

# Melba Elementary School



## Student-Parent Handbook

Melba Elementary School

521 Carrie Rex Avenue

Melba, Idaho 83641

208-495-2508

[www.msd136.org](http://www.msd136.org)

## Welcome to Melba Elementary School!



The administration and staff of Melba Elementary School take great pride in the success of our students. Our vision is to help students develop the skills, knowledge, and character to prepare them to be college and career ready. We know this goal is not achieved independently. The support and collaboration with the parents and community plays a vital role in this success. We are committed to developing positive relationships and open communication with parents. Together we will support and teach the students in our school. We encourage parents to develop open communication with us and take an active role in their child's education. Reading daily with their child, completing assigned homework, and collaborating about academic and personal experiences at school provides parents with the opportunity to become important members of their child's educational experience. We strive to create the best possible learning environment for our students.

The policies and procedures in this handbook are the result of a concerted effort on the part of the faculty and administration. This information is presented so that both parents and students will be knowledgeable about the way our school operates. Together we will prepare students who will enrich our society!

### Admission and Registration-

#### **First Grade through Sixth Grade:**

The students who attended Melba School District the previous year will be admitted on their past records. New students attending the school must present a copy of the student's birth certificate, record of current immunizations, and proof of residency. Admission is completed at the elementary office. Registration for all classes is completed in May before school is dismissed for the summer.

#### **Kindergarten:**

Registration for Kindergarten is held between the months of April and May. Information about this process will be provided to the parents and community members on the Melba School District webpage ([www.msdl36.org](http://www.msdl36.org)). Students must be 5 years of age by September 1 to attend Kindergarten. This is Idaho State Law (Idaho Code 33-201) and may not be waived.

#### **Developmental Preschool:**

Melba School District operates a developmental Pre-School for students age three to five years who qualify. Pre-School registration is completed on an individual basis. Please contact the elementary school for additional information.

### Attendance-

#### **Absences:**

Melba Elementary School recognizes the importance of attendance to a child's education. The amount of time spent on task will greatly influence the success of the student. It is very important that your child attend school on time, all day, and every day, Monday through Thursday. Because we are a four-day school week, students have the opportunity to utilize Fridays to schedule appointments and plan for family vacations.



Idaho State Law (Idaho Code 33-202) requires mandatory attendance of students ages seven to sixteen years old. Students are required to be in attendance at school at least 90% of the time that school is in session during each school term. The Board of Trustees may deny a promotion to the next grade or deny credit to any student who is not in school at least 90% of the days that school is in session.

If your child will be absent from school, please contact the school before 8 a.m. If we do not hear from you, reasonable contact by the school will be made to ensure safety.

If your child has been absent unrelated to medical reasons (supported by a doctor's note), contact from the school will be made. Whenever your child has been absent for five or more days during a grading quarter the administrator or administrative assistant will make a personal contact with you to discuss the possibility of being placed on an attendance contract. Once your child has accumulated 7 absences during a semester, contact will be made again by the building principal to schedule a conference to discuss different resources and strategies to help support you as well as the possibility of the student losing credit for the class even though they may have passing grades.

Student absences will be marked under two categories, absent for half day or absent for a full day. A full day presence requires at least 4 hours of instructional time. A half-day presence requires at least 2.5 hours, but less than 4 hours of instructional time. When your child has been absent from school due to illness, we ask that they not attend after school activities.

#### **Tardies:**

Students who arrive after the bell for the beginning of the day but no more than 30 minutes after the bell will be marked tardy. Excessive tardies that significantly impact instructional time will be addressed by the school.

#### **Early Checkout:**

Students who leave prior to the end of the school day, but within 30 minutes of regular dismissal time will be marked as early checkout.

#### **Positive Attendance Reinforcement:**

Most importantly, we request that students attend school each and every day. This provides your child with the best learning opportunity. Because we understand the importance of instructional time, we recognize students who demonstrate exemplary attendance throughout the school year.

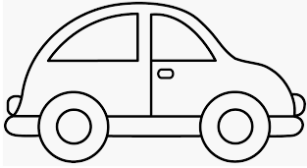
- Perfect Attendance- No absences, no tardies, no early checkout
- Faithful Attendance- No more than 2 absences, no more than 2 tardies or early checkouts

#### **Melba Elementary School Schedule-**

- School Supervision Starts at 7:45am
- School Day Begins at 8:00am
- School Day Ends at 3:45pm
- School Supervision Ends at 4:00pm

## **Before and After School Supervision-**

### **Arrival:**



For your child's safety, please do not allow your child to arrive on the school grounds prior to 7:45am. School personnel are not available for supervision before this time. Once 7:45am has arrived students may either enter the playground or the cafeteria for breakfast. Students can access the cafeteria through the main doors of the building. All other doors will remain locked at all times. If your child is tardy, they must enter the main doors of the school.

All students will be admitted to their room or building when the morning bell rings. No student is to be in the classroom prior to the teacher or without the teacher in attendance in the room. Students are also not allowed to be in the classrooms without the presence of a staff member.

### **Dismissal:**

School dismissal time is 3:50pm. We ask that all students exit the school grounds by 4:00pm. If an extenuating circumstance does present itself, please call the main office so additional plans can be made. School supervision will expire after 4pm.

We ask that students please follow these established guidelines when entering and exiting the building:

**Student Pick-Up:** Students will stand in the designated spot on the sidewalk in front of the school building. A staff member will grant the child permission to enter the vehicle as it approaches the front of the line. If congestion occurs, the staff member will walk the child to their vehicle in line.

**Students Who Walk:** Students who walk home or ride a bike will exit the main doors of the building. We ask students to WALK their bikes, scooters, or skateboards off school grounds to ensure their safety.

**Buses-** Students will enter the buses on the north side of the building. School personnel will be present to direct students onto the appropriate bus.

## **Student Pick-Up Procedures-**

Students will be dismissed for pick-up at 3:45pm. Students will exit the building from the main doors and stand on the designated spot on the sidewalk in front of the building. When picking up your student, please make sure to drive west on 6<sup>th</sup> Street and proceed south on Carrie Rex, lining up at the pick-up zone. Cars will move through the pick-up line in one line along the curb and will continue to move forward until they have reached the front of the line. Your child will then be guided into your car and then your family can head home. Please do not leave your vehicle while in line to meet your student or talk with your child's teacher. Always stay in your car to keep the line moving. If you do need to leave your car, we ask that you park your car in the elementary school parking lot. Thank you for your cooperation.

## **Transportation Communication-**

At the beginning of the year, you will indicate your preferred mode of transportation for your child in the Back to School packet. Students will be sent home each day utilizing the manner designated on the transportation form. If you would like your child to use a different mode of transportation after school, we ask that you contact the school office to notify them as early as possible. You may send a

written note to school as a means of communication, however there have been occasions where the note did not make it to the school. Making a personal contact is always the best option. Please do not text or email teachers changes in transportation during the regular school day. Teachers may not view these messages until after the school day has ended. We also ask that you try not to make any changes in transportation within the last 30 minutes of school. Making changes during this time can make things very challenging.

### **Release of Students During the Day-**

For your child's safety, parents are required to sign a student out at the office when removing them from school. Students will remain in the classroom until parents arrive to maximize instructional time. When anyone other than a parent/guardian is picking up a child, they must have a note from their parent/guardian. A parent may also call the office and authorize a person listed as an emergency contact to pick up their students. Picture ID may be required for anyone picking up a child.

### **Buses-**

The Melba School District recognizes and assumes the responsibility for transportation of students in compliance with the guidelines set forth by the Department of Education. Safety is the number one priority for the transportation of students. Bus service is a privilege. Students are expected to abide by all guidelines and behavior expectations. Failure to comply to these rules and guidelines could result in the loss of these privileges.

### **Expectations of the Bus Stop:**

- Students shall arrive at the bus stop BEFORE the bus arrives.
- Students shall wait in a safe place, clear of traffic, and away from where the bus stops.
- Students must not try to board the bus until it comes to a complete stop and the door is opened.
- Students shall cross the road in front of the bus only after the bus has come to a complete stop and upon the direction of the driver.
- Students must board and leave the bus at their established stop, except when they have a request signed by their parent or guardian.

### **Expectations on the Bus:**

- Students must obey the bus driver's directions promptly and courteously.
- Students must avoid loud talking or unnecessary confusion. Silence is demanded when at a railroad crossing.
- Students must keep hands, arms, and head inside the bus at all times. Windows may not be opened more than half way.
- Students shall remain seated and keep aisles and exits clear.
- When assigned to a bus a student must continue to ride that bus unless reassigned by the respective school building principal.
- Students must strive to keep the bus clean and neat. No materials are to be thrown from the bus.
- Students shall refrain from eating and drinking on the bus.
- Students shall refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the bus.
- No items shall be stored in the aisle or in the back exit windows. A student is permitted to carry only objects that can be held on his/her lap.

- Students shall not carry hazardous materials, nuisance items, or animals onto the bus.
- A bus driver has the same status and authority as a teacher insofar as discipline is concerned. The bus is just an extension of the classroom.
- Students shall respect the rights and safety of others.
- Students shall refrain from scuffling or fighting on or around the school bus.
- Students shall refrain from using cell phones while on the bus.

### **Bus Disciplinary Action:**

If a student fails to comply with the expectations mentioned above, the bus driver will begin by communicating with the student regarding the seriousness to the violation. Upon continued violation, the driver will refer the student to the building principal. The building principal will collaborate with the students the need for improvement in their bus conduct. Any continued violation would result in the building principal or the Melba School District's Supervisor of Transportation suspension of the student's bus transportation as follows:

- *First Citation:* written letter sent to parents.
- *Second Citation:* Written citation, parents called by the building principal.
- *Third Citation:* Refer student to building principal or transportation supervisor. Principal and/or transportation supervisor will conference with student and parents. A loss of five days bus privileges and student must be in attendance.
- *Fourth Citation:* Refer student to principal or transportation supervisor. Conference with student and parents. Student will forfeit all bus privileges for a 9-week period. Any additional bus problems after reinstatement will result in loss of privileges for the remainder of the school year. Student is expected to maintain and adhere to all school attendance policies.
- *Additional Citations* may result in the permanent denial of transportation privileges.



### **Academic or Behavior Concerns-**

When academic or behavior concerns become apparent to either parent or teacher, the elementary school has a problem-solving process to address the issue. The first step is for the parent and teacher to discuss the concern and try interventions in the classroom. If the concern persists or significantly affects the child's learning or other children's' learning, the parent or teacher may refer the student to the elementary Response to Intervention (RtI) team. This team will review previous interventions and may develop an additional intervention plan.

### **Closed Campus-**

Melba Elementary School is a closed campus school. Once students are on campus, they are required to have permission from parent/guardian to leave the campus. Leaving campus without permission constitutes truancy.

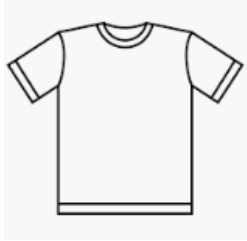
### **Change of Address-**

Communication is a vital component to your child's educational success. Please keep the school informed of your correct home address, phone numbers, and email addresses. Updating this information will ensure that we are able to send you important information as well as contact you during an emergency.

## **Complaint Procedure-**

When a concern arises between a parent or student and an employee, we ask you to address the problem at the lowest level. Parents and/or students should first bring the matter to the teacher for resolution. If the matter is not resolved, a conference with the administrator may be requested.

## **Dress Code-**



To help support students in reaching the vision of the Melba School District, developing a positive and safe learning environment is required. While we do strive to recognize individuality and personal interests, a school dress code has been developed to create an environment that is conducive to learning with minimal disruptions. Students are expected to arrive at school ready to learn in attire that is appropriate to the learning environment and the weather and respectful to all learning community members.

## **Dress Code Guidelines-**

- Students are prohibited from wearing or carrying items of apparel (clothing, accessories, cosmetics, tattoos, jewelry, or body piercings which depict or allude to, by picture, symbol, or word, drugs, including alcohol and tobacco; controlled substances, drug paraphernalia, gangs, violence; sexually explicit, lewd, indecent, or offensive material; or illegal acts.)
- The wearing, use, or display of any gang clothing or attire jewelry, emblem, badge, symbol, sign, codes, or other things which evidence memberships or affiliation in any gang (based upon the principal's or his or her designee's reasonable belief that gangs may be present in school) is prohibited on any school premises or at any school sponsored activity, regardless of location.
- Head coverings are inappropriate in the school building during regular school hours, unless the building principal or designee specifically makes an exception to the policy.
- Jeans are appropriate as long as there are not rips or tears that are 3 inches above the knee or higher or expose underclothing.
- Tights, yoga pants, leggings, jeggings and any other type of tight fittings bottoms are not allowed without being covered. Clothing in this category will be accepted when covered by a shirt, sweater, skirt, dress, or other garment that extends down to three inches above the knee.
- Underclothing should not be visible at any time. In addition, face paint, writing on the body, sunglasses (unless medically necessary), and blankets are not allowed as these items detract from the learning environment.
- Modest clothing should be worn during Physical Education (P.E.) classes.
- Footwear must be worn at all times, unless building principal indicates otherwise.

## **Appropriate:**

- Skirts, shorts, and dresses should not be shorter than three inches above the knee when standing.
- Dress shoes, boots, athletic shoes, and causal shoes
- Socks
- Button-down, polo, knit, or t-shirts
- Slacks, khakis, Docker-type slacks and jeans
- Temporary exceptions as outlined in this policy AND provided by the principal or designee

## **Non-Appropriate:**

- Any attire that shows underclothing
- Tight-fitting clothing is highly discouraged
- Crop tops, spaghetti-straps, and sleeveless shirts
- Muscle shirts and tank tops
- Low-cut, sheer, mesh, backless, or strapless attire
- Fishnet stockings or tights
- Yoga pants, lounge pants, or baggy pants
- Other attire as mentioned in the above policies

## **Field Trips-**

Students will need to have the requested permission slip signed by a parent/guardian prior to participating in the field trip off campus. Parents are encouraged to serve as a chaperone. A student's siblings will not be permitted to accompany the student on the field trip. Parent chaperones may be limited and must collaborate with teacher to express interest.

## **Halls-**

To prevent disruption to student learning, students are expected to walk quietly in the hallways of Melba Elementary School. Quiet hallways will be utilized as a proactive management strategy to prevent behavior problems from arising, develop unity within the school, and promote student learning.

## **Health-**

### **Illness or Minor Injury:**

If a student should become ill or injured at school, they will be sent to the main office. Students will not be allowed to leave school without permission from the parent or specified contact person and are signed out of the office. **Please update the school immediately when your contact information changes.** This will ensure quick communication.

Attendance at school is very important to the educational success of your child. While we encourage your child to attend school every day, there are times when your child should be kept at home to maintain their health and safety and for those around them. A child should not attend school, if he/she has had any of the following:

- Temperature of 100 degrees or more
- A fever partnered with a cough, diarrhea, vomiting, sore throat, earache, or a rash
- Repeated episodes of vomiting or diarrhea
- Symptoms of contagious diseases such as Strep, Pink Eye, etc.

If your child needs to attend a health appointment, we ask that you try to schedule these appointments at the very beginning or end of the day to maximize their learning time.



### **Immunizations:**

The district is required to provide educational services to all school age children who reside within the district's boundaries. Attendance of a child may be denied who has not met the state of Idaho's



school immunization regulations. Idaho State Law requires a parent/guardian of any students attending a public, private, or parochial school to provide proof of the student's required immunizations. A list of the required immunizations can be found on the Idaho's Department of Health and Welfare's website.

### **Insurance:**

Staff members are always providing students with close supervision and following great precautions. Even with these safety measures put in place, accidents can occur at school. The Melba School District does not provide students with medical insurance for injuries and expenses that occur at school. If you are unable to purchase insurance for your child, please contact the school and we will provide community resources to help assist you.

### **Medication at School:**

The school nurse, school principal, and school secretaries will be authorized to hold, and under proper safeguards, permit students to take medications provided the student's parent/guardian have completed and filed with the school office an "Authorization to Administer Medication" form that holds the Melba School District not responsible. We ask that all over the counter and prescribed medications be administered and held by the school office staff unless the student has an IEP, 504 plan, or individual students health care plan requiring otherwise. The following regulations developed by the Melba School District must be followed in order for any Melba School personnel to administer any type of medication:



- An "Authorization to Administer Medication" form must be filled out, signed by the parent or legal guardian and filed within the school office. These must be completed for both prescribed and over the counter medications.
- Parents must send the medications in their original pharmacy dispensed prescription container.
- The prescription container must have the following information: child's name, medication name and strength, dosage to be administered, specific directions for administration, and an authorized health care provider's name and phone number.
- For over the counter medication, parents must send over the medication to school in the original container with a proper label displaying a non-expired date. Out-dated medication will not be given.
- For safety reasons parents **MUST** bring all medications to the school office.
- Medications **WILL NOT** be sent home on the bus with a student.
- All medications will be kept in a secure area in the school office. Medications will never be stored in a classroom.
- Students are permitted to carry Asthma inhalers and obtain all necessary supplies and equipment needed to perform blood glucose checks to treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. Treatment must be self-monitored and self-administered. For more information please refer to Melba School District Policy 3510.

Please notify the school if any changes to the student's emergency contacts have changed. If there is any change to a medication, an updated authorization form will be required.

## **Pediculosis (Head Lice):**

If a child demonstrates symptoms of head lice, the school nurse or designee shall examine the student. If the student is found to have Head Lice, parents will be notified and provided information on how to institute treatment. Students should not return to school until all live lice are removed. The school nurse will inspect the child's hair upon arrival to ensure successful treatment. Siblings of a student with Head Lice may be inspected as well.

## **Inclement Weather/School Closure-**

During inclement weather or a red air alert, students will be granted permission to enter the building immediately upon arrival at the school. Students will also be kept inside during recess if the weather or facility condition necessitates. Please be sure your child is dressed appropriately, as conditions often change during the day. Should inclement weather or emergency situations occur which would result in the closing of schools, the information will be announced by the local news, district webpage, and an attempt will be made to contact parents.

## **Internet Network Use-**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Acceptable Use:**

Access to the District's electronic networks must be-

- For the purpose of education or research and consistent with the educational objects of the District, or
- For legitimate business use.



### **Privileges:**

The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator and/or building principal will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. An appeal of such decisions may be made to the superintendent within seven days. His or her decision is final.

### **Unacceptable Uses:**

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are the following:

- Using the network for any illegal activity, or to access websites encouraging illegal activity including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
- Accessing information pertaining to the manufacture of weapons;
- Uses that cause harm to others or damage property;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading copyrighted material;

- Using the network for private financial or commercial activities;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities, uploading a worm, virus, or other harmful form of programming.
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- Using another user's account or password or some other user identified that misleads message recipients into believing that someone other than you is communicating;
- Posting material authored or created by another, without his or her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, bullying, or illegal material; and
- Using the network while access privileges are suspended or revoked;
- Promotion of political, personal, or religious causes in a way that presents such opinions as the view of the District;
- Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications;
- Any other unacceptable uses as outlined in District Policy 3270.

### **Network Etiquette-**

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information (including the addresses or telephone numbers) of students or staff.
- Recognize that e-mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

### **Additional Terms and Conditions-**

**No Warranties-** The District makes no warranties of any kind, whether expressed or implied for the service it is providing, and will not be responsible for any damages the user suffers.

**Indemnification-** The user agrees to indemnify the District for any losses, costs, or damages (including reasonable attorney fees) incurred by the District, relating to or arising out of any violation of these procedures.

**Security:** Network security is a high priority. If the user can identify a security problem on the internet, the user must notify the system administrator or building principal.



Vandalism: Vandalism will result in the cancellation of privileges and other disciplinary action.

Telephone Charges: The District assumes no responsibility for any unauthorized charges, fees, including telephone charges, long-distance charges, per-minute surcharges, or equipment or line costs.

Copyright Web Publishing Rules: Copyright law and District policy prohibit the republishing of text or graphics found on the internet or on District websites or filer servers, without explicit written permission.

### **Use of Electronic Mail:**

The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students in fulfilling their duties and responsibilities and as an education tool. Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Use of the District's electronic mail system constitutes consent to these regulations.

### **Internet Safety:**

Staff members shall supervise students while they are using District internet access at school to ensure that the students abide by the terms and conditions. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students as defined by the Children's Internet Protection Act. Students must use the District's filtered network for all online activities on school grounds, or using District equipment.

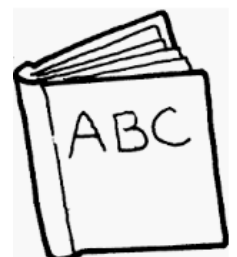
### **Student Use of Social Media:**

Students will be held accountable for the content of the communications that they post on social media locations and are responsible for complying with the District policy and procedures for content posted using a District computer, network, or software or when posted during school hours when the student is in attendance at school. Student posts on social media locations outside of school hours and school grounds using a personal computer, network, and software shall be private as long as they do not enter into the educational setting and interfere with orderly operation of the school. Posts to social network sites using a District computer, network, or software may be subject to public records requests. Students may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others.

All of the requirements and prohibitions in District policy and procedure apply to the use of social media on school grounds, through the District network, or using District equipment, or as part of a class assignment. Additional information regarding Acceptable Use of Electronic Networks can be referenced according to Melba School District policy 3270P.

### **Library-**

Students are permitted to check out 2 library books at a time and they may be taken home. It is the responsibility of the student to care for and keep track of their books. If a student loses their books or damage is found, the student will be required to pay the associated fine.



## Lost and Found-

Students are responsible for all personal items brought to school. The Melba Joint School District #136 does not accept liability for any personal items lost on school property due to theft, fire, water damage, or for any other reason. If your child loses any item, they may check the lost and found box. For stolen items, a report must be made to the classroom teacher as soon as possible. Please mark your child's property (coats, backpacks, lunchboxes, etc.) with their first and last name. Items left in the lost and found will be donated to charitable organizations throughout the year. Parents will be notified by email and on the school's webpage when donation will occur.

## Lunch and Breakfast Program-

A well-balanced breakfast and lunch are prepared daily in the elementary school cafeteria. All meals are nutritionally analyzed, and proportions are set according to grade level. Fresh fruits and vegetables are included in the menus and all hot foods are either oven baked or steamed to maintain the maximum amount of nutrients. **Nut products are not served** by the school food service program. Each student must select the required items to constitute a full breakfast or lunch. Breakfast is provided free of charge for students each day. Lunch prices are available at the school or on the district website.



All lunches, hot or cold must be eaten in the cafeteria, unless given special permission by a staff member. You may send money for lunches with your student, submit it to the lunchroom, submit it to the school office, or pay online, via the school district website. The school does not currently have the ability to accept debit/credit card payments on site. We ask that you please prepay student lunches. Charging lunches is allowed on emergency basis only. Parents will be notified weekly by email of negative lunch balances under \$5.00. Parents will be notified daily by email of negative lunch balances over \$5.00. Students will not be allowed to participate in extracurricular activities (Field day, school parties, graduation, etc.) if they have an outstanding lunch balance.

## Media Release-

The school or school district periodically uses images and names of students in various media (printed, photographic, social media, or video) to promote school activities or programs. If you do not wish your student's name or image appear in such school or district produced materials, please notify the building principal in writing.

## Open Enrollment-

The Melba School District's Open Enrollment policy was developed to permit students from other areas to attend school in our district. Students who would like to attend Melba Elementary School must complete an open enrollment form and include the following documents: accumulative immunization records, Social Security number, a copy of the student's birth certificate, and the Individual Education Plan (if applicable). Students who are seeking reenrollment, must complete an Open Enrollment form annually. Students can have their open enrollment status revoked if they participate in repeated disciplinary actions or do not meet the attendance requirements. Please contact the district office for more information regarding open enrollment.

## **Parent/Teacher Conferences-**

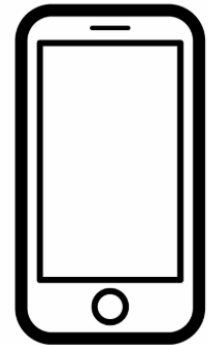
Parent/Teacher conferences are scheduled in the fall (see school calendar for dates). Parents will also be contacted via phone, email, or face to face contact in the spring depending upon parent preference and student performance. However, if you wish to talk with the teacher at any time, please send a note or call to request an appointment. Please schedule these appointments in advance, as you will not be able to confer with a teacher during instructional time.

## **Personal Property-**

Students are discouraged from bringing any personal items to school other than needed school supplies, personal clothing, or other typical sports equipment (basketball, football, etc.) No hard baseballs or baseball bats are allowed. Personal property should be well marked with the student's first and last name. Melba Elementary School is not responsible for personal property loss due to fire or theft, vandalism, damage due to destruction, or any other natural causes. If students choose to bring personal items to school, they do so at their own risk.

## **Cell Phones or Personal Devices:**

Students are encouraged to have cell phones or other devices capable of making/receiving voice calls or text messages in cases of emergency. Students are expected to keep all such devices shut off and secured until after school hours. Students should not be making/receiving phone calls from personal devices without the consent of the classroom teacher. The classroom teacher and/or office personnel may hold a student's personal device if they become a distraction to the learning environment for the remainder of the school day. The school is not responsible for lost, damaged, or stolen personal property.



## **Parent Involvement-**

Parent involvement is critical to the success of our students. We welcome and encourage parent involvement. Our school board has adopted a Parent Involvement Plan. This plan includes information regarding the responsibilities of parents, students, staff, community members, and administration. Further information can be found in the Melba School District Policy 2420P.

## **Title I Parent Involvement Guidelines:**

In order to achieve the level of Title I parent involvement desired by District policy on this topic, these procedures guide the development of each school's annual parental involvement plan designed to foster a cooperative effort among parents, school, and community.

Parent involvement activities developed at each school will include opportunities for:

- Volunteering;
- Parent education;
- Home support for the child's education; and
- Parent participation in school decision making.

The District will provide opportunities for professional development and resources for staff and parents/community regarding the effective parent involvement practices. The District encourages schools to include family literacy when a substantial number of students have parents who do not have a secondary school diploma or its recognized equivalent or have low levels of literacy.

## Roles and Responsibilities-

### Students:

- Cooperate with school personal and be responsible for their behavior;
- Complete all homework assignments on time;
- Participate to the best of their ability in all classes;
- Read independently or with family on a regular basis;
- Let teacher, school counselors, and family know when they need help.

### Parents:

- Actively communicate with school staff;
- Be aware of policies, rules, and regulations of the school and District;
- Take an active role in their child's education by reinforcing at home the skills and knowledge the student has learned in school;
- Take an active role in assuming that the child is prepared to attend school each day; and
- Utilize opportunities for participation in school activities.

### Staff:

- Work with parents to develop and implement a school plan for parent involvement;
- Promote and encourage parent involvement activities;
- Effectively and actively communicate with all parents about skills, knowledge, and attributes students are learning in school and suggestions for reinforcement; and
- Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

### Community:

- Community members who volunteer in the school must be aware of the policies, rules, and regulations of the school and District; and
- Utilize opportunities for participation in school activities.

### Administration:

- Facilitate and implement the Title I Parent Involvement policy and plan;
- Provide training and space for parent involvement activities;
- Provide resources to support successful parent involvement practices;
- Provide in-service education to staff regarding the value and use of contributions of parents and how to reach out to, communicate, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; and
- Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

## **Parent Involvement Plan-**

Parent involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- that parents play an integral role in assisting their child's learning.
- that parents are encouraged to be actively involved in their child's education at school;

- that parents are full partners in their child’s education and are included, in decision-making and on advisory committees as appropriate to assist in the education of their child;
- that parents are involved in identifying barriers to greater participation by parents in parent involvement.

The purpose of parent involvement is to increase each parent’s capacity to help their child(ren) be successful in school.

To facilitate meaningful parent involvement in our school we will:

- **Parent Representation:** The school will insure that parents are provided an opportunity to be a representative in school decisions. Each school committee will have a parent representative. For example, hiring committees, safety committee, etc.
- **Annually Review our Parent Involvement Plan:** The school will, with consultation and input from our parents, annually review and when necessary revise this parent involvement plan. The plan will outline how the school will work with our parents throughout the school year. This plan will clearly establish when and how parents will be involved in all aspects of the Title I program.
- **Annually Review our Parent/School Compact:** The school will, with consultation and input from our parents, annually review their Parent/School compact. The compact will list the responsibilities of the student, parent/caregiver, classroom teacher, and school administrator. All parents will be annually provided copies of the parent/school compacts at the start of each school year. A meeting will be held annually to provide parents an opportunity to review and possibly revise the current parent/school compact.
- **Facilitate Regular, Meaningful Two-Way Communication:** The school will hold an annual meeting for parents to explain Title I and what it means to them as a parent and to their student and to explain the rights of parents to be involved in the school and in their child(ren)’s education. The school will provide parents a description and explanation of the curriculum, student progress measures, and the proficiency levels students are expected to meet and how to monitor a child’s progress and work with educators to improve the student achievement. The school will ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a timely manner and in a format, and to the extent practicable, in a language the parents can understand, and provide reasonable alternate formats as requested.
- **Build the Capacity of Parents to Support Their Child(ren)’s Learning:** The school will provide materials and training to help parents to work with their children to improve their children’s achievement.
- **Coordinate and Integrate the School’s Parent Involvement Programs with Early Childhood Programs in the Community and in the School:** To the extent feasible and appropriate, the Title I director and Special Education teacher will work with the preschool program to encourage and support parents in more fully participating in the education of their children.
- **Build the Capacity of School Staff to Work with Parents:** The school will work with the district Title I and LEP programs to train and educate staff in how to reach out to, communicate with, work with parents as equal partners and build ties between the parent and the school.





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

Parents of Melba Elementary School have the right to know:

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

To request the state qualifications for your child's teacher or instructional aide, please contact Ashli Nelson at 208-495-2508.

### **Progress Reports-**

Parents/guardians may access students' grades through PowerSchool for grades 3<sup>rd</sup>-6<sup>th</sup>. Please contact the school secretary for login/password information. (This information will not be provided over the phone). If internet access is unavailable, parents/guardians may request and pick up a progress report from the school. Quarterly report cards will be sent home upon the completion of each quarter.

### **School Parties-**

Melba Elementary enjoys recognizing and celebrating birthdays with students. Birthdays are announced each morning and birthday parties are held one day per month. The Parent Teacher Association (PTA) assigns a room mother for each classroom who helps to arrange the birthday and other holiday parties. All food items that are supplied for parties must be store-bought and provided in the original container. Examples of items to bring would be: packaged cookies, fruit snacks, snack cakes, and individual rice crispy treats. We encourage healthy snacks such as individually wrapped crackers, cheese, fruits, and vegetables. Any food item containing nuts or nut products will NOT be permitted. Red and/or orange colored drinks may not be consumed within the classrooms.

### **Section 504/ADA Policy Notice-**

The Melba Joint School District #136 does not discriminate on the basis of disability when regard to admission, access to services, treatment, or employment in its programs or activities.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Americans with Disabilities Act (ADA) applies to employers who have over 14 employees regardless of federal financial assistance. Under both Acts, the definition of "individual with a disability" is a person who:

- has a mental or physical impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, breathing, learning, or working; or
- has a record of such impairment; or
- is regarded as having such an impairment

The district will evaluate, identify, and provide a free appropriate education to all students who are individuals with disabilities under Section 504 of the ADA. Parents of these students are entitled to procedural safeguards, including individual notice and an impartial hearing.

The District will provide reasonable accommodation to each employee and qualified employment applicant covered by Section 504 of the ADA unless it would impose an undue hardship on the operations of the program.

Each of the programs of the District will be readily accessible to individuals with disabilities when viewed in its entirety.

The District will furnish auxiliary aids and services to students, employees, parents and members of the public who have disabilities to the extent necessary for communication with other persons in school related activities, unless it will result in an undue burden on, or a fundamental alteration in the program. The District has a grievance procedure and a due process hearing procedure for disability discrimination complaints. The Section 504/ADA Coordinator is responsible for handling questions or concerns regarding the district's compliance with Section 504 and the ADA. The Section 504/ADA coordinator is:

Dr. Sherry Ann Adams  
Melba Joint School District #136  
520 Broadway Avenue, Box 185  
Melba, Idaho 83641  
Phone (208) 495-1141 Fax (208) 495-1142

### **Student Records/Family Educational Rights and Privacy Act (FERPA)-**

School student records are confidential, and information from them shall not be released other than as provided by law. Notification to parents' and students' rights concerning a student's school records will be distributed annually through this handbook.

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:



- The right to inspect and copy the student's education records within a reasonable time of the day the District receives a request for access.
- The right to request an amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or State law authorizes disclosure without consent.
- The right to a copy of any school record proposed to be destroyed or deleted.
- The right to prohibit the release of directory information concerning the parent's/guardian's child.
- The right to request that the information not be released to military recruiters and/or institutions of higher education.

## **Directory Information-**

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

1. Name
2. Address
3. Gender
4. Grade level
5. Birth date and place
6. Parents'/Guardians' names and addresses
7. Academic awards, degrees, and honors
8. Information in relation to school-sponsored activities, organizations, and athletics
9. Major field of study
10. Period of attendance in School

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of this notice.

## **Military Recruiters/Institutions of Higher Education**

Pursuant to federal law, the District is required to release the name, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. This notification to parents and students concerning school records will inform them of their right to object the release of this information.

For more information regarding student record information please refer to Melba School District Policy 3570F.

## **Student Behavior and Code of Conduct-**

Melba Elementary School strives to develop a safe, positive, and productive learning environment for its students. This environment is developed through the use of positive behavior supports. Every staff member and student are expected to behave in a manner that promotes healthy relationships and positive learning experiences.

Students are presented with the expectations set forth by the Melba Elementary Staff. Students are held to these expectations while on school grounds, riding the bus, during school sponsored activities on school premises, or any other locations. Teachers and staff members are urged to identify students participating in positive behavior interactions and notify the student and/or the parent of these positive interactions. Examples of positive interactions include, but are not limited to:

- Following classroom rules/expectations
- Prepared for class
- Acting in a considerate and respectful manner
- Demonstrating respect for school property
- Actively participating in class activities
- Helping others
- Resolving differences in a positive manner
- Following directions from all staff members in the school



Every attempt will be made to recognize students who are demonstrating exemplary conduct. Staff members may provide the student with the following reinforcements but are not limited to:

- Positive written feedback
- Positive verbal reinforcement
- Phone call or text home to parent
- Student privileges

Disciplinary action may be taken against a student guilty of disobedience or misconduct, including, but not limited to:

- Bullying
- Harassment
- Theft
- Fighting
- Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District
- Being disrespectful towards others or school property
- Using profane or vulgar language
- Habitual truancy
- Incurability
- Academic dishonesty
- Using, possessing, distributing, purchasing, or selling tobacco or vaping products
- Using, possessing, distributing, purchasing, or selling alcoholic beverages or illegal drugs
- Using, possessing, distributing, purchasing, or selling weapons or objects that reasonably could be considered or used as a weapon
- Disobeying directives from staff members or school officials and/or rule and regulations governing student conduct

Interventions and supports may be provided to students who are not participating in positive behavior interactions. If a child continues to participate in these negative behaviors, disciplinary action may need to be taken. Examples of disciplinary action include but are not limited to:

Traditional Disciplinary Measures:

- Expulsion
- Suspension
- Detention
- Clean-Up Duty
- Loss of student privileges
- Loss of bus privileges
- Temporary removal from classroom
- Meeting with the student and/or student's parents
- Restitution for damages to school property

Alternative Disciplinary Measures:

- Reflective activities, such as requiring the student to write an essay about the student's misbehavior
- Mediation when there is mutual conflict between peers

- Counseling
- Anger Management
- Behavior Management Plans
- Service Activities
- Referral to Rtl Team

Every teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure (other than suspension, expulsion, corporal punishment, or in-school suspension) which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior. Teachers also develop their own individual discipline plans for managing student behavior.

**Bullying and Harassment:**

Peer Conflict:	Bullying:	Harassment:
<ul style="list-style-type: none"> <li>• One time or isolated event</li> <li>• Balance of power exists between students</li> <li>• Not a group picking on one student</li> <li>• Students are willing to work out conflict with assistance or leave each other alone.</li> </ul>	<ul style="list-style-type: none"> <li>• Carried out repeatedly over time</li> <li>• Imbalance of power</li> <li>• Intentional, planned harm doing</li> <li>• Often unprovoked</li> <li>• Aggression can be carried out by an individual or group</li> <li>• Can be physical, verbal, relational, or electronic</li> </ul>	<ul style="list-style-type: none"> <li>• Aggressive behavior focused on a student's race, national origin, religion, color, disability, or gender</li> <li>• Behavior is severe, persistent or pervasive enough to interfere with a student's ability to participate in or benefit from school</li> </ul>

**Reporting:**

Any individual who believes he/she is being bullied or harassed must report to school personnel immediately. If any individual becomes aware that a student or staff member may be subject to bullying or harassment must report to district personnel immediately. School personnel must take immediate action to stop the harassment and report it. Failure to report may be subject to disciplinary action.

**Discipline Related to Harassment/Bullying:**

Students engaging in harassment, intimidation, or bullying will be subject to graduated consequences appropriate to the severity of the violation as determined by the Board, school administrators, or designated personnel depending upon the level of discipline. Graduated consequences for bullying may include any of the above listed traditional or alternative disciplinary measures or a combination thereof in accordance with the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. However, depending upon the nature of the act, the District reserves the right to deviate from the process of graduated consequences to appropriately address the conduct at issue and move directly to suspension or expulsion proceedings. District personnel may also report the student's conduct to the appropriate law enforcement officials.

**Weapons:**

Any student who possesses, carries, or stores a weapon in a school building or on school property, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

See Melba School District Policy 3330 for more information.

**Student/Classroom Placement Considerations-**

In an effort to provide the best education possible, the building principal considers many factors before making student placements. These factors include class size, number of students, ratio of boys to girls, student abilities and special needs, personality of teachers, students who should be separated, and parental input. Final decisions in placement rest with the building principal. Forms may be available for parental input and must be submitted in writing to the building principal by the specified date.

**Text Books-**

Students are responsible for textbooks assigned to them. Texts that are lost, stolen, or show excessive wear or damage are charged to the student. Students may pay fines for missing or damaged books.

**Visitors-**

Parents are welcome and encouraged to visit the school. However, to ensure the safety of our staff and students, we require all visitors to check in at the office and receive a visitor's badge. We ask that all parents or guardians who wish to visit the school call or email their child's teacher in advance. Students should not bring guests to school unless special arrangements have been made.

**Volunteers-**

Volunteers are welcome at Melba Elementary School! We recognize the importance community involvement plays in a child's education and appreciate their time and effort. Volunteers may participate in activities such as preparing materials, tutoring students, and supervising field trips.

Anyone interested in volunteering within the school should contact the elementary office. Arrangements will be made in advance to minimize any disruption to student learning. All individuals volunteering must check in and out of the office and wear a visitor's badge.

All sections in this handbook were made in accordance to the policies developed and set forth by the Melba School District Board of Trustees. To access more information please visit the school's website at [www.msdl36.org](http://www.msdl36.org). Select the heading titled, "District." From here, choose "school board" and "E-Board Access."