



"Every Child Learning
Every Day"

**Prairie
Elementary
School
Handbook
2018-2019**

Principal: Rene' Forsmann
Secretary: Lynn Rehder
Phone # 962-3521
1916 East Street
Cottonwood, ID 83522



PRAIRIE ELEMENTARY SCHOOL STAFF

- Rene' Forsmann Superintendent/Principal
- Ashle Sowa Kindergarten
- Cindy Schumacher First Grade
- Rachel Hernandez First Grade
- Allason Zenner Second Grade
- Julie Schumacher Second Grade
- Vikki Riener Third Grade
- Becky Higgins Fourth Grade
- Andrea Brannan Fourth Grade
- Sherry Holthaus Fifth Grade
- Kristi Bruegeman Fifth Grade
- Colleen Sonnen Sixth Grade
- Kim Schumacher Sixth Grade
- Shane Chapman Art
- Jonathan Madrid K-6 Music/Band
- Michelle Bledsoe Special Education
- Tara Duclos School Counselor
- Carletta Allen Speech Pathologist
- Ryan Hasselstrom Technology
- Lynn Rehder Secretary, Food Service Director
- Marlene Forsmann Title 1 Paraprofessional
- Jennifer Riener Librarian/ISEE/Testing Coordinator
- Maureen Munger Paraprofessional
- Cara Duman Cook
- Samantha Mizer Custodian
- Denise Uhlenkott District Clerk/Business Manager
- Jake Forsmann Maintenance Supervisor
- David Shears Transportation Supervisor
- Erin Shears Center For Discovery

2018-2019

2018

2019

| JULY | | | | | | | JANUARY | | | | | | |
|-----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | ★ | 26 |
| 29 | 30 | 31 | | | | | 27 | 28 | 29 | 30 | 31 | | |
| AUGUST | | | | | | | FEBRUARY | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | ☺ | ☺ | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 26 | ☺ | ☺ | ★ | 30 | 31 | 1 | 24 | 25 | 26 | 27 | 28 | | |
| SEPTEMBER | | | | | | | MARCH | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 17 | 18 | 19 | 20 | 21 | ★ | 23 |
| 30 | | | | | | | 24 | 25 | ● | ● | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |
| OCTOBER | | | | | | | APRIL | | | | | | |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
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| NOVEMBER | | | | | | | MAY | | | | | | |
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| DECEMBER | | | | | | | JUNE | | | | | | |
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| | | |
|---|--|---|
| Idaho County Fair Aug 15-18 | | |
| In-Service Days - No Students Aug 22-23 & 27-28 | | ☺ |
| First Day of School for Students Aug 29 | | ★ |
| Labor Day - No School Sept. 3 | | |
| No School-October 4-5 | | |
| End of First Quarter Nov. 2 | | ★ |
| P/T Conf. Nov. 6 3:30 - 7:00 | | ● |
| P/T Conf. Nov. 7 3:30-7:00 | | ● |
| Student Days 45 days | | |
| No School Nov. 9 | | |
| Thanksgiving Vacation - No School Nov. 21-23 | | |
| Winter Break - No School Dec. 21-Jan. 2 | | |
| Martin Luther King Day - No School Jan 21 | | |
| End of Second Quarter Jan 25 | | ★ |
| Student Days 46 days | | |
| No School Feb. 15 | | |
| President's Day - No School Feb 18 | | |
| No School March 1 | | |
| End of Third Quarter March 22 | | ★ |
| P/T Conf. 3:30 - 7:00 March 26 | | ● |
| P/T Conf. 3:30-7:00 March 27 | | ● |
| No School March 29 | | |
| Student Days 37 days | | |
| Spring Break - No School April 1-5 | | |
| No School: May 17 | | |
| Memorial Day-May 27-No School | | |
| Last Day for Seniors-May 31 | | |
| Graduation May 31 | | G |
| Last Day for students June 6 | | ★ |
| Teacher Inservice June 7 | | ☺ |
| Student Days 46 days | | |
| Teacher Inservice Days (nonstudent) 8 | | ☺ |
| Vacation Days 28 | | |
| Student Days 174 | | |



COTTONWOOD JOINT SCHOOL DISTRICT #242
STUDENT - PARENT HANDBOOK
PRAIRIE ELEMENTARY SCHOOL

A NOTE TO PARENTS

This handbook is intended as a guide to rules, activities and opportunities for students and their parents. Much of the information in the handbook is condensed from district and state policy or taken from classroom rules and regulations. Our rules and policies are not meant to unduly restrict freedoms, but to help provide a pleasant, productive learning environment to help teach responsibility and acceptable social behavior. We welcome parent input concerning rules and policies and also our overall management and operations. Parents are invited to visit the school, observe classes and eat lunch with us. Please pre-arrange your visit with your child's teacher, and check in with the school secretary or principal when you do come to visit. Parents wishing to volunteer at the school need to talk to the principal. For many reasons we ask that you do not bring your preschool aged children when you come to volunteer or spend the day in the classroom.



WELCOME TO PRAIRIE ELEMENTARY

Prairie Elementary is a warm and friendly school for children in Kindergarten through grade six. Early childhood classes are also offered for students who qualify. A well-qualified staff is on hand to help students learn. Special staff members provide help to students with special needs.

RESPECT POLICY

RESPECT IS THE CORNERSTONE OF ALL OUR INTERACTIONS AND BEHAVIORS. WE ACKNOWLEDGE THE DIGNITY AND WORTH OF ONE ANOTHER, AND STRIVE NEVER TO DIMINISH ANOTHER BY OUR CONDUCT OR OUR ATTITUDES.

OUR MISSION: To prepare students to live and work in a complex and interdependent society. To acknowledge diversity and build community by practicing hospitality, civility, and respect.

DEFINITION OF MISCONDUCT: *Any physical, spoken or written act of abuse, violence, harassment, hazing, intimidation or extortion, the use of vulgarity or cursing, making remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology. Federal law and Idaho State rules and regulations will be adhered to.*

EDUCATION, A COOPERATIVE VENTURE

Student/Teacher/Parent Compact

As students, teachers and parents we are reminded of the benefits and value of cooperative planning and combined efforts. When the student, teacher and parent all work together it is possible to achieve the maximum positive good from a student's educational experience.

To increase the likelihood of your student's success, we have listed a student/Teacher/Parent Compact for your review. Please take a few minutes to go over these items with your child and then take a few minutes to discuss these goals and guidelines with his or her teacher at any time.

SCHOOL PRINCIPAL:

I support and encourage student/parent/teacher compacts and partnerships. I will:

1. Provide an environment that permits positive communication between the student, parent and teacher.
2. Encourage teachers and parents to provide regular opportunities for practicing academics at school and at home.
3. Provide equal and fair opportunities to access staff and the opportunity to volunteer.

TEACHER:

I understand the importance of the school experience to every student and my position as a teacher and a role model. I agree to:

1. Be aware of your child's needs.
2. Communicate with you about your child's progress frequently.
3. Teach basic concepts and skills to your child to meet state student achievement standards.
4. Motivate and encourage your child to practice academics at home.
5. Hold parent/teacher conferences annually.
6. Deliver high quality curriculum and instruction.
7. Provide materials for home to enhance literacy and other academic subjects.

STUDENT:

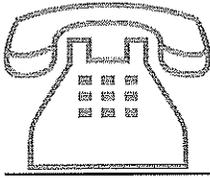
It is important that I do my best. I know my parents and teachers want to help me, but I am the one who has to do the work. So, I will:

- Believe that I can and will learn.
- Be responsible for my behavior.
- Give work and school papers to my parent/caregiver.
- Pay attention and ask for help when needed.
- Complete class work on time and to the best of my ability.

PARENT/CAREGIVER:

I want my child to succeed. I will encourage him/her by doing the following:

- Encourage positive attitudes about school.
- Support the school discipline policy and school policies.
- Make sure my child attends school regularly.
- Encourage my child to get enough sleep and to eat nutritious meals.
- Establish with my child a place and time to study and a daily reading time.



TELEPHONE USE AND ELECTRONIC DEVICES

We ask that you make your child aware that students may use the office phone *ONLY* in cases of necessity. Examples would be an illness, or confusion of where they are to go that evening. We discourage social calls in which the child is attempting to have another child over to his or her home to play.

Any electronic device, (iPods, cell phones, handheld games, etc) brought to school will be collected in the morning and given back before school is out. The reasoning behind this is that we want our students to talk and interact with one another during lunchtime. We also do not want to be responsible for pictures or messages that may be sent to and about other students.

INSURANCE

Accidents do happen. Regardless of how carefully we supervise the playground, gyms and buildings, children do have accidents. Accidents can be caused by something as simple as running into one another while playing. The result—a broken tooth and a cut on the head. A fall from a swing can result in a broken arm and so on.

Many parents are unaware that the school does not carry any medical insurance for such accidents. This has always been regarded as a parental responsibility. If your family does not have any form of medical insurance, you might consider buying medical coverage for students. This insurance, offered by a third party commercial vender varies in coverage and price.

SCHOOL PROGRAMS

Programs that are offered in addition to the regular academic program for grades K-6 include the following:

Special Education. This program is designed to aid those students who have recognized, special challenges including learning, emotional, physical, speech, hearing, vision or any combination of these. (Students may be referred to the program without the consent of the parents or guardians.)

Title 1. The Title 1 program provides assistance to those students who do not qualify for Special Education, but who have an identified learning need for special help on a one-to-one or small group basis.



Preschool Although Prairie Elementary does not have a preschool program for all students, help is provided for those students with special needs who are enrolled in the private preschool program. Children must be at least three years old to qualify for this special assistance.

Preschool Screening. A special preschool screening is held during the year to screen students for school readiness and special needs. Parents with children who are three or more should take advantage of this screening.

Child Health Services. The school contracts with St. Mary's Hospital and Clinics to provide a registered nurse who provides special health services for students and families. These services include a vision and hearing test upon request for any student, information and assistance in cases of disease outbreaks, special family consulting in areas of health needs, and maintenance of student health records and reports.

ENROLLMENT REQUIREMENTS

Children may enroll for kindergarten if they are five by the 1st of September. First grade students must be six by the 1st of September. All students must have an immunization record showing that the required immunizations have been received before they may be enrolled in school. Parents may file for an exception to the immunization requirement for specific reasons if they wish to do so. Birth certificates are also needed for first time enrollment in school.

ATTENDANCE

Attendance at school is very important. Students may make up written work following an absence, but the class discussions, teacher explanations and demonstrations, social interactions and other important learning activities will be missed. Students are required to be in attendance at least 90% of the time. This allows a maximum of nine days each semester for absences. Days missed beyond this number without extraordinary reasons may cause a student to fail.

Parents are urged to call in or in some way let the school secretary or the teacher know when a child is out and the reason for the absence. Parents should also notify the school any time a child is tardy for any reason. If a child is absent for an extended period of time, but is able to do school work, the teacher can send work home. In exceptional cases involving an extended absence, a teacher or instructional assistant may come to the home to work with the child.

The school's policy is to call the parents of a child who is not in school at the beginning of the day unless a parent calls the school. This provides assurance for both the school and the parent that a child is not lost or missing. Students who do not ride buses should not arrive at the school earlier than necessary, preferably not before 7:45 AM.

RELEASED TIME CLASSES

Students in grades 1 through 6 are allowed to be released for religious classes or for other special reasons. Parent must sign a permission slip for the student's release; this slip is then placed in the student's record folder. The school has no authority or responsibility for students who have been released to such programs. We recognize the value of the released time programs and encourage parents to cooperate in adding this valuable training to their child's educational program.



CLOSED CAMPUS AND SCHOOL BREAKFAST/LUNCHES

Prairie Elementary has a "CLOSED CAMPUS" which means that students may not leave the school grounds during the school day except for a special prearranged appointment. The school lunch/breakfast program serves a balanced meal with a good variety of food at a reasonable cost. Students may choose to eat hot lunches/breakfast every day or bring a cold lunch from home. Extra milk may be purchased. Parents are invited to come in and eat lunch with their children at any time they wish. Please contact the secretary prior to 9:00 AM if you plan to eat with your student.

VISITORS

As a security measure in all buildings, parents, visitors, friends and volunteers will be asked to check in at the front office. Only the secretary or principal can remove the child from the classroom.



Parents who drop students off in the mornings, or who have a regular routine of picking a child up after school should continue to do this. The main security issue is during the day when people drop in unexpectedly or when routines are not followed.

EMERGENCY CLOSURES

There may be times when school must be called off for various reasons, including inclement weather and equipment failure. We will announce all closures via e-mail, texts, and use of our notification system, and will notify bus drivers who will in turn try to notify parents that school has been cancelled or delayed. We will try hard to avoid school cancellations during the school day due to the fact that children cannot be sent home unless we are sure there will be an adult there to receive them. If it does become necessary, we will make sure someone is at home or we will drop the student off or send him or her to a relative's or neighbor's home.

ILLNESS

Please call the school at 208-962-3521 to inform the school secretary if your child is ill and will not be attending school. When a child becomes ill at school, we will try to notify a parent or the other person or persons listed as alternate contacts. In case we cannot, we will isolate the child and care for him/her as best we can.

Children will not be allowed to stay in at recess without a written request from a parent. We will need a note each day stating that you would like your child to stay in during recess, not a single note asking for your child to stay in the entire week.

SCHOOL HEATH

Student Health Requirements: The school will send a health information form home yearly so that the school records can be kept up to date.

Health Conditions: The school should also be informed of any allergies, reactions, chronic illnesses, serious health problems, seizures, disorders, and/or diabetes, so that proper measures may be taken if something occurs at school. If a child is taking medication, the school should be given this information.

Student Medications: Administering medication to students is a responsibility we take seriously. We request that you follow these procedures:



- The school requires that you have a signed medication permission form (available from the secretary or school nurse) prior to the staff administering any medication to your child.
- Please request a second container with complete directions from your pharmacist when you have a prescription filled for your child. This will allow you to keep a container at home and send one to school.

Communicable Diseases: Any child having a contagious disease or symptoms of it may be excluded from school. In certain cases, the school administration reserves the right to require a note from the doctor before the child returns to school.

Head Lice: The Cottonwood School District adheres to a no head lice/no nit policy. If your child has evidence of either head lice or nits, you must keep him or her home until all signs are gone. Information on head lice may be obtained from the school nurse or your private physician. Students must be checked by the school nurse or administration prior to re-admittance to the classroom.



School Immunization Law Requirements:

IMMUNIZATION REQUIREMENTS

To enter or transfer into public or private schools, all children in preschool and grades K-12 must meet immunization requirements outlined below at registration and before attendance. No child shall attend school without proof of immunization status.

| MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY | |
|---|--|
| Immunization Requirement by Age | Doses of Vaccines Required |
| Children born on or before September 1, 1999 must have a minimum of: | (4) Diphtheria, Tetanus, Pertussis (DTaP) (1) Measles, Mumps, and Rubella (MMR) (3) Polio (3) Hepatitis B |
| Children born after September 1, 1999 through September 1, 2005 must have a minimum of: | (5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (3) Polio (3) Hepatitis B |
| Children born after September 1, 2005 ¹ must have a minimum of: | (5) Diphtheria, Tetanus, Pertussis (DTaP) ² (2) Measles, Mumps, and Rubella (MMR) (4) Polio ³ (3) Hepatitis B (2) Varicella (Chickenpox) ⁴ (2) Hepatitis A |

| 7th GRADE IMMUNIZATION REQUIREMENTS | |
|--|--|
| Immunization Requirement by Grade⁵ | Doses of Vaccines Required |
| Children admitted to 7 th grade must meet the following minimum immunization requirements in addition to school entry requirements: | (1) Tetanus, Diphtheria, Pertussis (Tdap) (1) Meningococcal |

1. Preschool children need only be age-appropriately immunized with the required vaccines.
2. DTaP: The 5th dose is not necessary if the 4th dose was administered at age 4 years or older and at least 6 months after previous dose.
3. Polio: The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after previous dose. For children born after 9/1/2005, at least one dose of polio should be given at age 4 years or older.
4. Varicella: History of chickenpox disease documented by a physician or licensed health care professional meets the requirement.
5. 7th Grade Requirements: These requirements apply to all 7th- 12th grade students.

EXEMPTIONS

Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or other reasons. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition which prevents him or her from receiving required vaccinations. It is recommended that exemptions for religious or other reasons be documented on the form provided for school use by the Idaho Department of Health and Welfare Immunization Program and available at www.ImmunizeIdahoSchools.com. Parents may also claim a school immunization exemption by providing a signed written statement to school officials. Schools should maintain an up-to-date list of pupils with exemptions so they can be excluded quickly if an outbreak occurs.

SAFETY

Safety is a #1 concern while children are at school or traveling to and from school. Most of the rules we have are related to safety, or to courteous and respectful behavior.

BICYCLE SAFETY

Students may bring bicycles to school during good weather. We ask that students not ride their bikes during dangerous conditions. Student must park their bicycles in the designated areas (in the bike racks if there is room) and not ride or move them until they are ready to go home after school. Bike riders are to stay on the designated sidewalk when riding bikes to school and riding home.

FIRE DRILLS

Fire drills are held once each month to practice what must be done if a real fire were to occur. Students must leave the room in an orderly manner, without running and without stopping to get books, lunches, toys or even coats. The teachers will escort the students to a safe place away from the building where they would not be in the way of firemen, fire engines or other traffic. The teachers will then call the roll to make sure everyone is accounted for.

PLAYGROUND RULES

- Kindergarten and 1st grade students stay by playground equipment.
- Jump ropes stay on the cement and are to be used only for jumping rope.
- Ask permission to go in the building for any reason.
- Sit on the swings; no standing or twisting around.
- No soccer balls on the cement or bounced against the buildings.
- No kicking balls on cement, towards buildings, or on the ice/snow.

TOYS AND OTHER PERSONAL ITEMS

Children may bring personal toys, dolls and other items from home with the parent's and teacher's permission. The school cannot, however, be responsible for any personal items that are broken or lost.

Every year we have many articles of clothing, lunch boxes, toys, and other personal belongings that are left at school and never claimed. Some coats, for example, are expensive and in very good condition; we just can't seem to find the owners. **We suggest that you sew, or mark with a permanent laundry marker, your child's name somewhere on the inside of coats, boots, etc.**

PARTIES AND CELEBRATIONS

Each teacher will have rules concerning classroom parties.

HOMEWORK

Homework is generally not a problem at the elementary level. There are occasions, however, when students need to be responsible for completing an assignment or for gathering materials for an upcoming lesson. Please help your child in this endeavor by providing a quiet time and place for study at home, and by encouraging your students to assume this responsibility and to take it seriously.

CENTER FOR DISCOVERY

An after school program is available to students in grades K-6. Please contact Erin Shears at (cell) 208-816-0202, (home) 208-962-5541 or at the elementary school 208-962-3521 for details.

REPORT CARDS AND CONFERENCES

Report cards are issued quarterly, and progress reports at 4 $\frac{1}{2}$ weeks after the start of a new quarter; conferences are held twice each year. The reports and conferences provide an excellent opportunity for parents, students and teachers to discuss needs and accomplishments. (Please take advantage of this opportunity to have an impact on your child's educational future.)

Report cards will be sent home on the following days

- | | |
|--|---|
| Nov. 6 th & 7 th | - Parent/Teacher conferences - report cards will be given out |
| Jan. 25 th | - End of first Semester |
| Mar. 26 th - 27 th | - Parent/Teacher conferences - report cards will be given out |
| June 6 th | - Last day of classes, Early Out at 1:30 |

PROPER SCHOOL DRESS

The appearance of a student is primarily the responsibility of the student and the parents. We expect students to maintain an appearance which is not distracting to students, teachers, or in any way disrupts the instructional program of the school.

Students are expected to dress in a clean, neat, modest and safe manner at all times. Dress that tends to disrupt the class or contributes to a safety hazard in class will result in a referral to the Principal for appropriate action.

Tank tops, sleeveless shirts, must have a 2 inch strap. No shirts with looping arm holes. Clothes, apparel, or attire must be sufficient to conceal undergarments at all times. Clothing must provide adequate coverage of the body. Skirts and shorts must be at least mid-thigh in length. Hats/caps or sunglasses will not be worn in the building.

LUNCH/RECESS SCHEDULE

Preschool, 3rd & 4th Grade Students
11:00 am - 11:40 am

Kdgn, 1st & 2nd Grade Students
11:30 am - 12:10 am

5th & 6th Grade Students
12:00 pm - 12:40 pm

BREAKFAST/LUNCH PRICES

Breakfast

| | |
|----------|--------|
| Adult | \$2.00 |
| Students | Free |

Lunch

| | |
|----------|---------|
| Adult | \$ 5.00 |
| Students | 2.15 |
| Reduced | .40 |
| Milk | .50 |