

# ***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.”***

# **PARENT / STUDENT HANDBOOK**

## **TABLE OF CONTENTS**

<b>School Personnel</b> -----	<b>3</b>
<b>Philosophy and Objectives</b> -----	<b>4</b>
<b>Calendar and Schedule</b> -----	<b>5</b>
<b>Filer Elementary Policies and Procedures</b>	
Attendance Policy -----	6-7
Dress Code Policy -----	8
Birth Certificates and Immunizations-----	9
Emergency School Closure -----	9
Medication Policy -----	9-10
Accidents, Head Lice Protocol, Visitors -----	10-11
<b>Parent - Student Services</b>	
Complaint Procedures -----	11
Breakfast and Lunch Program -----	12
Drug-Free School -----	12
Insurance -----	12
Library -----	13
PTO, Community Involvement-----	13
Student Pictures -----	13
Supportive Student Services -----	13
<b>Student Activities</b>	
Assemblies-----	14
Field Trips -----	14
Health Education -----	14
Physical Education-----	14
<b>Student Academics</b>	
Homework-----	15
Report Cards -----	15
Retention -----	15
Safety Drills -----	16
Student Records and Review of Records -----	16
Student Withdrawal -----	16
Textbooks and Supplies, Pets -----	16
Tually)Student Discipline, Gun Free School -----	17
<b>Student Behavioral Expectations</b>	
Search Seizure -----	17
Sexual Harassment, Discipline Plan, Playground Rules-----	18-21
Bus Rules, Bullying, Rights and Privacy -----	22-24

# ***Filer Elementary School***

## **BOARD OF TRUSTEES:**

Bryce Bowman  
Bill Deetz  
Fred Jaynes  
Judy Hoffman  
Aaron Williams

## **ADMINISTRATION:**

John Graham ----- Superintendent  
Teri Peters -----Principal

## **FACULTY:**

*Pre-School*  
Jennifer Stephens

*Kindergarten*  
Melanie Hunsaker, Christine Knight, Sarah Spiers

*1st Grade*  
Crissie Gard, Angela Lamoreaux, Jill Mai/ Kellie Sligar, Angela Oglesbee, Parker Twiss

*2nd Grade*  
Carol Beeson, Tina Black, Betty Leppert, Camille Paxton, Rebecca Whitted

*3rd Grade*  
Stacie Beem, Trent Cline, Andrea Garner, Kristie Shobe

Librarian ----- Leisa Kennison  
Title One -----Terry Egbert  
Migrant ----- Modesta Carlsson  
Special Ed Director ----- Wendy French-Healea  
Special Education Teachers-----Jan Johnson, Stacy Schrock  
Speech ----- Debbie Jacobson  
Computer Lab-----Dena Phillips  
Physical Education-----Christi Hollifield  
Music ----- Bill Sweet  
Admin. Assistant----- Jody Holloway

# ***Philosophy and Objectives***

***Of***

## ***Filer Elementary School***

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 for participation in our society.

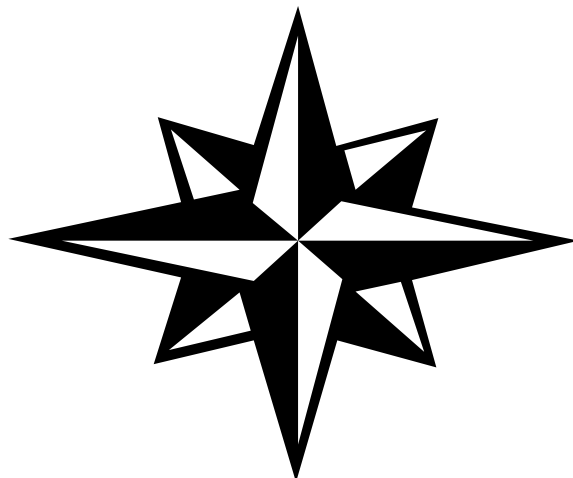
Filer Elementary School strives to provide a supportive environment in which students will be encouraged to become socially responsible citizens.

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:

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

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



# **FILER ELEMENTARY SCHOOL**

## **Calendar and Schedule**

### **2019-2020**

August 26-30	-----	Teacher Work Days
August 29	-----	Open House (1-3 p.m.)
September 2	-----	Labor Day (No School)
September 3	-----	First Day of School
October 4	-----	In-service- (No School)
October 9-10	-----	Parent-Teacher Conference (Evening)
October 11	-----	No School
November 22	-----	End of 1 <sup>st</sup> Trimester (1:00 Dismissal)
November 25	-----	Data Day (No School)
November 26-29	-----	Thanksgiving Vacation
December 23-31, January 1-3	-----	Christmas Vacation
January 6	-----	Back to School
January 20	-----	Parent-Teacher Conference (Evening)
February 17	-----	Presidents Day (No School)
February 28	-----	End of 2 <sup>nd</sup> Trimester (1:00 Dismissal)
March 2	-----	Data Day (No School)
March 23-27	-----	Spring Break
April 20	-----	Parent-Teacher Conference (Evening)
May 25	-----	Memorial Day
May 28	-----	Last Day of School (12:00 Dismissal)
May 29	-----	Data Day (No School)

### **Bell Schedule**

8:00 am	-----	Supervision Begins
8:20 am	-----	K through 3 <sup>rd</sup> First Bell
8:30 am	-----	Classes Begin
10:15 – 10:30 am	-----	1 <sup>st</sup> Grade Morning Recess
10:30 – 10:45 am	-----	2 <sup>nd</sup> and 3 <sup>rd</sup> Grade Morning Recess
11:15 pm	-----	Morning K Ends
11:20 – 12:15 pm	-----	1 <sup>st</sup> Grade LUNCH
11:30 – 12:15 pm	-----	2 <sup>nd</sup> Grade LUNCH
11:45 – 12:30 pm	-----	3 <sup>rd</sup> LUNCH
12:15 pm	-----	PM K Starts
1:15 – 1:30 pm	-----	1 <sup>st</sup> Grade Recess
1:30 – 1:45 pm	-----	3 <sup>rd</sup> Grade Recess
2:00 – 2:15 pm	-----	2 <sup>nd</sup> Grade Recess
3:12 pm	-----	School Dismissal 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**

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.

Absences are divided into either “excused” or “unexcused”.

## **UNEXCUSED ABSENCES**

An unexcused absence is one where parent/guardian does not notify office of student’s absence by phone, email or note. An unexcused absence will be excused when student presents a written excuse from parent/guardian or parent/guardian calls office.

After missing school students should do the following:

1. Bring a signed note if parent/guardian did not call office and pick up an absence slip from office.
2. Ask each teacher for make-up work.
3. Do make-up work and turn into teacher.

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.

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. The following are guidelines for required attendance.

**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.**

If a student misses more than eighteen (18) days, the student and parents/guardian will appeal retention at current grade level to a committee consisting of three (3) staff members, and the principal. This committee will hear student’s side and render a decision by a majority vote.

Letters at the following increments will be sent to notify parents/guardians:

\*6 absences- possible referral to Twin Falls County Truancy Court if all absences occur in the first trimester.

\*10 absences- possible referral to Twin Falls County Truancy Court if all absences occur in the first trimester.

\*15 absences- referral to Twin Falls County Truancy Court Program.

\*More than 18 absences- Notification letter and appear before attendance committee.

### **Advance Make-Up Work**

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.

### **Truancy**

Truancy is defined as being absent without parental/guardian and school permission.

Truancy will be counted toward total number of days absent and also carry the following consequences:

- First Offense- after school detention with credit for work missed, parent will be notified.
- Second Offense-after school detention, parents notified and referral to Status Offender Program. Parent/Guardian, student and principal conference to review attendance policy.
- Third Offense- In-School suspension with no credit for work missed or made up during suspension. Case is referred to school board for proper action under the provisions of the Idaho State Code Sec. 33-205.

### **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. The parents or 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 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.
- ❑ By law, shoes must be worn at all times during the regular school day. 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**

Parents or 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.

## **IMMUNIZATIONS**

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.

## **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 (Board Policy E.1)**

Generally, schools remain open regardless of the weather. However, we occasionally have situations that would present clear danger to children attending school. On those occasions, the superintendent of schools will determine the need for emergency closure. Should school closure become 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 closure of school be necessary prior to school's opening in the morning, it will be announced with Swift K12 and over local radio station 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 (Board Policy J.21)**

The policy on medication specifically concerns students with 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 the 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. All medications are to be left in the school office.

### **ACCIDENTS, ILLNESS**

School personnel shall give all emergency and necessary care to any student who is ill or are injured on school property. If any further treatment is required it shall be the responsibility of the parents and/or guardian. Parents and 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 the 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.

### **PARENT-TEACHER CONFERENCES (Board Policy I.28)**

A conference with the parents of each child will be scheduled at least annually. Parent-teacher conferences are scheduled at the middle of the first trimester and again at the middle of the third trimester. However, we welcome conferences with parents at any time during the school year. We sincerely believe that open communications between parents, teachers and children are absolutely essential to quality education. Always try to provide the teacher with prior notice that you will be in and the reason for your visit.

### **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 infested. Therefore:

1. Any student suspected of having head lice or nits in their hair should be removed from the classroom and sent to the school office to be checked.
2. A school team should determine if head lice or nits exist on the student. The team may consist of the school secretary, school counselor, companion and teachers trained to identify an infestation.

3. If it is the consensus of the team that a child has a presence of either lice or nits, the parents will be notified immediately to come and retrieve the student from school. 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. Students in the classroom who were exposed will receive a letter notifying them of the exposure.
5. The infected student must go straight to the office when returning to school. Students may not ride the bus until they have been cleared to return to school by the office. The parent or guardian should remain at school until the student has been cleared.
6. There must be an absence of lice and total absence of nits before a clearance will be given by the office.

### **SCHOOL VISITORS (Board Policy K.4)**

Parents and guardians are welcome to visit the school if prior arrangements have been made. Student visitors will not be allowed because of insurance liability.

**ALL ADULTS ARE TO REGISTER IN THE OFFICE UPON ARRIVAL.** Visitors are not allowed on the playground during school hours.

### **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. The school does distribute advertising flyers at the beginning of each school year for insurance coverage that can be purchased separately.

### **PARENT / STUDENT SERVICES**

#### **COMPLAINT PROCEDURES (Board Policy K.7)**

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 parent-teacher meeting, 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. If concerns are unresolved, please refer to board Policy K.7.

## **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 lunch is offered Monday through Friday. Service to elementary students begins daily at 11:30am. 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**

Daily	\$ 2.50
Weekly	\$12.50
Adults	\$ 4.00
Milk	\$ .50

## **BREAKFAST PRICES**

Daily	Free
Adults	\$ 2.50

## **DRUG-FREE SCHOOL AND SMOKE 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.

## **INSURANCE**

The school, itself, has no insurance for students injured at school. It does however encourage parents to purchase a policy through a company, which could help cover the costs should a student be injured. If you are interested in a plan, information is available at the time of registration. Information is also available in the school office.

## **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 includes a representative of the Filer community. We encourage your active participation. The Filer Elementary School also has a very active Parent/Teacher Organization that always welcomes new and interested 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 (Board Policy I.14)**

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 recommendation 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.

## **FILER ELEMENTARY SCHOOL 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 (Board Policy I.24)**

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 recommended that students ride the bus both ways on field trips unless a note excusing the child from riding the bus is turned in to the office 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.

### **HEALTH EDUCATION**

Students at Filer Elementary School will receive education pertaining to human sexual reproduction and communicable diseases such as AIDS. This information is designed to be appropriate to the student's age level. If a parent does not wish the child to receive this instruction, the school should be notified in writing. This information is usually presented in the spring of fifth grade.

### **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.

## **FILER ELEMENTARY SCHOOL STUDENT ACADEMICS**

### **HOMEWORK**

Homework is used toward the promotion of learning. For this reason, Filer Elementary School students will 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.

### **REPORT CARDS (Board Policy I.27)**

Report cards are sent home with students at the end of each trimester. 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	
00 - 59	= F	

The grades recorded by the teacher are averaged in order to determine a student's academic grade. Grade notices are sent to parents at the midpoint of each trimester.

### **RETENTION (Board Policy I.30)**

Student retention will be handled in the following manner:

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

## **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.

## **STUDENT RECORDS AND REVIEW OF RECORDS**

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 establish 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.

## **STUDENT WITHDRAWAL**

If you leave the Filer School District, the procedure for withdrawals or transfers to another school is as follows:

1. Notify the school office.
2. Return all schoolbooks and property; make sure all fees i.e., lunches, library and activities are paid.

## **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**

With prior teacher approval, students may bring pets to school for sharing if:

1. Arrangements are first made with the teacher.
2. Parents have the pet picked up as soon as the sharing period is over.



## **STUDENT DISCIPLINE**

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 will result in the student being referred to the Filer School Board for expulsion.

## **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.

## **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.

## **FILER ELEMENTARY SCHOOL DISCIPLINE PLAN**

Discipline is an essential and integral part of any successful education. Teachers are expected to maintain positive control of students at all times. Teachers are expected to discipline 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. If the student continues to misbehave, the student may be referred to the principal. 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 others 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.

No school personnel should tolerate insubordination or any other, improper conduct on the part of any student. Such behavior will result in disciplinary action. Disciplinary actions may include, but are not limited to: a reprimand, counseling, time out, denial of privileges, extra work detail, in-school suspension, out of school suspension, parent notification or expulsion, teacher, parent and/or principal conference.

In the classroom, each teacher will have their list of consequences and rules visible for students to see. Detention and/or a trip to the principal might be on the teacher's list of consequences. Usually the principal will be the bottom consequence on the teacher's list of discipline. If the student is sent to the principal's office, the principal may call the parents or deal with the matter himself.

After the child is referred to the principal's office, the child begins to fall under the administrator's steps of discipline. This is a more formal documentation procedure. The principal's disciplinary actions usually begin with a warning and counseling and could end with a recommendation to the Filer Board of Trustees that the child be expelled from school and referred to the court system. A written report of each action taken will be kept in a computer record.

The students and staff should be courteous at all times. Staff will not accept non-courteous actions such as: obscene language or gestures, wearing hats in the building, name calling or insults, rudeness to adults or other students, booing or whistling in assemblies. Hall passes are to be used whenever a student needs to leave the room during class time and the halls should be kept quiet during learning time.

The following behaviors are other examples of unacceptable behaviors: dirtying bathrooms, stealing, writing or marking on furniture and walls, tearing down displays, using another person's property without permission, littering, mutilating or destroying school property, disobeying lunchroom rules and chewing gum, threatening or intimidating other students or adults.

The students will act appropriately in the classroom and school building. Accidents can happen very easily. No horseplay in the building. Students should not sit or stand on desks or backs of chairs. Under most circumstances, students will not be allowed in the room without adult supervision. Playground equipment must be used in the correct and safe manner as determined by the school. Illegal and controlled substances such as tobacco, alcohol and drugs are strictly prohibited on school property.

Due Process will be followed with regard to the rights of students. Students have rights established by law and freedom from discrimination and freedom from unlawful interference in their pursuit of an education, freedom from unlawful search and seizure.

### **FILER ELEMENTARY DISCIPLINE PLAN**

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 all 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.

## **BASIC SCHOOL RULES**

1. Every adult and student is to be treated with respect and dignity at all times.
2. Listen to and follow directions the first time they are given.
3. Keep your hands, feet and objects to yourself.
4. Absolutely no fighting—under any circumstances.
5. School is your job. Come prepared for class, to listen and complete all assigned work.

*Every Teacher has a Right to Teach,  
Every Student has a Right to Learn.*

## **ELABORATION OF SCHOOL RULES**

1. Every adult and student is to be treated with respect and dignity at all times. This means you do not call other students bad names, tease other students, or say or do anything that might hurt someone else's feelings.
2. Teachers will develop specific classroom rules each year. Their classroom plan will be posted.
3. 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.
4. Keep your hands, feet and objects to yourself. Do not push, shove or touch other students. Do not trip, hit or distract other students.
5. 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.
6. School is your job. Come prepared to listen and complete all assigned work.
7. Students should not bring any type of trading cards to school, i.e., Pokeman, baseball, sports cards or any electronic games.

## **SPECIFIC 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 iPod, electronic devices, radios, skateboards, roller blades, bicycles, etc. on the playground.

Also see rules 1-7 under "Elaboration of School Rules". These rules apply to the playground as well as the classroom.

When students break a rule, logical consequences will be applied to emphasize that school rules must be followed for the welfare and safety of all students. Disciplinary action must be treated in a consistent manner to be effective. A discipline plan will be used as a guide for teachers and parent action.

Students should be dismissed to the playground at or following the bell. A playground duty or aide will be on duty to take over supervision for the classroom teacher.

Students unable to follow playground rules will be given a warning and/or sent to timeout. If that same student breaks another playground rule, during that same week, they will be sent to detention.

Whenever a student is referred to detention from the playground, a detention slip must be completed by the teacher or duty aide on duty. If a student serves several days in detention, the principal may notify parents and inform them of the problems their child is having at school.

### **SCHOOL / LUNCH DETENTION**

When a problem is serious enough to require detention, then the teacher or aide may wait with the student while they call their parents. This can be done during special classes or recess or send the student to the office with a note if the teacher does not have a break before the end of the day. Detention will be held in a separate room. A teacher will supervise the detention area. Maximum number of consecutive detention days assigned by teacher or aide is five. The principal will be notified through the detention slips at the end of the week.

If students persist in inappropriate behavior on the playground then they may be referred to the principal. The principal may contact parents and: a) assign an extended period of detention; extended suspension off the playground; b) place student on in-school suspension; or c) place student on out-of-school suspension d) after school detention is also a possibility.

An on-going cumulative record will be kept on students who repeatedly disregard the rules.

### **A SAMPLE OF A TYPICAL CLASSROOM DISCIPLINE PLAN**

1. Warning. Use of clips or tokens of some kind.
2. A variety of classroom consequences: time out, last in line, place head on desk, etc.
3. Miss all or part of recess;
4. Call parents to make them aware of the concerns;
5. Send to principal's office.

## **BUS RULES AND BUS 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**

## **PRINCIPAL'S LADDER OF DRASTICS**

1. Time out in the principal's office, lectured on proper behavior. Parents may be notified.
2. Suspension off playground for an extended period of time. Parent may be notified.
3. A student's access to portions of the playground may be limited.
4. Place student on out-of-school suspension for one to five days. Parents will be notified.
5. Students who refuse to comply with acceptable standards of behavior may be recommended to the Board of Trustees for expulsion. Students then become involved with the court system.

## **SEVERITY CLAUSE**

If a child's misbehavior on the playground 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.

## **POLICY ON BULLYING**

Bullying is aggression that occurs when a person(s) perceives a power imbalance, and this power imbalance is used to victimize another person(s) through an intentional, unwanted, and unprovoked verbal, emotional, and/or physical action, which results in the victim feeling oppressed. Bullying can be limited to a single incident. However, most cases are characterized by repeated harmful actions.

Students must be able to freely report incidents of bullying, and retaliation for reporting will not be tolerated. Students who engage in bullying or retaliation will be punished according to current administrative disciplinary standards. Punishment may range from verbal reprimand to expulsion.

Types of bullying may include, but are not limited to:

- ❑ **Physical bullying** - when the bully makes unwanted physical contact on another person(s). Some examples are punching, shoving and poking without provocation.
- ❑ **Verbal bullying** – when the bully speaks to another person causing the person persistent discomfort. Some examples are hurtful, name-calling, teasing, and gossip.
- ❑ **Emotional (Psychological) bullying** – when the bully’s actions cause another person distress. Some examples are rejecting, extorting, initiating, manipulating friend, and profiling.

**Victim of bullying shall:**

- ❑ Clearly tell the bully (s) to stop
- ❑ Immediately report the incident to a responsible adult.
- ❑ If the bullying continues, report the incident to a responsible adult and make a written record of the incident including date, time, witness (es), and parties involved.

**To Minimize Risk of Being Accused of Bullying a Person;**

**Should:**

- ❑ Keep his/her hand to him/herself.
- ❑ Remember that NO ONE has the right to harm another person.
- ❑ Think before speaking.
- ❑ Immediately apologize for accidentally hurting another person; and report all incidents of bullying.

**Should Not:**

- ❑ Touch anyone without his or her permission, especially in a hurtful inappropriate way.
- ❑ Interact with a person after he/she has perceived your behavior toward them as being inappropriate and has told you to stop; or make remarks or take actions that may cause another person to feel oppressed, stressed, scared, or intimidated.

**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. 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. Examples include:

- ❑ A playbill, showing your student's role in a drama production.
- ❑ The annual yearbook.
- ❑ Honor roll or other recognition lists.
- ❑ Graduation programs.
- ❑ Sports activity sheets, such as for wrestling, showing height and weight of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

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>. Filer School District has designated the following information as directory information:

- ❑ Student's name
- ❑ Address
- ❑ Telephone listing
- ❑ Electronic mail address
- ❑ Photograph
- ❑ Date and place of birth
- ❑ Major field of study
- ❑ Dates of attendance
- ❑ Grade level
- ❑ Participation in officially recognized activities and sports
- ❑ Weight and height of member of athletic teams
- ❑ Degrees, honors, and awards received
- ❑ The most recent educational agency or institution attended

**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 HANDLED BY DISTRICT POLICY.**