not endeavored to list every possible rule, but instead, tried to instill a sense of responsibility we all share. That responsibility is: To Treat Others with Respect and Dignity. We want the playground and classroom to be a pleasant and safe environment where students can relax, learn, and enjoy themselves. This plan will be reviewed and/or amended as the need arises.

Discipline is an essential and integral part of any successful education. All students enrolled in Filer Elementary School are charged with the responsibility of abiding by accepted standards of good conduct at school, on the playground, walking to and from school, and when riding bus transportation. Students who engage in activities which interfere with the rights of other students or adults, or who by their actions bring discredit upon themselves or the school district will be disciplined in accordance with the policies, rules, and regulations of the Filer School District.

Teachers are expected to maintain positive control of students at all times. In the classroom, each teacher will have their list of rules and consequences visible for students to see. Teachers are expected to address all minor infractions with their students and to utilize the principal only in emergency or serious infractions of school rules. In cases of persistent disregard for school rules, teachers should contact the parents and solicit their support in remediation of the problems. Detention and/or a trip to the principal's office might be on the teacher's list of consequences when school or classroom rules are continually disregarded. Supervised detention may include time with our Behavior Team, Counselor, another classroom environment or time with the Principal. Maximum number of consecutive detention days assigned by a teacher is one. The principal will be notified if more time is requested.

If a student persists in inappropriate behavior anywhere on school property they may be referred to the principal. Then, that student begins to fall under the administrator's steps of discipline. This is a more formal documentation procedure.

The principal may:

- Contact parents
- Assign an extended period of detention
- Suspend playground privileges
- Place student on in-school suspension
- Place student on out-of-school suspension
- Create a discipline plan.

The principal's disciplinary actions usually begin with conferring with the student and/or parents, but could result in a recommendation to the Filer Board of Trustees that the child be expelled from school and/or referred to the court system. A written report of each action taken will be kept in a computer record. An on-going cumulative record will be kept on students who repeatedly disregard the rules.

Illegal and controlled substances such as tobacco, alcohol and drugs are strictly prohibited on school property. Violations will be addressed according to Filer School District Policy.

A matter of highest priority for this district is the maintenance of a safe and orderly learning environment for all students. Therefore, any student causing, attempting to cause or threatening to cause physical injury to another person may be suspended and/or recommended for expulsion to the Filer School Board. Further, any student attempting to use anything as a weapon may be suspended and/or recommended for expulsion to the Filer School Board.

### **Bullying**

Bullying is the repetitive, intentional, unwanted or unprovoked hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal, or psychological. It can happen face to face or online.

Regardless of whether a certain behavior meets the criteria that constitutes bullying or is just plain mean or unkind, it is not okay. Filer Elementary School is dedicated to teaching social skills that are needed to promote an environment of learning.

Students must be able to freely report incidents of bullying and/or retaliation for reporting. Students who engage in bullying or retaliation will be punished according to current administrative disciplinary standards.

### **Severity Clause**

If a child's misbehavior on the playground or in the classroom is so severe as to

pose immediate danger or threat to other children or if the child is using illegal substances, the child should be immediately referred to the principal's office.

### **Bus Rules and Expectations**

A school bus driver represents the school authority and is responsible for the passengers in the bus. The driver has suspension and authority over the passengers and must require passengers to follow certain rules of behavior. Only regularly scheduled bus students are to ride the school bus. Riding the school bus is a privilege, and misbehavior on the bus may result in detention, suspension from school and/or loss of the privilege of riding the bus.

**Our focus is on safety. We want the driver's attention on the road and on traffic conditions. Parent cooperation is essential to this purpose. Variations in location of a student's departure from the bus must, therefore, be accounted for by a note signed by you and approved by the bus driver.**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974.**

#### **Filer School District #413**

The Family Education Rights and Privacy Act (FEPR), a federal law, requires that Filer School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Filer School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. Directory information is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow the Filer School District to include this type of information from your child's education records in certain school publications, for example, school picture companies, music programs or miscellaneous recognition lists.

If you do not want Filer School District to disclose information from your child's education records without your prior written consent, you must notify the District in writing by Sept. 15<sup>th</sup>.

**THIS HANDBOOK ONLY CONTAINS A PORTION OF THE DISTRICT'S POLICIES. IT IS NOT ALL INCLUSIVE AND EVENTS AND CIRCUMSTANCES MAY ARISE WHICH ARE NOT COVERED HEREIN AND WILL BE ADDRESSED BY DISTRICT POLICY.**