

# WEST PARK WILDCATS



**WEST PARK ELEMENTARY  
PARENT/STUDENT HANDBOOK  
2019-2020**

**West Park Elementary School  
510 Home Street  
Moscow, ID 83843  
(208) 882-2714  
[www.msd281.org/westpark](http://www.msd281.org/westpark)**

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## **Welcome to West Park**

Welcome to West Park Elementary School. Parents/guardians are an important part of the educational team and with your active participation this will be a rewarding school year.

We hope this handbook familiarizes you with our school regulations, procedures and services.

We want our school community to be safe, productive, and rewarding for all. In each of the three sections of the handbook (General Information, Student, and Parent), you will find suggestions and information we hope you will find useful.

Please read the handbook with your family members, discuss and highlight areas of interest, and keep it for reference throughout the school year. As important updates are made the most current version of the manual can be found on our website. The links that you find throughout this document are “live links” if you refer to the electronic version on our website. If you have questions at any time, please phone or e-mail me or arrange a personal meeting.

Again, welcome to West Park. We are looking forward to sharing exciting educational experiences with you.

Brian Smith, Principal  
West Park Elementary Staff

## **OUR WEST PARK MOTTO**

*ALL STUDENTS LEARNING IN A CARING COMMUNITY*

## **OUR WEST PARK MISSION**

West Park School will create and maintain a safe structured educational environment where students, parents and staff are nurtured and respected while learning together in a caring community. Through the use of balanced, proven practices and strategies, all students will experience academic and social success in a mastery- based environment.

## **Our West Park Vision**

The vision of West Park School is to provide a caring educational community which enables every child to reach his/her potential.

## **Our West Park Values and Beliefs**

At West Park Elementary we believe that:

1. Students, staff, families, and the larger community all play a vital role in the education of our children.
2. An effective school embraces cultural diversity in an atmosphere of understanding and appreciation.
3. Respect, cooperation, and communication are necessary among staff members, students, parents, and the community to create a positive learning environment.
4. All children have the right to feel safe in school, and this is the responsibility of the school community.
5. A safe and caring environment maximizes learning.
6. Students need to come to school prepared and ready to take an active role in their learning.
7. Children learn at different rates and in different ways.
8. A variety of teaching strategies, methods, materials, and support are necessary to promote academic success for all students.
9. All students need to be given frequent opportunities to think critically, make appropriate choices, and grow in their ability to express themselves in creative ways.
10. Fair and consistent discipline prepares students to become responsible citizens and facilitates learning.
11. Students can begin to understand their relationships to the greater community by sharing their interests, time, and talents.
12. High expectations lead to high achievement for all.
13. On-going assessment of student progress should guide instructional decisions.
14. An effective school addresses the whole child, which includes social, emotional, artistic expression and physical development.
15. A strong, professional relationship with the University of Idaho will ensure a positive clinical setting for pre-service teachers, professional staff development, classroom research and student enrichment.

## **History**

West Park Elementary is an award-winning school which prides itself on being known as “a caring community.” We have been recognized twice as a “Brightest Star” school and have been accredited with “Merit” for our programming. Our student performance in academics as well as social development consistently rank extremely high from year to year. Built in 1955, the school is located at 510 Home Street between Ghormley Park and the University of Idaho. Originally built as a first through sixth grade school, the building has been reconfigured many times over the years. Currently, the school is proud to serve Kindergarten through second grades. This unique configuration enables us to focus on the needs of primary students which begin with the mastery of reading, math and social skills.

Our student body of 200 is rich in cultural diversity. Our 40 professional, caring, and innovative staff members are joined by numerous interns and university and community volunteers in an effort to help each child become a successful, lifelong learner.

## **West Park Team Philosophy**

West Park staff shares responsibility for the welfare and development of each child with parents and/or guardians. By teaming, we can best meet student needs. Our goal is to offer an education that best suits each student’s ability and helps each assume active responsibility for his/her learning. The aim is to prepare students for responsible citizenship. Our major instructional goal is for every student to become literate. To foster success and mastery, we offer the skills, competencies, and knowledge necessary for each student to appreciate his/her heritage, learn to independently solve academic and social problems and to meet present and emerging needs.

## **School Improvement/Annual Goals**

We are actively engaged in continuous school improvement. To that end, we have a group focusing on school improvement throughout the year that considers input from students, staff, parents and community. West Park Elementary annually sets goals to improve student achievement and the learning environment. If you have suggestions, please contact the school improvement group by letter, e-mail, or stop by the school office.

## **West Park Meets or Exceeds Educational Standards**

West Park is regularly recognized for meeting or exceeding the highest educational standards. Our school is one of a handful of elementary schools in the state which meets the rigorous standards of the Northwest Association of Accredited Schools and AdvanceEd, our independent accrediting agencies. Using a learning community model our parents and staff constantly analyze data, seek feedback, and review school operations to improve our school.

During the 2010-11 school year, the Northwest Association of Accredited Schools announced that West Park Elementary School was awarded Exemplary status. To be recognized, the school must have met or exceeded the highest educational standards of the association plus have a unique program of merit. West Park chose volunteerism as the exemplary program to be reviewed.

## **School Communication**

Communication is essential in helping a student grow intellectually, behaviorally and socially. The major influences in an elementary student's life are family and school. If both know the dreams and goals of your child and communicate during the developmental stages, we can work together to ensure his/her success.

We offer the following methods of communication and hope you will find them useful in creating a partnership to assist your child.

## **School Calendar**

For planning advanced family activities, trips, and daycare, please refer to the School District calendar sent home at the beginning of the year. Any changes can be accessed or printed off the district website at [www.msd281.org](http://www.msd281.org).

## **Weekly Folder**

Students bring home a "communication folder" each week. In the Weekly Folder, you will find school newsletters and fliers as well as student work. Please read the information and discuss pertinent issues with your child. Weekly Folders should be returned by Friday of each week.

## **Phone/Online**

You may contact us from 7:30 a.m. to 4:00 p.m. or leave a message after hours at 882-2714. Staff e-mail addresses, pictures of activities, and district information can be accessed as links at the school district site at <http://msd281.org> or West Park at <http://msd281.org/westpark>. Please mark these sites in your browser's "favorites" and visit them often. We also offer this QRCode (Quick Response Code) below for smart phones or personal computing devices (iPads). With a free app you can scan the code and it will take you directly to the West Park home page. Because of the MSD spam filter please check with the teacher to make sure your e-mails have been received.

## **School Messenger**

West Park and the Moscow School District utilizes a mass-communication system called School Messenger that can leave a voice mail, text and or email at the phone numbers and email addresses you have provided. This unique service allows the Principal or Superintendent to send out important reminders, school closure information or to alert you in case of an emergency. Please make sure you provide current communication information to the West Park office.

## **Facebook Page**

Please "friend" and "like" our Facebook page. This page can also be "shared" with relatives and grandparents to allow them to see the wonderful things we are doing throughout the school. We make updates throughout the week.

<https://www.facebook.com/West-Park-Elementary-School-1673846729595032/>

## **West Park Website**

We are developing our website more regularly so it will be constantly changing. Please look at it regularly for enjoyment and information.

<http://www.msd281.org/WestPark>

## **Picture Password**

All parents can access the "gallery" section of the website to see pictures of events at West Park. The password is: WildcatPhotos. This section of the website is blocked to most of the internet world to protect our children while allowing parents to see events their students are involved in. We are continuing to work on making the posting of pictures easier so that we can post current events from the office.

## **Contacting Teachers During the Day**

Please call the office to arrange a teacher conference or email the teacher directly using our website. Our staff value communication and will get back to you as soon as possible.

## **Conferences**

Teachers are available for conferences at regularly scheduled times throughout the year but welcome special conferences as needs arise. To arrange a conference, contact the teacher by phone or e-mail.

## **School Closures and Emergencies**

### **Emergency Closure**

Adverse conditions may cause the schools to be closed. Past closures have been caused by heavy snowfall, high winds, extreme cold, and volcanic eruption.

Closure announcements are usually sent out over our School Messenger system and broadcast by radio and TV stations shortly after 6:30 a.m.

Bus riders, in particular, need to plan an alternative destination in town in the event an emergency closes schools and disrupts the usual way they would return home.

### **West Park Schedule**

Students are expected to attend school daily. Important information is provided to your child at the beginning of each class and at the end of each day. For this reason, late arrivals and early pick-ups are disruptive to the classroom and are discouraged. Please respect school opening and closing times.

Parents will need come in to the office to sign in students who arrive late. If a student has to leave before the end of the school day, a parent must report to the office and sign the student out.

### **Before School Instructions**

Playground supervision begins at 8:00 a.m. Children should not arrive before 8:00 unless they are eating breakfast. The breakfast program starts at 7:45. All students arriving on school property before 8:00 will be expected to eat breakfast where they can visit, enjoy friends and have supervision. Parents will be billed/charged for the meal. After breakfast they will go outside to the supervised playground.

No one is allowed to be wandering the hallways or be in the classrooms until the 8:20 bell rings when all students come into the building and go to their classrooms.

## **After School Instructions**

There is no after school supervision available. Students who are picked up by parents should be picked up promptly at 3:00 p.m. Monday–Thursday and at 2:15 p.m. on Friday. Students riding the bus leave by 3:10 p.m. or earlier.

If your child’s after school plans change from what is on file in the office please contact the office by or before 2:30 p.m.

## **Attendance**

Regular attendance, especially in the primary years, is important to student success. To foster success and to maximize learning, students must attend school daily unless they have a school approved reason for being absent. To report an absence parents/guardians should call the school from before 8:30 a.m. For your convenience you may also call 882-2714, 24 hours a day and leave a message. Please state the child’s name, teacher, and reason for the absence. Frequent or extended absences not supported by plausible explanations may require a physician’s explanation be submitted before absences are excused.

Moscow School District Board Policy, 5000.01.01 requires all students must be in attendance in each classroom 90% of the days when that class is in session. Tardies are defined as the student missing up to ten minutes of class time. After ten minutes your child will be marked as absent for the morning. **Every three tardies accrued in an individual semester attendance period will be counted as one absence.** With 85 school days in each semester, **a student that misses 9 days in a given semester may be considered truant.** There are specific procedures that are required for handling truancy cases.

If a child has ongoing attendance issues, the principal will contact the parent(s) directly and explain the process that will need to be followed in accordance with Board Policy. In serious cases the parent may be required to appear in Attendance Court, and it may be necessary to contact the Prosecutor’s Office. Except in very special circumstances, students who attend school should participate in all phases of the school day including physical education and recess.

Absences that may be excused by the principal are those caused by:

- Illness/injury o for recovery of illness or injury o to limit the exposure of others to contagions o for inability to function at school o for the student’s health related safety
- Death in the family
- Academic related activities, e.g. school sponsored field trips

Family Travel On occasion, a travel opportunity may occur that can be educationally valuable for the family and student. Please contact the school office and child's teacher at least one week in advance in person or by phone or email. This will enable the teacher to have time to prepare work for your child so he/she will not fall too far behind.

## **School Meals**

A computerized meal account system is used to keep track of meals served. Each student has an account set up for breakfast, lunch and milk purchases. Meal accounts are used for all students including those who qualify for Free and Reduced Meals and those who pay the regular price.

Parents are encouraged to send money in advance for purchases of lunch, breakfast, or milk on Monday mornings. A menu is available on the MSD website each month.

Each school's website has a link for the on-line payment system. Simply click the link and follow the steps to set up your user account. Use your information to create the profile. Create a user name and password. Once your account is set up, you'll step through selecting the school and entering your student's information. A telephone number is provided on the website if you need help setting up the payment or your account. If you need help obtaining your child's unique identification number, please call West Park at 882-2714 or Jessie Campbell, our Director of Nutrition Services at 892-1123.

## **School Meal Prices**

Prices are subject to change.

Breakfast: \$1.65 per day

Hot Lunch: \$2.50 per day

Milk - \$0.35

Free and reduced-price breakfast and lunch are available to students whose families qualify. The reduced price for breakfast is \$0.30. The reduced price for lunch is \$0.40. Applications are sent home in the first Weekly Folder and are also available anytime from the school office. Even if not used, signing up for free and reduced meals helps bring additional money into the school. Please take time fill out the forms.

For information on lunch menus or free/reduced lunches contact Jessie Campbell at the District Office, 892-1123 or visit [www.ms281.org](http://www.ms281.org).

## **Breakfast**

Breakfast is available at 7:45 a.m. Students who wish to eat breakfast at school should arrive at 7:45 and sign in at the lunchroom. Unless children arrive on a late bus, breakfast will not be served later than 8:15.

## **Guest for Breakfast or Lunch**

Parents are invited to eat with their children. If parents wish to eat breakfast, drop-ins are welcome and cost \$2.60 for adults. Lunch visits are also welcomed and cost \$3.95. The office must be notified by 9:00 a.m. for any parent planning to eat hot lunch at the school. This allows preparation time for kitchen staff.

## **West Park Library** *The more choices kids have to read, the more they will choose to read.*

The primary goal of the West Park Library is to ensure that we provide our students and staff with the tools and resources necessary to become effective users of ideas and information and lifelong readers and learners. Throughout the day the library space may be used for regular classroom library time, individual and group activities, testing, mentoring, and staff conferences. Faculty, staff and students are welcome to check out books anytime as long as they are not being used for a class.

The West Park Library is open 9:30 a.m. to 3:00 p.m. Monday-Thursday and 8:30 a.m. to 2:00 p.m. on Friday. MSD Elementary Library Website and catalog may be accessed at <http://msd281.org/elemlib>. Our Library Media Specialist, Faye Nagler, may be contacted at 208-882-2621 or [naglerf@msd281.org](mailto:naglerf@msd281.org)

## **Policies**

- Students are responsible for books and materials they have borrowed.
- Students in Kindergarten and 1st Grade may check out 2 books at a time and up to four books a week, provided he or she has no missing or overdue books.
- Students in 2nd Grade may check out 3 books or magazines at a time and up to 5 books per week, provided he or she has no missing or overdue books.
- Additional books may be checked out through all grade levels as approved by library staff and teachers as needed for additional reading and research.
- Books are checked out for one week with an additional option to renew. Students must bring any library material with them to renew. Books can be renewed only once if another student has placed a hold waiting on the book in question.
- Some reference materials must be retained in school and returned within 24 hours.
- Only faculty and instructional staff may check out DVDs and VHS movies from our collection.

## **Classroom Library Use**

At the beginning of the school year, teachers sign up for a 30-minute weekly library class and optional second checkout. The library aide will teach a 15–20 minute curriculum based library media lesson. Students will then have the opportunity to check out books after each lesson. Teachers should remain with their class during library time.

## **Overdue or Damaged Books**

There are NO fines for overdue materials, however, students with lost materials or who have returned damaged books that are beyond repair will have restrictions placed on their accounts. They will need to pay the cost of the missing or damaged item before their accounts are cleared or work with library staff on a per case basis to clear accounts.

## **Transportation**

Students not riding a bus are to leave the grounds immediately after school.

## **Bus Transportation**

Bus transportation is available to West Park students. Bus transportation will be provided only from areas designated as West Park or Russell bussing zones. Students will be picked up and delivered to the same address each day. Students are not permitted to take a friend home on the bus or get off at a stop other than their own. Requests for emergency consideration should be forwarded to the office to receive a special Bus Pass.

Behavior on the bus is expected to comply with both school and bus passenger rules. Repeated violations and/or serious violations may result in the loss of riding privileges.

## **Rules for Riding the Bus**

Students will be on time and board the bus in an orderly manner. 2. Students will cross in front of the bus or as instructed by the driver. 3. Students will not board with animals, weapons or hazardous material. 4. Students will remain seated while on the bus. 5. Students will talk in normal tones without vulgar language. 6. Students will be courteous to the driver, fellow riders, and others. 7. Fighting, wrestling, or boisterous activity is prohibited on the bus. 8. Students will keep all parts of their bodies inside the bus. 9. Students will obtain permission to open or close windows. 10. Students will keep the bus clean and damage free. 11. Students will use the emergency door only in case of emergency. 12. Students may be assigned a seat by the bus driver. 13. Students need the principal's permission to change their destinations. 14. Students will lose their privilege to ride the bus if the rules are not followed.

## **Changes**

Please notify the West Park office before 2:00 p.m. Monday-Thursday and 1:00 p.m. on Friday in the event of any changes in after school arrangements. This will allow office personnel time to notify your child before school is dismissed.

## **Automobile Transportation/Parking**

Please do not park in front of the school when picking up or delivering children. This area is a bus loading and unloading zone. The City of Moscow may ticket cars that are improperly parked.

The parking lot on the north side of the school is a “permit only” parking lot. To avoid a Moscow Police Department parking citation, please secure a permit from the office to park in the lot.

Persons delivering and collecting children may drive through the parking lot on the north side of the school. Please do not leave unattended children in the car. Do not leave the motor running and please observe the handicap parking spaces.

Always leave a clear traffic path for those needing to drive through the loop. If you meet your child indoors, please wait in the area by the north entrance or office and not by the classroom door. The blue chairs are comfortable places to sit while waiting for your children. This is a wonderful opportunity to meet and visit with other parents.

## **Health**

Our school nurse conducts screening and health education activities and is on call for emergencies. Parents, if you wish to discuss a health related issue with the nurse, call the school or leave a message at the District Office at 882-1120.

## **Immunizations**

Idaho State law states that children will not be permitted to attend school until their immunizations are current or parents have signed an exemption form. The law requires 5 DTP, 4 Polio, 2 MMR, 3 Hepatitis B, 2 Hepatitis A and 2 Varicella shots.

## **Medication**

Medication should be administered at home whenever possible. If it is necessary to administer medicine during school time, a Permission to Administer Medication form must be completed by the parent. The forms are available in the school office. All medications must be kept in the original prescription container and dispensed in the office.

## **When Should My Child Stay Home From School?**

Good attendance at school is important in order for your child to do well. However, there will be times when it is best they stay at home. For instance, when they are contagious or when they feel so poorly they would not gain anything by attending class. The following is a guideline to help you determine if your child could benefit from extra rest at home.

**Fever** - An oral temperature of 100 degrees or higher is considered a fever. Any fever within the past 24 hours indicates the need for your child to stay home. Be sure your child is fever free for 24 hours without the use of fever reducers before allowing them to return to school.

**Vomiting/Diarrhea** - Vomiting and/or diarrhea, with or without a fever, within the past 24 hours could indicate your child should stay home. Accompanying abdominal discomfort can make it difficult for your child to concentrate. Your child could benefit from the additional rest at home.

**Pain** - Moderate to severe pain that requires pain medication every few hours indicates your child should stay home. Pain that requires the regular use of medication can hinder your child's ability to concentrate in class. Resting at home until the pain is manageable can be beneficial.

**Moderate and Severe Cold Symptoms** - Children will get colds throughout the school year. Having mild congestion or stuffiness is normal and usually children are able to attend class without difficulty. However, if your child has severe nasal congestion, a persistent cough, and generally does not feel well, staying at home could be the best course of action. Additional rest could make them feel better quicker.

**Draining, Inflamed Eyes** - If your child wakes up with their eyes stuck together or if they are red, itchy, or painful, they should remain at home until they can be evaluated by a physician. It is possible they could have a highly contagious infection. If your child comes to school with eyes that are inflamed, itching, or draining, the school nurse will evaluate your student for infection. If it is believed an infection is possible, your child will be sent home.

**Lice/Nits** - If you suspect your child could have lice or nits (eggs), please notify the school. The school nurse would be happy to help you determine if your child has lice/nits, dry scalp, or another dermatological issue. The school nurse will also be able to provide you multiple ways on how to best rid your family and home of this pest.

**Special Health Problems** - Special health problems are a concern. Notify school personnel if your child has a problem that may require special care (i.e.: bee stings, allergies, epilepsy, asthma, heart problems, and diabetes).

## **Outdoor Play**

Except in unusual circumstances, we ask children to participate in all aspects of the school program including outdoor play. Keeping a child indoors during recovery from a cold is not as healthy as fresh air and moderate exercise. Children should be dressed for the weather including rain, snow and cold. We will keep children indoors if the school determines that the wind chill is below 10°F.

## **Student Injury**

If a student is seriously injured at school, first aid will be administered and every effort will be made to notify parents or emergency contacts immediately. When student's parents cannot be reached, and in the judgment of the school staff a doctor's services are required, emergency services will be called. All minor injuries (i.e. minor cuts, scrapes, etc.) will be treated at school unless directed by parent/guardians to do otherwise.

It is extremely important that we have current phone numbers for parents or guardians and an additional contact person in the event of an emergency. The best precautions and the closest supervision do not guarantee that accidents will not happen. Accidents are a fact of life and part of the growing up process our children go through. The school district does not provide medical insurance to pay for medical expenses when students are injured at school. Our district does have information regarding student insurance at our office.

## **Field Trips**

Included with all of the back to school paperwork is the permission slip for all field trips for the school year. This permission slip covers all trips taken off school grounds. Without that slip signed your child will not be able to participate in field trips. When your child's teacher schedules a field trip, she or he will send home a letter with the specific information concerning the trip and usually a request for chaperones.

The purpose of a field trip may vary from an extension of a particular unit being taught, reward for good behavior and/or academic achievement, or to teach and encourage a lifelong physical activity, such as swimming. Excellent student behavior is essential and expected on these trips for the safety and enjoyment of all participants. Field trips are considered an extension of the regular school activities; therefore good behavior and academic effort are necessary prior to going to the trip. Your child's teacher will contact you before the field trip if there are any behavior and/academic concerns resulting in either your child not being able to attend or if a parent/guardian must accompany them.

## **Assessment**

Assessments have become a very familiar and common part of our educational system, especially in recent years. Throughout the year your child will take a variety of formal and informal assessments to determine their academic strengths and areas of concern. The results from these formal tests will be shared with parents as they become available throughout the school year.

As per Idaho Code, all Idaho students in grades kindergarten through third grade take the Idaho Reading Indicator (IRI) three times per year. This quick test gives the teachers and Title 1 Reading staff an indicator as to which students may need extra support in the area of reading.

# **Student Section**

School is Cool!

## **Introduction**

Students, do you want to have a good time in school? Do you want to enjoy a great experience? If so, involve yourself in activities!

- **Attend school every day and be on time.**
- Be involved in your schoolwork and do your best to complete class and homework assignments.
- Be responsible for your own behavior and help your friends behave as well.
- Be alert to ways you can improve the school and tell a teacher or the principal.
- Be involved and make this year the best ever.

## **Student Activities and After School Offerings**

Adventure Club is available to all West Park students. Adventure Club meets after school each day at Russell Elementary from 3:00-6:00 p.m. Monday-Thursday and 2:15-6:00 p.m. on Friday. Bussing for West Park students to Adventure Club is provided. Check out the MSD website under Parent Resources for more information and prices.

## **Awards – Aim to be an Award Winner!**

Cat Paw Awards. Cat Paw Awards are presented to students for random acts of kindness. At the end of each week students' names are read on the CAT Radio show and they are allowed to choose a prize. The Cat Paw awards are then mailed to the student's home.

Perfect Attendance. Attendance is very important and those students that maintain a perfect record are honored at the end of the school year.

Presidential Fitness Awards. Students are recognized for their improvement in physical fitness.

## **Student Responsibilities**

### **School Clothing**

Mittens, coat, hats, backpacks and other items of clothing commonly removed at school should be labeled with the child's name. A lost and found shelf is located in the main hall.

## **Homework**

Homework is important because it augments class work and helps students move the information into long-term memory. Homework expectations vary according to teacher and grade. Homework is not assigned during extended weekends, but students are expected to work on long-term projects if necessary.

Reading as a family is encouraged every school night. Please take the time to foster fun and success while reading with your child. Please make sure that your child's book bag or homework folder is complete and returned each day.

## **Appropriateness**

Public, inappropriate displays of affection between students including hand holding, hugging, teasing, or kissing are disruptive and may cause teasing.

## **Personal Property, Money, and Valuables**

Only necessary items should be brought to school. Students are not to bring electronic music, game equipment or other valuable items at risk for damage or theft. Neither the school nor the teachers can be responsible for such items if they are lost or stolen. No toys should be brought to schools unless there is sharing in class.

## **Lockers**

Lockers are provided for students' coats and school supplies but are not secure. Valuables should be kept at home.

## **Bikes, Blades, and Boards**

No vehicles, including bikes or skateboards, can be ridden on school property or on the sidewalk in front of the school. Bikes should be locked to the bike racks.

## **Use of School Telephones**

Children will be permitted to use the school phones for emergencies only.

After school activities should be planned before the child comes to school. Parents should feel free to call the school whenever an unexpected change in plans occurs. The office will deliver a message to the child or teacher.

Except in an emergency, please do not ask teachers or children to come to the phone during the time school is in session.

## Cell Phones

Students are not to use cell phones on school property during the school day. All such devices must remain in the off position during the school day. Cell phones that are seen or heard during the school day may be taken to the office and may later be picked up by a parent.

## How Do I Solve Problems at School?

West Park students have been introduced to the Debug System, a series of steps students can follow when other students are bothering them. In a situation where problems occur students are asked to follow these steps:

1. Ignore
2. Walk away
3. Talk in a friendly way
4. Talk in a firm way
5. Get adult help

For example, a friendly response (if the first two steps did not work) would be to say in a normal voice *I don't like it when you tease me. Please stop.* The student could add a request such as *Why don't you find something fun to do on the playground?* or if the behavior is happening in class, *We need to do our work.*

When a child needs to talk firmly, we emphasize that students use their *important* voice, saying it like they really mean it. Talking firmly does not mean shouting or raising your voice. An example: *I feel angry (irritated, upset, frustrated, mad) when you tease me. Please stop!*

If your child continues to have a problem at school, please contact your child's teacher with any concerns. He/she will be your strongest advocate in finding and implementing solutions to problems and discussing additional services available if needed.

If your child describes an event at school that seems upsetting or "out of character," it is important that you contact the school and check the accuracy of the report. Most conflict is due to a lack of communication, miscommunication, or misinterpreted information. Complete communication resolves most problems and provides an example of good conflict resolution for your child. If a situation continues to be unresolved, please make an appointment to talk with the principal.

## **Student Rights**

### **Violence and Harassment**

All members of our school community should receive respect and courtesy and be free from mistreatment. Verbal, physical, and written forms of harassment will not be tolerated. If you are the subject of such action it is important to tell the other person to stop. If the harassment continues report it to a teacher, your counselor or an administrator. It is important to remember that what is intended as friendly teasing may have a negative impact on the other person.

Violence or harassment will not be tolerated at West Park Elementary School. If you know or hear of anyone who may be involved in either, report the situation to any adult at school.

### **Definition of Harassment, Intimidation, Bullying**

Harassment is any word, look, act, or gesture that is offensive or hurts a person's body, feelings, or things. Harassment is defined to include verbal, written, graphic or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background or disability that that substantially interferes with a student's educational benefits, opportunities, or performance that takes place on school grounds.

Harassment, intimidation, or bullying include but are not limited to:

1. Physically harming a student or damaging a student's property.
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
3. Creating a hostile educational environment.
4. Unreasonably interfering with an individual's educational performance.
5. Otherwise adversely affecting an individual's educational opportunities.
6. Physical acts of aggression or assault, damage to property, intimidation and implied or overt threats of violence motivated by victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability;
7. Demeaning racial jokes, taunting, slurs and derogatory "nicknames," innuendos, or other negative remarks relating to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability;
8. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability; and
9. Criminal offenses directed at persons because of their sex, race, color, national origin, age, religious beliefs, ethnic background or disability.
10. Cyber bullying - the willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. Using technology to take unwanted or unauthorized images of another. Using electronic media or devices to

contact another in an unwanted way, to intimidate or spread false information shall all be considered cyber bullying.

Harassment also includes an act of retaliation taken against any person bringing a complaint of harassment, any person assisting another person in bringing a complaint of harassment, or any person participating in an investigation of an act of harassment.

The signed agreement that accompanied this handbook gives you the right and the responsibility to intervene and seek help when you know of an unsafe situation in our school. If you know or hear of an individual who may be involved in an unsafe activity, protect him/her, others and yourself by reporting the situation to an adult at school.

## **West Park Behavior Plan**

West Park Elementary School is known as “A Caring Community.” We strive to create this caring environment by assisting students to become self-directed and respectful of individual differences while working as a team. To meet these goals, staff, volunteers, and parents work collaboratively with research-based techniques from “Positive Behavior Supports” and “Love and Logic” to develop student self- management skills through education, preventative actions and appropriate consequences.

Each area of the building, as well as each program, has its unique plan consisting of prevention and positive and negative consequences.

## **Student Responsibilities**

1. Care for our community – West Park is located next to the University of Idaho campus in the city of Moscow. We should show care and respect wherever we are.
2. Care for each other - All members will exhibit self-control to allow for a safe and considerate environment.
3. Care for your school - All members will respect school property and supplies.
4. Care for yourself - All members will cooperate and display good sportsmanship and follow building, playground, and classroom rules. If something is wrong it is your responsibility to try to correct it. If the problem continues report it.

## **Compliance**

To maintain safety and comfort, students will honor the directives of the adult-in- charge while at school. Supervisory personnel follow procedures which document and report student behaviors. The supervisor will follow a plan of traditional, logical, and natural consequences to be used as appropriate. The order and procedure may be altered at staff discretion.

**Traditional Consequences** Building staff will:

- Issue verbal warning for the misbehavior
- Confer with the student
- Provide a time out in an assigned location Fill out a “Behavior Improvement Form”
- Contact parent
- Refer to the counselor
- Repeated or serious offenses will be reported to the principal

**Logical Consequences** Logical consequences are consequences that match the offense. For example:

- If the student is habitually talking, he/she is assigned a seat change in classroom.
- If the student doesn’t complete work, he/she may miss recess time.
- If the student makes a mess, he/she cleans it up.

**Natural Consequences** Natural consequences are consequences that occur as a result of an action. For example:

- If a student is outside in the cold without proper clothing, he/she will get cold.
- If a student does not eat enough, he/she will get hungry.

*At West Park, we are committed to providing a safe environment. All acts of violence or harassment have consequences and could result in suspension and/or reports to the police.*

## **Office Referrals for Misbehavior**

The principal has a standardized procedure on file in the office. If you have any questions about the office referral process, please make an appointment to review the procedure.

## **Students With Additional Needs**

If appropriate to assist a student to manage his/her behavior, a personalized behavior management program may be developed with staff, counselor, principal and parent. If you are interested, please contact the office.

# **Parents in Partnership**

## Parent Section

Parents who partner with the school help their child maximize learning opportunities. The more parents are involved, the more the child will gain from your efforts. Please take advantage of each opportunity to visit us at planned activities and conferences. If you have any questions during the year, please contact the staff or principal. We want you and your child to enjoy a good year with us.

### **Parent Action Team**

A school is only as strong as its parent support and involvement. The West Park/Russell Parent Action Team is one aspect of this involvement. Our PAT meets regularly to provide input/feedback on school programs and issues. The PAT also spearheads fund-raising for new and ongoing school projects and assists with many school activities. Some PAT supported activities include the Barn Dance, First Grade Reading Night, and Dinner and a Book. There are many opportunities for involvement, and all parents are welcome and encouraged to participate in the PAT.

For up-to-date information, please visit the PAT website [www.wprpat.org](http://www.wprpat.org) and sign up to be on our email listserv.

### **Book Bag/Homework Folders**

Some teachers use book bags/folders to teach specific lessons in responsibility. One purpose is to help communicate with you. Please check the book bags and folders daily for notes from your teacher and also to write notes back to them. Open communication is essential for the success for your student.

The book bags and folders are individualized with work that is specifically tailored to your student's educational needs. It is also essential that your child complete the work and return it to the school as directed.

Please help by providing a regular homework and reading time each day and then having your student place the book bag or folder in a place where it will be returned to school daily.

### **Dollars for Schools**

We hope you will commit to help us stretch our school dollars by:

- Recycling Aluminum Cans – West Park School has an account at the Recycling Center. You may donate the proceeds from your recycled items by telling the cashier the funds are for West Park School. Be sure to let the recycling center cashier know the money is for West Park before a receipt is printed.
- Saving General Mills Box Tops for Education - Clip the box tops with the 10 cent symbol

and return them to school. The Parent Action Team redeems them for cash and playground equipment.

- Filling out the free and reduced lunch form (even if not used) provides extra money for the school. You may get the form in the office.

## **School Parties/Healthy Snacks**

Birthday treat scheduling will be left to the discretion of the teacher; usually the last 10 minutes of the instructional day. Please consider healthy snacks rather than the traditional sweets. You can contact the office or your teacher for suggestions.

We discourage the distribution of birthday party invitations at school. Student addresses and phone numbers are available in the school directory.

## **Information Cards**

We may need to contact you during school hours in emergency situations or to communicate important information so please notify the office when your student's address or phone number is changed.

## **Parenting Classes**

Unfortunately children do not come with an owner's manual. Parenting is the most wonderful but difficult job most of us will ever have. West Park, the school district and the community all offer parenting classes. Moscow School District currently has an entertaining and valuable class utilizing "Parenting with Love and Logic". Please, inquire about this opportunity.

## **Helpful Ideas**

### **School Clothing**

Items that are commonly removed such as mittens, coats, caps, boots, and backpacks should be labeled with your child's name. A lost and found shelf is maintained at school. Children are required to have boots and snow pants to play in the field when snow is on the ground. Because the weather in Moscow changes constantly please have your child bring a coat when there is any chance of changes in the weather.

### **Dress and Appearance**

The school recognizes that student dress and appearance is primarily the responsibility of parents; however, dress and appearance must not present health and safety problems or cause disruption at school or school sponsored activities.

## **Sleep and Rest**

The National Institute of Health recommends that children between 7 and 11 need at least nine hours of sleep. It is important to establish a relaxing bedtime routine that includes reading with your children. Set a regular time for bed each night and stick to it. To establish solid sleeping habits pediatricians and other child development professionals recommend that electronic games and television should be avoided in a child's bedroom.

## **Nutrition**

Nutrition is important for health and growth, and scientists are showing that nutrition, especially breakfast, helps kids learn. Students who eat breakfast and lunch seem to have an easier time learning. They are able to concentrate on learning, make fewer errors, and score higher on tests. Kids who eat breakfast and lunch behave better in school. They are more cooperative and get along better with classmates.

Meals at home or school ensure that students have the nutrients needed during the day to feel their best and concentrate. Good nutrition begins at home and continues at school. Plan meals around the five food groups. The best advice for a healthy diet comes from the Dietary Guidelines for Americans, developed by the USDA.

1. Eat a variety of foods.
2. Balance food with physical activity.
3. Choose a diet with plenty of grain products, vegetables, and fruits.
4. Choose a diet low in fat, sugars, and empty calories.

If you have special nutrition concerns about your child while in school, please contact the Director of Student Nutrition, Jessie Campbell, at 892-1123. We welcome your input.

## **Parent Involvement**

West Park Elementary School is a committed and caring community, and strongly urges parental involvement. When parents are involved in their children's education, a climate of partnership and a sense of community are strengthened within our school.

Our school provides children with high quality curriculum and instruction, within a supportive and effective learning environment that assists all students in meeting "high" academic standards. Parents need to be involved so their children are prepared to learn. Parents should ensure that their children come to school every day and on time, complete their homework and stress the importance of a solid and comprehensive education.

Parents are encouraged to attend parent-teacher conferences and review reports on their children's progress. We believe that our school and parents work together as partners. We welcome parental input and suggestions, and invite parents to participate in our many school activities:

### Family/Youth Activities

- 1<sup>st</sup> Grade Reading Night
- Reading Month
- Book Fair
- Grandparent Volunteer Readers
- University of Idaho Volunteer Readers
- Athlete and Community Readers
- Adventure Club with homework assistance
- Dinner and A Book
- Celebrating Accelerated Reader Points

### Parent Education

- Title I Parental Information Meeting
- Title I, RTI and regular classroom progress monitoring that includes Celebrating Growth!
- Diverse informational pamphlets in West Park hallway, such as the Idaho State Library Program “Read to Me” and other community Activities
- Love & Logic Parenting Classes

## **Volunteers Programs**

Parent volunteers are important to our programs and the number has been growing every year. Volunteers work in the library and classrooms and for special events such as class parties, field trips and art projects. Please let the classroom teacher or office know if you are available as a volunteer.

All volunteers should sign in and out at the office each time they enter the building.

## **Services Available**

We have many services available to assist you in case additional resources are needed. Some are on an as-available basis. Please call the school if there is a need.

For All Students: For Qualifying Students:

- Mentors • Gifted / Talented
- Reading Buddies • Special Services
- Counseling • Tutors
- Discussion Groups • English as a Second Language (ESL)
- Speech/Language
- Title I
- Backpack Food Program

## **Student Interns**

Research has shown that students benefit from a well-designed internship program. We are pleased to have many student interns and assistants visit us from the University of Idaho and other area institutions. Interns allow students to benefit from additional individualized attention.

## **Counselors**

West Park offers individual and group counseling to deal with a variety of issues affecting school situations. Unfortunately, because we lack the resources, we cannot offer long-term counseling, but we can offer a list of local practitioners.

## **Student Assistance Programs**

To help all students succeed, we offer:

- Second Step (diversity training and problem solving)
- DUSO (Developing Understanding of Self and Others)
- RTI – Response To Intervention
- Debug System (helping students solve problems)
- Virtues Project (teaching monthly virtues to foster health relationships)
- Positive Behavior Supports

Please call for a complete explanation.

## **Curriculum**

The Idaho State curriculum and our school district curriculum are available for review with the Principal.

## **Class Equalization/District Policy**

We care about our families and on-going traditions between West Park School and the home. Occasionally class sizes require tough decisions to balance class size. State class size requirements and local requirements to balance class size coupled with limited facilities are causes for the District's continuing need to place students in schools other than their neighborhood or choice school. (School board policy 5020.00)

## **Class Assignment**

Composing a class is a complex process determined by the principal in consultation with the staff. Boy-girl ratio, achievement level, behavior strengths, special needs, social development and relationships are considered in order to balance the class. Parents may participate in the process in the spring by providing written responses to questions about their child's learning style and need. Written response must be sent to the Principal by May 1st.

## **Policies**

### **Smoking Not Allowed**

State Board of Education policy does not allow smoking or vaping by anyone on public school properties.

### **Schools to be Free of Weapons**

In order to maintain safety at school and avoid an expulsion hearing, all students must be weapon free. Please review the policy and its implications with your student. “After immediate suspension...the Board shall expel from school for a period of not less than one (1) year...a student who has been found to have carried a weapon or firearm on school property...The superintendent shall report such student and incident to the appropriate law enforcement agency... (School Board Policy #5053.08)

### **The Right to Non-Discrimination**

The school will not deny any pupil equal educational opportunity or discriminate against any pupil because of national origin, race, religion economic status, or sex. The West Park Staff prides itself on creating a safe and diverse school community. We celebrate differences and encourage pride in each of our students.

### **Child Protection**

Teachers and all educational personnel working with children are required by law to report suspected cases of abuse or neglect to their building principal and/or Child Protective Services or the police who will take the necessary actions. Our position is not to judge but to assist a family or child.

### **Custody/Parenting Plans**

If you are one of our many blended or single parent families and have specific childcare or protective needs, please provide a parenting plan and talk with the principal.

### **Confidential Records**

The confidentiality of information and records is held to the highest standards at West Park School. If you are interested in reviewing your child’s educational record please make an appointment with the office.

## **Computer Network Policy**

The District provides access to the Internet and the Moscow School District computer network system. Permission from parents or guardians is required before students can access the networks. The school reserves the right to monitor electronic transmissions, and the school may revoke, deny, or suspend user accounts at any time because of inappropriate use.

## **Permission to be Photographed**

There will be times during the school year when teachers/photographers will wish to take pictures/videos as the children go about their everyday school activities. On rare occasions the photographers could include representatives of newspapers or television or University of Idaho students working on school projects. Pictures/videos could be used for parent-teacher sponsored events, bulletin board displays, school district brochures or websites. The children enjoy seeing themselves published or placed in public areas around the school. For security reasons your child's name will not be placed on any publication outside of the school without parents' permission.

## **Other Topics of Interest**

These items are typically outside the developmental need of K-2 students. For information please consult with the Principal

Search and seizure MSD# 5056 Freedom of expression MSD# 5350 Substance Abuse MSD# 5052 Assembly of students Covered in Freedom of Expression

# Parent/Student Handbook Review Form

We are pleased to provide you with this year's Student/Parent Handbook. Please review the entire handbook with your child. We have provided the following list of items that are of particular interest and/or importance. Please place your initials in the blank next to each item as you go over it with your child. Once completed, please sign and date the form and return it to your child's teacher.

- \_\_\_\_\_ School Communication
- \_\_\_\_\_ School Closures and Emergencies
- \_\_\_\_\_ West Park Schedule
- \_\_\_\_\_ Attendance
- \_\_\_\_\_ Health
- \_\_\_\_\_ Field Trips and Assessment
- \_\_\_\_\_ Student Responsibilities
- \_\_\_\_\_ How Do I Solve Problems at School?
- \_\_\_\_\_ Student Rights

We have reviewed the student parent handbook and understand the topics addressed.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_