

Ellis Elementary School Student & Parent Handbook

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Chubbuck, Idaho 83202

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Ellis School Mission Statement:

“I am responsible and always learning.”



Welcome to Ellis Elementary

Ellis Elementary School has approximately 500 students in kindergarten through 5th grade. The school is known for its excellent attendance, positive discipline, and high academic achievement. Ellis School shines brightly in our community and dedicated teachers and staff provide an outstanding educational environment for the students. The school is an integral part of a close-knit community where students and families are valued, and education is guided by a partnership among students, staff, and parents.

The following handbook is designed to help members of our school community better understand the expectations we have for students within our building and within our district. These expectations were designed for the purpose of ensuring a safe and nurturing environment where all students feel valued and are able to reach their full potential. Please take the time to read this handbook. If you have any questions about its content, please contact the office.

Pocatello/Chubbuck School District #25 Mission Statement

“Maximizing Learning For All Students Through Rigor, Relevancy, and Relationships”

Vision:

The Pocatello/Chubbuck School District empowers all students to attain high levels of learning and become responsible, contributing citizens in a democratic society. Each student will demonstrate academic and technological competency, develop an appreciation for the arts, and acquire the skills necessary to live a healthy lifestyle.

Mission: The Pocatello/Chubbuck School District will:

- ❖ **Create** and sustain a culture of learning embedded with high expectations and accountability for students, staff, parents, and the community; Value the uniqueness of each student;
- ❖ **Foster** caring relationships among students and adults through mutual trust and respect;
- ❖ **Provide** a safe, supportive, and orderly learning environment for all to learn and work;
- ❖ **Engage** students through use of varied learning strategies;
- ❖ **Ensure** adequate time for students to demonstrate proficiencies;
- ❖ **Incorporate** relevancy into rigorous academic learning experiences;
- ❖ **Prepare** students to respect and celebrate diversity;
- ❖ **Engage** all students to develop character, social/emotional assets and a positive work ethic;
- ❖ **Provide** and maintain facilities that meet the future academic needs of students;
- ❖ **Support** staff members in their commitment to meeting the needs of all students.

Accelerated Reader

In order to access your child's AR information, first you will need to establish an account. Please pick up a form from the front office. After receiving your user name and password:

Go to www.d25.k12.id.us

Locate and click on Renaissance Place

Click on Parent

Enter user name and password

Adult Supervision on Playground

Adult supervision begins at 8:05 a.m. Students are not allowed to be dropped off prior to 8:05 a.m. Adult supervision ends at 3:00 p.m. Please make sure your child is picked up by 3:00 p.m.

Attendance Information

Ellis Elementary School values the time that children spend at school. We believe that the first step toward academic excellence and student growth is a high attendance pattern. Instruction begins at the start of the school day and it is critical that all students arrive on time in order to support their learning process. The State of Idaho has compulsory attendance laws. Please refer to Idaho Code 33-202 for more information.

The District is now tracking students that **leave early** for reasons other than excused medical or dental. Students that leave before 1:20 p.m. will be marked ½ day absence. Students that leave early after 1:20 p.m., without excused reasons will be marked as a **tardy- leave early**. These leave earlies will be listed on your child's attendance record as a **tardy in the p.m.** They will also count toward the tardies the same as late to school counts toward tardies.

Students will be marked tardy if arriving before 10:00 a.m.

Students will be marked absent ½ day if arriving after 10:00 a.m.

Students will be marked absent if leaving before 1:20 p.m.

Students will be marked tardy if leaving after 1:20 p.m. and before 2:40 p.m.

The office uses the following codes for your child's attendance record.

UNV- Unverified absence, unexcused

ILL- Illness, excused

TDY- Tardy

FAM- Family, out of town

MED- Medical or dental apt., doctor or dental excuse required to be excused

MND- Medical, no doctor excuse on file

PER- Personal

EO- Extraordinary Tardy

FNL- Funeral, excused

Discipline Policy

A printed copy of Ellis School's Discipline Policy will be given to parents/guardians of all students registered at Ellis Elementary School. All parents/guardians will need to sign this form and will need to read and review these expectations with their child/children.

District Discipline Policy

The School District #25 discipline policy is posted on the School District website (www.d25.k12.id.us). If you need a copy, please contact the front office.

Emergency Procedures- Parent Information

The safety of school children is of prime concern to School District #25. There are times when emergency conditions exist and, for the safety of students, school should not be in session. In the past, when emergency situations occurred, the district closed schools for the entire day. Educationally, every day missed represents lost learning opportunities. So the Pocatello/Chubbuck School district has expanded its emergency school closure plan to include delayed start times.

To expedite efficiency and safety, we provide the following guidelines:

Parent Basic Responsibility

The basic responsibility for the welfare and safety of each child remains with the family. Parents can choose whether or not to send their children to school based on weather conditions in their geographical area and their own judgement of what is safe for their child/children.

School Cancellation While Students are at Home

Should emergency conditions raise serious doubts about the safety of students traveling to and from school, school will be cancelled or a delayed start will be announced before busses commence picking up students in the morning. The decision to cancel school or initiate a delayed start will be made by the Superintendent or designee.

School Cancelled or Delayed Start by 6:00 a.m.

School will be held unless a decision is made to cancel or postpone start times by up to two hours. When a decision is made, an announcement will usually be made by 6:00 a.m.

Public Announcement of Cancellation or Delayed Start

Once the decision is made to cancel school or postpone start times, the District's Communications Specialist will notify local television stations, which will broadcast regular

announcements of school closures or delays. School emergency closures or late starts will also be posted on the District's website.

School District Extra-Curricular Activities

In the event school is cancelled, all extra-curricular activities, practices, and community education activities will be cancelled.

Emergency While Students are at School

If emergency conditions arise while students are at school, the school day may conclude early and students will be released to return home on their regular bus routes which will operate on an early schedule.

Announcement

If the decision is made to conclude school early, radio and T.V. stations will be notified. Emergency school closures will be posted on the District's website and Infinite Campus.

Student Access to Home

It is the family's responsibility to ensure student access to home or other pre-arranged accommodations to assure his/her safety. It is the District's recommendation that each family make plans for its own family emergency procedures.

Dismissal

In the event that a disaster should occur during school, such as an earthquake, toxic gas leak, fire, etc., the principal, after consultation with the Superintendent, shall determine whether or not students and staff members will be dismissed from the school campus. Students will remain at school in the custody of school officials unless it is determined that dismissal from school is in the best interest of students. Regular dismissal bus routes will be followed if children are dismissed to go home. Radio and T.V. stations will be notified to make a public announcement. The District's website will post the emergency closure.

In Case of an Evacuation from Ellis School Grounds

Students will be evacuated to the designated reunification sites which are churches on Whitaker Road: The L.D.S. Church for grades 2nd – 5th and the Methodist Church for grades K – 1st. Busses will be routed to both sites for regular dismissal bus routes

Field Trips

Educational field trips are planned during the year to supplement classroom teaching. A permission form signed by the parent or guardian is necessary before a student can participate in each field trip.

Harassment

The Pocatello/Chubbuck District prohibits harassment of students, employees, and approved volunteers. Harassment prohibited by this policy includes but is not limited to visual, verbal, or physical conduct which has the effect of humiliation, embarrassment or discomfort. Violation of this policy may result in discipline which could include suspension and/or expulsion. Please refer to the School District #25 policy #8152 regarding prohibition of harassment in the learning environment.

Injuries and Insurance

Even with the greatest precautions and closest supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be hurt. The school district does not provide medical insurance to automatically pay for medical expenses when student are injured at school. This insurance is the responsibility of parents and/or guardians. All efforts will be given to reach emergency contacts in case of an emergency. Please update emergency contact information when changes occur.

IRI and ISAT Testing

Schools have always used tests to measure student knowledge and progress. To assist teachers and inform parents the Idaho Reading Indicator and the Idaho Standard Achievement Tests have been instituted as a comprehensive testing program for School District #25. The Idaho Reading Indicator is given to grades K-3rd grade in the fall, winter, and spring to measure reading achievement. The Idaho Standard Achievement Test for math, reading, and language is given to grades 3rd-5th in the spring. 5th grade also takes the ISAT testing for science.

Lost and Found

We advise parents to label all items that may be lost by children. For your child's safety, please label their names in the inside of items so that the names cannot be seen while the child is wearing the items. Lost and found items are found in the hallway by the gym.

Lunch/Breakfast Programs

Breakfast is served from 8:05 a.m. to 8:25 a.m. only. New free and reduced lunch applications need to be submitted to the kitchen staff every year by the last day in September. Students enrolling from another school within School District #25 having lunch account balances will have those balances transferred to Ellis Elementary, and new students will be assigned a new number. The lunchroom staff requests that children check with them regarding their lunch room accounts before school or during recess. To inquire about your children's lunch accounts, please call the cafeteria before 11:00 a.m. One check may be written for all your children, but please include the separate P.I.N. numbers associated with each individual child.

PayPams

Parents may also put money into their child's lunch account by using PayPAMS through the internet at www.PayPAMS.com or call 1-888-994-5100 toll free. The lunch room staff will inform students when they have only enough money for that day. For questions, call School Food Services at 235-3245 or 235-3265.

Parent Teacher Conferences

Parents and teachers are encouraged to communicate with each other during the year. Addressing any problems, concerns or questions about your child's education will assist in increased learning. The purpose of these conferences is to exchange ideas and concerns about your child's academic and personal growth. It is important that parents attend conferences. We encourage you to work with your child's teacher to schedule a conference time that fits with your work and personal schedules so that you are able to attend. In addition, report cards, which mark your student's academic performance, will be sent home.

Parent Teacher Association (P.T.A.)

Ellis Elementary has an active PTA which is involved in many parent and child activities. The PTA is working to develop and implement programs that promote school, family, and community partnerships. A plan is developed each year that reflects the following involvement: parenting, communication, volunteering, learning at home, decision making, and collaborating with the community. Join the PTA and have a voice.

Parking Lot/Circular Driveway Safety

Parking spots are located parallel to the circular driveway and are located in the permanent parking lot. Please have your children get in and out of cars on the curb only. Cars are not allowed in the bus loading zones as they constitute a danger for our students. When parking in the parking lot, please meet your child on the sidewalk by the school. Children forget about traffic and dart out in front of cars leaving the parking lot. If your child needs to cross Whitaker Road, please have them cross with the crossing guard.

Playground/Outside Rules

A.M. Rules:

- ❖ All students need to go directly to play areas upon arrival. No students are to be in front of the building.
- ❖ Students must walk bicycles in the crosswalks and walk bicycles to the bike rack. (Lock recommended.)
- ❖ Breakfast eaters go directly to the cafeteria, using the outside entrance only. No playing first. When students are done eating, they will leave the cafeteria and go to the playground.

- ❖ Permission to enter the building is required from duty person (except to eat breakfast).
- ❖ Students must stay on the North side of the K-1sr sidewalk in the morning.

Playground Rules:

- ❖ No students may leave the playground. (Parents must check out students at the office.)
- ❖ Use appropriate language and be courteous.
- ❖ Respond to bells and whistles immediately and line up in assigned area.
- ❖ Do Not climb fences, backstops, or bus railings. Stay inside fenced area. Climb on proper toys, not the trees.
- ❖ No pushing, tripping, carrying others, fighting, play-fighting, wrestling, tackle football, or any contact type games.
- ❖ Do not throw or kick rocks, sand, mud, bark, or snow.
- ❖ Slides are to be used for sliding down only and one person slides down at a time.
- ❖ Use jump ropes in a safe manner. Jump away from other students and games. Jump on black top areas.
- ❖ Use playground equipment in a safe way.

Snow Safety Rules

Snow safety rules for recesses are set up for safety reasons. Please discuss the following Ellis snow safety rules with your child/student.

- ❖ Avoid ice, puddles and slush. Children can get cold quickly when wet.
- ❖ Stay away from the snow, ice, and water from the roof and around the building.
- ❖ No students are allowed in areas surrounded by cones because of safety reasons.
- ❖ Once students have built snowmen, forts, walls, and items with snow, no one is allowed to break these items.
- ❖ Snow is more fun in appropriate clothing. Please dress for the weather.
- ❖ Respect private property. This includes hats, gloves, coats, and boots.

Can Do's

Make Forts	Jump Rope	Make Snowmen	Four Square
Volleyball	Red Rover	Catch	Football
Soccer	Kickball	Baseball	Tether Ball
Basketball	Tag	Snow Angels	Duck, Duck, Goose
Play on Equipment			

Phone Usage

Students must have permission from their teacher to use the office phone. To keep interruptions and distractions from the classroom, messages to your child will be delivered by note to the classroom or paced in the teacher's mailbox. Only in extreme emergencies should a parent ask to have a class interrupted or a student called to the phone during class instruction.

Please communicate with our child before school as to the details of what is expected of him or her after school.

Registration Requirements

All students entering for the first time in School District #25 are required to have on file the following items. Copy of student's original birth certificate, immunization documentation signed by a doctor or health department, and proof of residency – utility bill, rental receipt, or house closing papers showing address.

Report Cards

Report cards are issued and sent home each trimester.

School Pride Day

Each Friday students are encouraged to show "School Spirit" by wearing Elis t-shirts, sweat shirts, or school colors which are blue, gray, and pink.

Security

It is an ongoing goal of the staff at Ellis School to create a safe environment for your children so we ask for your cooperation in observing the following procedures. All visitors are to check in at the office to get a visitor's badge. Visitors are to enter through the main entrance by the office, as all other entrances will be locked throughout the day.

Children waiting for parents to pick them up must wait by the office. No child will be permitted to wait outside. Only persons listed on your child's emergency contact information may pick up your child. It is important the office verifies who is taking your child during school hours, so we ask that all children are signed out at the office. Students not picked up on time after school will be asked to wait on the bench by the office.

Skateboard/Scooter/Heely Policy

No skateboards, scooters, or Heely's (roller shoes) are allowed at Elis Elementary. Students will be asked to remove the wheels from Heely's and take them home.

Supply Lists

Supply lists will be sent home for the upcoming year at the end of the school year with the last report card. New students will be given a supply list at registration time.

Visitor Policy

You are always welcome to visit the school at any time or to have lunch with your child. Visitors need to sign in at the office and get a visitor's tag.

Walking and Biking Students

A crosswalk is painted for children walking or biking to and from school. Each child must walk or bike on the west side of Whitaker Road and must utilize the crosswalk when crossing the street. Parents of walking students need to be aware that there is no crosswalk guard on duty nor playground supervision before 8:05 a.m. Students biking need to fill out the Bicycle Safety form every year. Ellis Elementary is not responsible for lost or stolen bicycles.

Weapons- Zero Policy

School District #25 has a “zero tolerance” for students who possess, use or store firearms or other deadly or dangerous weapons, objects or substances used or capable of being used as a weapon or which pose a threat to the health and safety of other students, staff members, visitors, or are disruptive of the educational process. Any conduct which is determined to violate District Policy #8153 may result in disciplinary action up to and including formal suspension and/or expulsion. Please discuss with your child/Children this policy regarding weapons not allowed at school

Weather Policy

Schools will be closed when temperatures reach 20 degrees below zero and/or when weather conditions due to wind chill or other factors present a hazard. In the event the school must be closed, the community will be notified through the T.V. and radio stations when early morning closures or delayed starts are necessary. Students are not permitted outdoors when temperatures reach 10-15 degrees and/or when other such weather conditions due to wind chill or other factors present a health hazard. Please prepare your child properly with appropriate outerwear.

School Closure Information

Radio Stations

102.5 FM
100.5 FM
104.0 FM
94.9 FM
98.5 FM
87.0 FM
93.7 FM
1240 AM

TV Stations

Channel 3
Channel 6
Channel 8