



“Every Child Learning Every Day”

# Prairie Elementary School Handbook 2023-2024

Principal: Jon Rehder

Secretary: Jennifer Riener

Phone # 962-3521

1916 East Street



## PRAIRIE ELEMENTARY SCHOOL STAFF

- Jon Rehder Superintendent/Principal
- Megan Frei Kindergarten
- Rachel Hernandez First Grade
- Ashle Sowa First Grade
- Allason Zenner Second Grade
- Cami Shears Second Grade
- Olivia Remmerden Third Grade
- Julie Schumacher Third Grade
- Becky Higgins Fourth Grade
- Andrea Brannan Fourth Grade
- Kristi Bruegeman Fifth Grade
- Alecia Hagen Fifth Grade
- Kim Schumacher Sixth Grade
- Brittany Stewart Sixth Grade
- Shane Chapman Art
- Isabella Baldwin Music/Band
- Kim Harman PE
- Michelle Bledsoe Special Education
- Vikki Riener Special Education
- Ryan Hasselstrom Technology
- Jennifer Riener Secretary/Food Service Director
- Shelley Schlader School Counselor
- Elaine Kennedy School Nurse
- Maureen Munger Librarian/Testing Coordinator
- Marlene Forsmann Paraprofessional
- Lisa Riener Paraprofessional
- Megan Rambo Paraprofessional
- Whitney Westhoff Paraprofessional
- Stephanie Riener Paraprofessional
- Cara Duman Paraprofessional
- Sharon Deimler Head Cook
- Debbie Schmidt Cook
- Shelly Sanford Custodian
- Denise Uhlenkott District Clerk/Business Manager
- Rick Forsmann Maintenance Supervisor
- David Shears Transportation Supervisor
- Erin Shears Center For Discovery

**COTTONWOOD SD #242  
2023-2024 SCHOOL CALENDAR**

AUG 16-19	IDAHO COUNTY FAIR
AUG 23-24, 28-29	TEACHER IN-SERVICE DAYS
AUG 30	FIRST DAY OF SCHOOL FOR STUDENTS
SEPT 4	NO SCHOOL - LABOR DAY
OCT 6	TEACHER IN-SERVICE DAY – No School
OCT 27	END OF FIRST QUARTER (41 DAYS)
OCT 30-NOV 2	PARENT/TEACHER CONFERENCES 3:30 – 7:00
<b>NOV 1-2</b>	<b>REPORT CARDS GO OUT</b>
NOV 3	NO SCHOOL
NOV 22-24	NO SCHOOL - THANKSGIVING BREAK
DEC 21-JAN 2	NO SCHOOL - WINTER BREAK
JAN 15	NO SCHOOL - MARTIN LUTHER KING DAY
JAN 19	END OF SECOND QUARTER (44 DAYS)
<b>JAN 26</b>	<b>REPORT CARDS GO OUT</b>
FEB 19	NO SCHOOL - PRESIDENTS DAY
MAR 15	END OF THIRD QUARTER (39 DAYS)
<b>MAR 22</b>	<b>REPORT CARDS GO OUT</b>
MAR 19-21	PARENT/TEACHER CONFERENCES 3:30 – 7:00
MARCH 22	NO SCHOOL
MARCH 25-29	NO SCHOOL – SPRING BREAK
MAY 17	TEACHER FLEX DAY – NO SCHOOL
MAY 27	MEMORIAL DAY – NO SCHOOL
<b>MAY 30</b>	LAST DAY OF SCHOOL (48 DAYS)
MAY 31	HS GRADUATION
	<b>REPORT CARDS GET SENT HOME WITH STUDENTS</b>

1<sup>st</sup> Semester = 87 days taught/2<sup>nd</sup> semester = 85 days taught

## 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.



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

**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 has a part-time 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 1<sup>st</sup> of September. First grade students must be six by the 1<sup>st</sup> 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 8:00 AM. Doors will be locked until 8:00 a.m.

### **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 off and pick up their kids, we ask that you do so in the front parking lot, at the front doors, or in the front. Please do not take your child to their classroom. The main security issue is during the day when people drop in unexpectedly or when routines are not followed. Thank you for your help with this.

### **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 School Messenger and Facebook, 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 HEALTH**

**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. The medicine container will stay in the office and be administered by school staff when medication is needed.

**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.



## 2023-24 GUIDE TO IDAHO SCHOOL IMMUNIZATION REQUIREMENTS

Children in or Entering Preschool & Grades K-12 - Children must meet immunization requirements as stated in Idaho law to attend school. To meet legal requirements, a record with evidence that children are up-to-date on their immunizations (shots) or a valid immunization exemption must be provided and kept on file at the school. When children are in group settings, there is the potential for the spread of infectious diseases. Diseases like chickenpox, measles, and whooping cough spread quickly, so children need to be protected before they enter preschool and grades K-12

You will need to present your child's immunization record or a valid immunization exemption to the school at the time of registration to enroll your child. The immunization record must show the date (month, day, and year) your child was given each shot. If you do not have an immunization record or your child has not received all required shots, call your doctor or local public health agency for an appointment.

**For more information please go to:**

<https://healthandwelfare.idaho.gov/services-programs/children-families/child-and-adolescent-immunization>



## **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, (iPod, 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.

**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.

## **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 1-2

- Parent/Teacher conferences - report cards will be given out

- Jan. 26<sup>th</sup> - End of first Semester  
Mar. 22<sup>nd</sup> - Parent/Teacher conferences - report cards will be given out  
May 30 - Last day of classes, Early Out at 1:30

## **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.

## **LOCKDOWN DRILLS**

We will conduct lockdown drills periodically throughout the school year to assist students and teachers of what to expect if it were needed to be done in a real-life situation. We know this can be a scary situation for students at the elementary age. If we do conduct a drill, we will contact parents via School Messenger. If you have any questions, please contact the school at 208-962-3521.

## **PLAYGROUND RULES**

- Kindergarten and 1<sup>st</sup> 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.

## **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.

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### **LUNCH/RECESS SCHEDULE**

Kindergarten - 1<sup>st</sup> Grade  
11:00 am - 11:20 am

4<sup>th</sup> Grade - Preschool  
11:25 am - 11:45 am

2<sup>nd</sup> - 3<sup>rd</sup> Grade  
11:50 am-12:10 pm

5<sup>th</sup> Grade-6<sup>th</sup> Grade  
12:15 pm-12:35 pm

### **BREAKFAST/LUNCH PRICES**

#### Breakfast

Adult	\$2.00
Students	\$2.00

#### Lunch

Adult	\$ 5.50
Students	\$2.50
Reduced	0.40
Milk	.50

## Required Annual Notices

The following policies, procedures, and forms shall be distributed to students and their parents/guardians on an annual basis. This requirement may be met by distribution in the District’s student handbook. In some cases, additional notices may be necessary to reach staff, applicants, or others.

2140, 2140F	Student and Family Privacy Rights
2425	Parental Rights
3280	Equal Education, Nondiscrimination, and Sex Equity
3295P	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3320	Substance and Alcohol Abuse
3330	Student Discipline
3335	Academic Honesty
3500	Student Health/Physical Screenings/Examinations
3570F1	Student Records
3575	Student Data Privacy and Security
4160	Parent Right-to-Know Notices
5120	Equal Employment Opportunity and Non-Discrimination
5265	Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying
8200	Local School Wellness
8245	Unpaid School Meal Charges

*Note: This list only includes those for which general notice is required in all school districts.*

*A more descriptive version for each policy above can be found on the Cottonwood School District webpage: <https://sd242.org/district-policies/>*

**Policy History:**

Adopted on: October 19, 2020

Revised on:

Reviewed on: