



## **Greetings from the Principal**

With great pleasure, I welcome you to Monroe Elementary School for the 2018-2019 school year. We are excited to spend the upcoming school year with all of you. We are sure to have another amazing year.

This handbook is designed to assist our students and you in understanding the policies, procedures and programs for Monroe. My hope is that you will read through it, put in a safe place and refer to it throughout the school year when questions arise.

Monroe Elementary is a community of professionals who recognize the unique potential of individual learners. Academic excellence is encouraged through a rigorous curriculum and high expectations, while respecting individual needs and abilities.

Students, parents, staff and patrons work as a team to create a caring, positive, safe and predictable learning environment.

Respectfully,

JuliAnne Bronner  
Principal

## OUR MISSION

At Monroe Elementary School, we believe that all children can and will learn. To ensure that all children will reach their potential....

- We will maintain high expectations and promote academic excellence for all students.
- We will create and support a school environment in which all children and adults feel welcomed, respected, trusted, and an important part of the school.
- We will create an environment where we can learn together and support each other.
- We will foster a positive school climate of a caring community which respects and values diversity and nurtures everyone's self-esteem.

## TITLE IX POLICY STATEMENT

The Independent School District of Boise City #1, in complying with all legislation in the areas of employment and the delivery of educational services, has adopted the following policy statement:

***It is the policy of The Independent School District of Boise City #1, in subscribing to and promoting the principles of equal protection under the law, that neither the Board of Trustees nor its designated agents will discriminate in employment or in the equal delivery of educational services and opportunities against any person because of race, color, sex, religion, age, birth, ancestry, national origin, family relationship, personal or political patronage, or handicap.***

## **ARRIVING AND DEPARTING**

### **Before School:**

For safety reasons, please do not have students arrive on school grounds before 8:15 a.m., as there is no adult supervision. Exceptions apply to special activities which begin earlier such as sports or patrol. Permission for students to enter the school building must be granted by a staff member.

### **After School:**

Students will not have adult supervision outside on the playground after the bus leaves. Therefore, parents will need to monitor their children or children will need to leave the school grounds immediately upon dismissal. If children's after-school plans deviate from normal, the students need to deliver a note from a parent or guardian to the school office.

## **ATTENDANCE**

Regular student attendance is key to successful school performance; however, if your child is sick or will not be at school for any reason, it is very important that parents call the school before school starts at 8:45 a.m. We want to ensure the safe arrival of all students. If your child is going to be absent from school, please call the office (854-5620) or email the absence to [leia.mcgarvie@boiseschools.org](mailto:leia.mcgarvie@boiseschools.org) as soon as you can. If we have not heard from you by 9:00 a.m., we will try to get in touch with you.

## **TARDINESS**

A student is tardy when he/she is not in the room when class begins at 8:45 a.m. Your student will need to check into the front office and obtain a tardy slip to provide to his/her teacher when they arrive to class. Part of our teaching responsibility is to teach children to be prompt and accept the responsibility of arriving on time. Many important announcements and directions are given the first few minutes of class.

## SCHOOL LUNCH

All Monroe students will receive free breakfast and lunch. If a parent would like to join us for lunch one day, prices are below.

### 2018-2019 School Meal Prices

	Students	Adults
Paid Lunch	\$2.40	\$3.70
Reduced Lunch	\$.40	
Breakfast	\$1.40	2.25

Milk Prices: .40

## LIBRARY

School library books are furnished free of charge to students. Books may be checked for one week. Students are required to pay for lost or damaged books. Students may go to the library as often as necessary during the week.

## IMMUNIZATIONS

The State of Idaho requires that all children be immunized against diphtheria, whooping cough, tetanus (DPT), polio, measles, rubella (three-day measles), hepatitis B and mumps. These immunizations can be given by your family physician or by the Central District Health Department. The school needs to have documentation of these dates or a signed waiver on file when the child enrolls.

## **ILLNESS or INJURY**

In the event of an injury, we will administer simple first-aid only. Your child will be cared for temporarily by a staff member or school nurse, and you will be notified. If you cannot be located, your family doctor will be called if possible, or your child will be taken to the emergency room of a hospital, unless you have given instructions to the contrary. *It is extremely important that the school have the name of another party to call in case of illness or injury when you cannot be located.*

## **INSURANCE AND STUDENT INJURIES**

Even with the greatest of precautions and the closest supervision, accidents can and do happen at school. Parents need to be aware of this and prepare for possible medical expenses that may arise should their child be injured at school.

THE SCHOOL DISTRICT DOES NOT PROVIDE MEDICAL INSURANCE TO PAY FOR MEDICAL EXPENSES WHEN CHILDREN ARE INJURED AT SCHOOL. This is the responsibility of the parents or legal guardians. Student medical insurance is available for purchase. Brochures outlining the coverage and premiums are sent home at the beginning of the school year and are available at the office.

## **MEDICATIONS/ILLNESS**

At times it is important that students take medications at school. Students are not allowed to bring medications of any kind and take them on their own. If your child needs aspirin, antibiotics, or other prescription drugs, the parent/guardian must sign a medication form, which is available from the school nurse, and leave the medication with the secretary so that it can be administered as directed.

If your child complains of being ill before school, please take his/her temperature and analyze complaints before sending him/her to school. We will not let a sick child walk home alone. If we must send a sick child home, parents/guardians are asked to provide the transportation. Please keep this in mind in the morning when you send your child to school.

## **DENTAL/DOCTOR APPOINTMENTS**

The staff is aware that in some cases, doctor or dental appointments can be scheduled only during school hours. A written note from home to the teacher will excuse the students for these appointments. When you pick up your child for the appointment, please check at the office and sign the sign-out sheet first, and we will release your child from the classroom or nurse's office. Please keep in mind, medical excused absences are still marked as an absence in Infinite Campus.

## **EVACUATIONS/EMERGENCY DRILLS**

During the school year, we will prepare our students for and practice several different emergency drills including:

- Fire drill
- Lockdown drill
- Hall check drill
- Earthquake drill
- Severe weather drill

In an extreme emergency that requires an evacuation from our school, students and staff will relocate to our alternate shelter, which is at Adam's Elementary School. The nature and severity of the emergency will dictate whether the parent phone tree is initiated

## **TELEPHONE CALLS**

The school office telephone is for business purposes and except for emergencies, students may not use it. Please discuss after-school activities with your child in the morning so it will not be necessary for him/her to call home. Each classroom has a telephone in it that may be used with the teacher's permission.

If you need to get an important message to your child, please leave it with the school secretary. We normally will not call your child from the classroom to the telephone.

## **CELL PHONES, IPODS and OTHER ELECTRONICS**

At Monroe, we encourage technology use in the classrooms. However, this comes with great responsibility. Therefore, throughout the year, teachers will discuss the importance of Digital Citizenship and review their own rules for electronics in the classroom. Any student using their device for non-instructional purposes in the classroom, hallways, recess time, etc. will have a consequence based on the infraction. At this time, the device will be taken until a parent has been contacted by administration.

Please keep in mind that Monroe does not have secure lockers and cannot guarantee the security of your child's device on the school premise. It is our strong recommendation that if your child brings a device to school, he/she checks it in with the office or the teacher during the school hours.

## **LEAVING SCHOOL GROUNDS**

Because the school has a great responsibility for your child's safety, all children are required to stay on the school grounds from the time they arrive on school property until they are dismissed at the end of the day.

## **VISITING SCHOOL**

Parents/guardians are encouraged to visit our school and must check in with the office for a visitors' badge. To limit interrupting valued instruction time, teachers are unable to take telephone calls when class is in session, but a message will be taken and they will return your call.

The visiting of classes by students from outside our student body is generally not allowed. If a student is allowed to visit, the visit must be arranged in advance with the principal, and the student will be required to wear a visitor's badge.

## **HOMEWORK for LONG ABSENCES**

In the event of an extended absence, we ask that parents call in two days in advance to ask for missing homework. It is strongly recommended that students and parents

communicate with the teacher if an absence is longer than three days, so that the proper materials are provided for the student.

## **BICYCLES, SCOOTERS, SKATEBOARDS, ETC.**

For safety reasons, students must walk their bike, scooter or any other transportation with wheels while on the school campus. Failure to comply with this rule will result in the student having to pick up the equipment in the principal's office. If a second occurrence takes place, a parent will be asked to come in to retrieve the equipment.

Monroe locks up their side gates when the bell rings each morning at 8:45, so bikes are secured; however, we strongly suggest sending your child with a lock for his/her bike.

## **WEAPONS**

Boise Schools adopted a "zero tolerance" to weapons of any type or substances that are a threat to the health and safety of other students. Students will not be allowed to bring pocket knives, toy weapons or any other object that could be used as a weapon to school or to any school function. These items will be confiscated, the school resource officer may be notified, and suspension or expulsion from school will result.

## **SCHOOL PATROL AND CROSSING SAFETY**

All sixth grade students will be trained to participate in our school safety patrol program. Miss Sheila will be in charge of our school patrol program and will be sending out information to all sixth grade families.

## **BUS TRANSPORTATION**

Many of our students will be riding the bus this year. Each child has received information on the rules that apply to riding the bus. The bus driver will spend some time reviewing the rules, but please remind your child that riding the bus is a privilege. Students who misbehave will receive a formal write up with a call from the principal. If the behavior continues, the bus company, along with the school, can revoke privileges.

Students who ride the bus must remain on school grounds once they step off the bus. Please remind students who ride the bus that time will not allow a visit to the store.

## **BUS LOADING ZONE**

The bus loading zone is located in the front of the school, along with daycare van pick up. Please do not park or pick your children up in this area. We ask that all parents respect this area, so that our bus riders are safe. If your child needs to cross the road to be picked up, please have your child use the crosswalk.

## **CAR LOADING ZONE**

The car loading zone is located in the front of our school. This is a quick drop off area that is designed to keep a steady flow of cars coming and going. If you have a student that tends to linger, please designate an area close by where your student can find you each day. In addition, we ask that all parents refrain from blocking the driveways of our neighbors.

## **DRESS CODE**

At Monroe Elementary, we have established the following guidelines for clothing. We ask that all parents and students respect these guidelines:

- No short shorts—shorts should go down to the student's fingertips
- No spaghetti strap tank tops
- No shirts that show the navel or midriff
- No boxer shorts, pajamas or slippers
- No clothing that depicts alcohol, tobacco, gangs, drugs or violence
- No chains hanging from pants
- No head covering during school hours—hats, bandanas, sweatshirt hoods

## **SPECIAL SERVICES**

Special services are provided for children who qualify under group or individual testing. Reading, resource room, gifted and talented, speech/hearing, counseling, and psychological services are available. If you have any questions, please call Mr. Grapp, our counselor to schedule an appointment with the team.

## **PHYSICAL FITNESS TESTING**

Physical fitness testing has long been an integral part of the Boise School District Elementary Physical Education Curriculum. In the last few years, fitness has become even more of a concern as researchers collect data establishing the unfit physical condition of our nation's children and the critical need to promote health and wellness standards among the children in our schools.

This emphasis is projected in the Physical Fitness Appraisal given to the Boise School District's elementary school children to assess acceptable health/fitness standards that children need to experience a lifetime of wellness. This appraisal is given twice during the school year—once in the fall and again in the spring.

If your child has a medical problem that restricts physical activity please notify the nurse or Ms. Shaw, our PE teacher.

## **OPEN ENROLLMENT**

The open enrollment guidelines have changed in the Boise School District. Every student who is opened enrolled at a school will need to reapply for enrollment status at the school. All applications for open enrollment must be turned in by February 1, 2019, in order to be considered for open enrollment. All applicants will be notified of their open enrollment status by August 2019. Open enrollment applications can be found at [www.boiseschools.org](http://www.boiseschools.org).

**MONROE ELEMENTARY SCHOOL**  
**STUDENT/PARENT/STAFF CONTRACT**

My child and I have read the **Monroe Handbook** and the district **Rights and Responsibilities Handbook** together. We are aware that student safety and an appropriate learning environment are priorities at Monroe School. We support the school's efforts to provide a safe educational environment.

**MY CHILD AND I HAVE READ AND UNDERSTAND THE EXPECTATIONS STATED IN THIS HANDBOOK.**

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Student

\_\_\_\_\_  
Monroe School Staff

\_\_\_\_\_  
Date

**\*\*Please return this piece of paper signed copy to your child's teacher in the folder provided.**

