

Wilder Elementary School

210 A Ave. East
Wilder, ID 83676
(208) 337-7400



Student/Parent Handbook

2018-2019

WILDER ELEMENTARY – Initiative

WiCATS (Wilder – Creating Advanced Teaching/Learning Solutions

Invested educators engage, support and empower all students to take active ownership of life-long learning.

WILDER SCHOOL DISTRICT

VISION

The vision is what we intend to create, realize and demonstrate.

Provide a rigorous mastery-based personalized environment in which 100% of our students graduate, have the skills to be leaders, and creatively design their own future.

MISSION

The mission defines who we are and what we do.

We are an educational community of mentors who empower students to positively impact the world as responsible citizens.

GUIDING PRINCIPLES

Guiding principles are what we model and promote through our practices, programs, and expectations.

We believe that...

- We expect professionalism, respect, responsibility and honesty.
- We embrace innovation with technology tools, resources and instructional practices.
- We hold accountable the ownership of teaching and learning.
- We incorporate 16 Habits of Mind and a growth mindset to effectively demonstrate 21st century skills in order to thrive in society and promote strategic reasoning, insightfulness, perseverance, creativity, and craftsmanship.
- We make decisions based on student-centered and data driven educational practices.
- We achieve rigor and relevance through relationships of trust developed as a result of effective and inclusive mentoring.

Parents Welcome at School

Parents, patrons, and visitors are always welcomed at our school and in our studios. To get the most from your visit, we ask that you contact the classroom mentor and set up a time and purpose for helping or visiting. We do ask that when you come to school, that first come to the office and check in. You will be issued a badge to wear, so everyone in the building is aware that you are a visitor. This procedure is for the safety of the children in our school.

We invite you to visit and become involved with the education of the children. There are many avenues of involvement and participation available in our school. You can be involved as a parent partner or as a volunteer to work directly with the children in numerous ways.

Remember, for the safety of the children, check into the office and get your visitor or volunteer badge *before* going into the studio or cafeteria.

Dress Code

Students are expected to dress properly for a school environment. In general, students should dress neatly, clean, and modestly. Dress that is suggestive, degrading, immodest, or overly revealing is a distraction to the educational process. Clothing that advertises or promotes any form of drug or alcohol is not appropriate for a school setting. Students found to be wearing inappropriate or immodest clothing will be required to change before being readmitted to classes. Baseball style caps may not be worn at school. Caps may be worn to extracurricular activities during after-school hours. Any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement (including wearing pants excessively low off the hips and belts that hang down excessively low in the front), trademark, symbol, or secret fraternity or sorority, or for clubs or gangs not recognized or approved by the school, present a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Dismissal of Students

All students in the Elementary School will be dismissed by 3:05 p.m. The students riding busses will be escorted to the bus-loading zone. Students that are picked up by parents will be escorted to the front/main entrance of the building. Parents will remain in their vehicles and wait for staff to escort their children out. Students that walk will be escorted outside at the appropriate time. **If parents would like to enter the building and pick up their children, they will need to enter the building prior to 2:30. After 2:30 the pick up area in front of the building will be closed to foot traffic.**

Early dismissal of students for any reason must be cleared through the office. The authorized person picking up the student must sign out the student through the office. No children will be released from a classroom without this note. This is for the safety of the children.

Attendance and Tardiness

PARENTS SHOULD CONTACT THE SCHOOL BY PHONE OR BY NOTE WHEN A
CHILD IS ABSENT.
PHONE 208-337-7400 ext. 1301.

Policy 501.1

School policy requires that students be in attendance at least 90 percent of the time. A student must not exceed more than nine absences in one semester. The Wilder School District expects that each student enrolled in the elementary school be in attendance everyday that school is in session unless prevented by an excusable absence. Regular and

consistent attendance is a vital part of a student's education and is necessary for successful academic achievement.

Student attendance at school is the responsibility of parents or legal guardians and students. In order to assist parents or legal guardians in fulfilling their responsibility in this regard, the District shall make their best effort to keep them informed of student absences.

1st and 2nd absence/tardy – call from the secretary

3rd absence/tardy – call from the secretary and review board policy

5th absence/tardy – scheduled meeting with the principal

7th absence/tardy – scheduled meeting with the principal and board

DISPENSING MEDICINE Policy #504.2

Any school employee, authorized in writing by the school administrator or school principal,

1. May assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions, if the student's parent or guardian provides a written consent or authorization.
2. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the student's parent or guardian provides a written consent or authorization.

No employee except a qualified health care professional may administer a drug or prescription drug to a student under this policy except in an emergency situation. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit the administration of medication to students in schools in its jurisdiction. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse (who has successfully completed specific training in the administration of medication) may administer medication to any student in the school or may delegate this task pursuant to Idaho law.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need

thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse licensure requirements (I.C. § 54-1401 et seq.) who has completed training in administration of medication, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed allergic condition, which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

1. A physician provides a written order for self-administration of said medication;
2. There is written authorization for self-administration of medication from the student's parent or guardian; and
3. The principal and appropriate teachers are informed that the student is self-administering prescribed medication.

Self-Monitoring and Treatment of Diabetes

A student with diabetes, upon written request of the student's parent or guardian and written authorization from the student's treating physician, shall be permitted by the Board to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes in the classroom and in any area of the school or school grounds, and to possess on the student's person at all times all necessary supplies and equipment to perform these monitoring and treatment functions.

Self-Administration of Asthma Medication or Epinephrine Auto-Injectors

Pursuant to Idaho Code covering the self-administration of asthma medication or epinephrine auto-injectors, if a parent or legal guardian chooses to have his or her child self-medicate:

1. The parents or guardians of the student shall provide to the Board or designee written authorization for the self-administration of medication.
2. The parents or guardians of the student shall provide to the Board or designee written certification from the physician of the student that the student has a severe allergic

reaction (anaphylaxis), asthma, or another potentially life-threatening respiratory illness and is capable of, and has been instructed in, the proper method of self-administration of medication. In cases where the student has severe or life-threatening allergies, Policy 3515 Food Allergy Management, and any related procedures shall be followed. For students with a severe allergic reaction, asthma, or another potentially life-threatening respiratory illness, the student's physician or health care provider-supplied information shall contain:

- A. The name and purpose of the medicine;
- B. The prescribed dosage;
- C. The time(s) at which or the special circumstances under which medication should be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medicine;
- F. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing or allergic reaction;
- G. Contact information for the physician and parent/guardian; and
- H. A list of the child's asthma triggers or allergies.

For students with severe or life-threatening allergies this information may be provided in the student's Emergency Care Plan.

Additional Requirements for Self-Administration of Medication

The Board or Board designee will inform the parents or guardians of the pupil in writing that the District and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil, absent any negligence by the District, its employees, or its agents, or as a result of providing all relevant information provided pursuant to subdivisions of this subsection with the school nurse, absent any negligence by the District, its employees, or its agents, or in the absence of such nurse, to the school administrator.

The parents or guardians of the pupil shall sign a statement acknowledging that the District shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parents or guardians shall indemnify and hold harmless the District and its employees or agents against any claims arising out of the self-administration of medication by the student.

Students who are authorized to carry their own epinephrine auto-injectors or supplies or equipment necessary for diabetes monitoring and/or treatment of diabetes may be retested periodically to ensure they are still capable of correctly self-administering the medication.

As used in this section:

1. "Medication" means an epinephrine auto-injector, a metered dose inhaler, or a dry powder inhaler or insulin, insulin delivery system and/or supplies or equipment necessary for diabetes monitoring and/or treatment prescribed by a physician and having an individual label;
2. "Self-administration" means a student's use of medication pursuant to a prescription or written direction from a physician; and
3. A student who is permitted to self-administer medication, pursuant to this section, shall be permitted to possess and use a prescribed medication at all times.

Any school employee authorized in writing by the school administrator or principal may assist with self-administration of medications provided that only the following acts are used:

1. Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. Handing a prefilled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. Opening the lid of the above container for the student;
4. Guiding the hand of the student to self-administer the medication;
5. Holding and assisting the student in drinking fluid to assist in the swallowing of oral medications; and/or
6. Assisting with removal of a medication from a container for students with a physical disability, which prevents independence in the act.

Handling and Storage of Medications

The parent or other responsible adult must first deliver all medications, including those approved for keeping by students for self-medication, to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

1. Examine any new medication to ensure that it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
2. If administration is necessary, the nurse must develop a medication administration plan for the student before school personnel give any medication;
3. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received;
4. Store medication requiring refrigeration at 36F - 46F; and
5. Store prescribed medicinal preparations in a securely locked storage compartment and exclude those medications approved for self-administration. Controlled substances will be contained in a separate compartment, secured, and locked at all times.

No more than a forty-five (45) school day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription, will be stored in

their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

School personnel must either return to the parent/guardian or destroy (with permission of the parent/guardian) any unused, discontinued, or obsolete medication. Medicine, which is not repossessed by the parent/guardian within a seven (7) day period of notification by school authorities, will be destroyed by the school nurse in the presence of a witness

Cellular Phones

Use of cellular phones by students is not allowed inside the school building. Cellular phones used inappropriately will be confiscated.

Leaving the School Grounds

For safety reasons, students are not to leave the grounds at any time during the school day.

School Bus

Bus transportation is a service provided to many students. Students who misbehave on the bus may lose their bus privileges. The bus driver is the authority on the bus and must be obeyed. (See Wilder School District Policy 702.5.)

School bus rules for students are:

1. Be at the bus stop before the bus arrives
2. Follow the bus driver's directions at all times
3. Observe school bus safety rules that are posted on each bus
4. Remain seated until you leave the bus
5. Be courteous and respectful to the bus driver and to others on the bus
6. Do not to tamper with bus equipment
7. Follow rules listed under Student Conduct before and during the bus ride.
8. Only ride your regularly assigned bus and disembark from your bus at your regular stop.
9. Objects too large to be carried on your lap, hazardous materials, dangerous

objects, or potentially disruptive animals are not allowed on the bus.

A student must have a written request from his/her parent/guardian, the request must be given to the building principal or secretary, and a written acknowledgment from the principal or secretary will be presented to the bus driver, to go home any other way than the regular way.

Bus Citations

1st Citation: Warning only and a copy of citation will be mailed home to the parent.

2nd Citation: 3-day suspension at a minimum, history and severity of student's action will be taken into consideration. A copy of the citation will be sent home to the parent.

3rd Citation: Student will be suspended for a minimum of 5 days and up to 10 days based on the severity and history of the student's actions. A copy of the citation will be sent home to the parent.

4th Citation: The student will be suspended until the end of the school year. The building administrator will contact parents.

Circumstances may elevate a citation to a major infraction that results in immediate suspension.

School Rules and Discipline Policy 502.1

The philosophy of discipline in Wilder School District is intended to foster student growth while assuring each student of a safe environment in which to learn. In keeping with the philosophy that discipline is an instructional device and most effective when conducted in a positive manner. Behaviors for all students and staff will be based on the following general rules:

- 1) Respect for all people,
- 2) Respect for all property,
- 3) Respect for the truth, and
- 4) Respect for education

Behaviors that violate these principles are generally considered to be infractions, and infractions can generally be divided into major and minor. Infractions may include, but are not limited to:

Minor: <ul style="list-style-type: none">• Rough-house or dangerous play• Repeated violation of classroom rules• Inappropriate language - swearing• Possession of contraband	<ul style="list-style-type: none">• Domination or attempt to dominate• Disrespectful behavior or language directed at students• Violation of District Policy
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<p>Major:</p> <ul style="list-style-type: none"> • Non-compliance • Fighting/assault • Inciting violence • Harassment (see policy 504.8) • Bullying/Intimidation • Theft • Gang imitation • Disrespectful behavior or language directed at staff • Blocking normal traffic on campus • Interfering seriously with the conduct of a class or activity • Cheating or Plagiarizing 	<ul style="list-style-type: none"> • Occupying a school building or grounds to deprive others of its use • Blocking the entrance or exit of a building to keep others from passing through • Setting fire to or substantially damaging school property • Using or threatening to use firearms, explosives or other weapons on school premises • Preventing students from attending class or school activity • Truancy
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*Circumstances may elevate minor infractions to major infraction status.

Discipline Procedures

Discipline procedures would generally consist of the following sequence of events:

Step 1 Minor infractions result in a refocus or referral to the Principal (depending on the age of the student) for student conference. This conference could result in disciplinary actions. These actions can include, but are not limited to detention, loss of privileges, focused assignments, in-school suspension, or written notice to parents.

Step 2 Any Major Infraction or a second Minor Infraction in the same school year results in referral to Principal for Student-Teacher-Principal-Conference. This conference will result in disciplinary actions. These actions can include, but are not limited to short term out-of-school suspension, and/or required parent conference with student present.

Step 3 Any further infractions beyond Step 2 result in referral to Principal for Student-Teacher-Principal-Conference. This conference will result in disciplinary actions. These actions can include, but are not limited to long term out-of-school suspension and required student-parent-teacher-principal conference.

Step 4 Any further infractions beyond Step 3 would result in referral to Principal for Student-Teacher-Principal-Conference. This conference will result in disciplinary action. This action would include Referral to Board of Trustees with recommendation to expel and required student-parent-principal conference.

Technology – Acceptable Use

- See District Procedure Technology Acceptable Use - **Attached**

- Policy 602.13 – Not attached