

**CARBERRY
INTERMEDIATE
SCHOOL
Emmett, Idaho**

**STUDENT
HANDBOOK
2009 - 2010**

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MISSION STATEMENT

Staff, students, parents, and community of Kenneth Carberry Intermediate School will work together to improve teaching, learning, and to assist each child to achieve their potential as productive and responsible citizens.

SCHOOL CALENDAR

Aug. 24 th	All staff/In-service
Aug. 25-26	All staff work days
Aug. 27	First day for students/Early Release
Sept. 7	Labor Day—no school
Sept. 16	Early Release Wed. Begins
Oct. 1	Teacher In-Service/Work Day—no school
Oct. 2	State Teacher's Conferences—no school
Nov. 19	End of 1 st Trimester
Nov. 20	Teacher Work Day—no school
Nov. 23-24	Parent Teacher Conferences—no school
Nov. 25	No school
Nov. 26-27	Thanksgiving Vacation
Dec. 21-31	Christmas Vacation
Jan. 4	Students return
Jan. 18	Martin Luther King Day—no school
Feb. 11	End of 2 nd Trimester
Feb. 12	Teacher Work Day—no school
Feb. 15	President's Day—no school
Feb. 16-17	Parent Teacher Conferences—no school
Mar. 22-26	Spring Break
May 19	Last Early Out Wed.
May 31	Memorial Day—no school
June 2	End of 3 rd Trimester
June 3	Last day of School—early release
June 4	Teacher Work Day

*All early release times are 1:00 for Carberry, Butte View, and Shadow Butte

PHILOSOPHY

The school is concerned with the healthy development of the whole child, physically, emotionally, intellectually, and socially. Therefore, in addition to academic knowledge and skills, interpersonal skills and group activities are also emphasized. The school aims to prepare the student for the specialization of the intermediate years.

The primary goals of the school's educational program are to help young people learn how to learn, to strengthen students' intellectual capacities, and to help them acquire the skills necessary to function effectively in society. These goals can best be achieved by creating a positive climate for learning where students are challenged continuously.

The school endeavors to help young people learn to live useful and creative lives. This includes recognizing the uniqueness of each individual and accepting the differences of individuals and groups within our society. The school strives to help students develop an appreciation of our community and its contributions to the American way of life.

The school supports the parents' primary role as the social, moral, and spiritual guide of their children. Likewise, the school needs the support of parents and the community in order to be most effective in its quest for excellence in public education. The school endeavors to involve parents and the community in each phase of school life.

BASIC RULES OF CARBERRY INTERMEDIATE SCHOOL

- Carberry students will observe the **“No Touch”** policy.
- Carberry has a No-Tolerance policy toward bringing weapons, lighters, lasers, or toys that represent them. In addition, we are an alcohol, tobacco, and drug-free school.
- **Carberry School will not be responsible for items lost, stolen, or broken; therefore, electronic games or devices, cell phones, toys, trading cards, skates, skateboards, scooters, etc. are not to be brought to school.**
- Clothing depicting illegal substances such as alcohol, tobacco, and drugs, as well as clothing that displays inappropriate language or is considered gang attire is not allowed.
- Carberry maintains a **closed campus**. Students may go HOME for lunch as long as it has been prearranged with a letter on file in the office.
- Fighting is a major offense. Participants will be sent to the office for disciplinary action.
- *Open cans of pop and candy are not allowed in the hallways or on the playground.* No gum chewing except during designated times and places.
- **Visitors must check in at the office before going to a classroom.** No student will meet with a visitor(s) unless the visitor has a **visitor's badge**.
- There will be no public display of affection on the school grounds *or at school activities*.
- Students must check in and out of school through the office. Re-admittance will be accompanied by the **appropriate form** from the office.
- **Students will show respect at all times.**

RESPONSIBLE STUDENTS / SAFE SCHOOL

Carberry Intermediate School wants its students to be safe at school. To ensure safety, adult supervision is provided from **8:30 a.m. to 3:45 p.m.** at Carberry and Butte View shuttle area. The students are the parents' responsibility at all other times. We need help from responsible students to ensure safety. Therefore, students will report anyone who brings a knife, gun, lighter, or any harmful weapon to school, as well as anyone who takes part in any dangerous action during the school day. For the safety of all, please contact the principal or any Carberry staff person if you are aware of students who are conducting themselves in an unsafe manner.

CLOSED CAMPUS

Carberry Intermediate School maintains a closed campus. Students will not leave the campus after they arrive in the morning until they leave to go home, either walking or by bus. *Supervision of students is not available after the last bus in the afternoon. Therefore, all students not riding the bus must leave the school campus immediately at the end of the day.*

EXCEPTIONS ARE:

1. Students may go home for lunch if a letter from a parent granting permission is on file in the office.
2. Parents pick up the child for a medical appointment or other commitment and return him/her at a prearranged time.
3. No student will be released to anyone other than a parent or guardian without written parental permission.

VISITORS

ALL visitors - whether parent, brother, sister, other relative, or friend - **MUST check-in at the office and receive and wear a visitor's badge.** Do not take a student from school without checking him/her out in the office. Students from other schools will not be permitted to visit during the school day. This restriction is due to space limitations, insurance requirements, and legal liability. Student activities are for Carberry Intermediate students only. There will be no exceptions.

BUS POLICY

Riding to a different stop or with a friend: Students are not allowed to ride buses to a babysitter, to a friend's house to play or spend the night, or to attend meetings or parties unless the student has a note from his/her parent/guardian explaining the situation **AND** has contacted the Bus Shop for approval. No more than two extra students are allowed to go to the same destination without approval given from the Bus Shop (to ensure seat availability on the bus). Approval from the Bus Shop must be obtained before the student boards the bus. **BUS DRIVERS WILL NOT CALL THE BUS SHOP TO CALL HOME FOR PERMISSION TO RIDE.**

TEXTBOOKS

All textbooks are supplied by the Emmett School District and are issued by the teacher. As soon as a textbook is issued to *the student*, the responsibility for it becomes *the student's*. Loss of, or damage to, the textbook will result in a fee sufficient to repair or replace it. The student faces the risk of not receiving records or new textbooks until the bill is paid. Students are encouraged to cover textbooks to deter damage.

STUDENT AGENDAS

Students will be issued a student agenda. Replacement cost is \$5.50 if lost.

FIRE DRILLS, LOCKDOWNS, EVACUATIONS

Fire drills, lockdowns, and evacuations are conducted, unannounced, *several times during the school year*. Students exit the building through *specific routes*, depending on the room they are in at the time. Students are to walk out in single file and remain in line quietly throughout the drill including the return to classrooms. Teachers have detailed instructions and will cover them with each of their classes.

USE OF TELEPHONE

Parents should not call children at school except in case of emergency; likewise, children are not allowed to use the school telephone except in case of emergency. Please make prior arrangements for after school activities before your child leaves home in the morning. There is no guarantee your child will receive their message after 3:00 p.m.

DELIVERIES TO CLASSROOMS

To optimize instructional time for your child, and to limit interruptions, any gifts, flowers, balloons, etc. will be accepted in the office to be delivered to students and staff at the end of the school day.

DRESS AND APPEARANCE

Extremes in dress and/or appearance can detract from the learning environment or become a safety issue, and, therefore, should be avoided at school. Any type of personal adornment that becomes a disruptive influence in the school will be disallowed. Clothing and appearance should be appropriate to the season and within accepted community standards for the school environment.

Unacceptable attire includes heales (shoes with wheels), pajamas, see-through clothing, muscle shirts, tank tops, spaghetti straps, bare midriff tops, tights and leggings worn without a cover (cover must be at least fingertip length), jeans that are torn above the knees. Lycra, gym, swimming, or boxer shorts are not allowed. Shorts must be at least fingertip length. Clothing depicting illegal substances such as alcohol, tobacco, and drugs, as well as clothing that displays inappropriate language or is considered gang attire is not allowed. Head coverings (including hats, bandanas, hoods, visors, etc.) are not to be worn in the building during school hours. Students wearing clothing not allowed by Carberry dress code will be asked to call parents for different attire.

MEDICATIONS

Any student requiring medication, over the counter or prescribed (including cough drops), requires a signed consent from parents authorizing use of the medication. Medications must be in the original container they are purchased in, as this provides school personnel with directions for administering the medication. Prescription medications are required to have prescription labels. The parent or guardian is responsible for providing medications the student may require at school. All medications are to be kept in the nurse's office. Asthma Inhalers: The same medication guidelines will be adhered to for asthma inhalers. Should a student be required to carry an inhaler at all times, the student's name is to be on the inhaler and a physician's order (stating the student must carry the inhaler at all times) must be on file in the office. Please inform office personnel of any medical concerns or health problems your student may have.

STUDENT HEALTH INSURANCE AVAILABILITY

The school district does *not* provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are distributed at the beginning of the school year and are also available at the school office.

WITHDRAWING FROM SCHOOL

If it is necessary for a student to withdraw, obtain a withdrawal form from the office. This form and all textbooks must be presented to the students' teachers *and to the library*. Secure all required signatures on the form and return it to the office **BEFORE** withdrawing from school.

LOST AND FOUND

Lost and found items are to be turned in at the office. If a student has lost something, check with the office to see if it has been turned in. Once each month, unclaimed items will be donated to a local charity.

PROGRESS REPORT POLICY

Students will receive a monthly progress report in addition to trimester report cards. Students are to take the progress report home, have their parents/guardian sign it, and return it to their respective teacher.

LUNCHROOM

The lunchroom is available to those students eating hot or cold lunch. Lunches need to be paid before school or at recesses. Good manners and polite behavior are expected in the lunchroom; inappropriate behavior will not be tolerated. *Students whose behavior is inappropriate may be removed from the lunchroom. All food and drink must be consumed in the cafeteria.* Parents are welcome to eat lunch with their child.

CHILD NUTRITION SERVICES DISTRICT POLICY

1. No more than five (5) accumulative charges may be allowed at any one time unless arrangements have been made prior to serving, with the kitchen manager.
2. After first (1st) charge, manager notifies students verbally.
3. After second (2nd) charge, parents will be notified by phone or in writing.
4. After the fifth (5th) charge, elementary students may receive a peanut butter sandwich, fruit, and milk with a charge of \$.50 that may be added to the students' account.
5. Students, whose parents refuse to pay charges, may be refused meals.

LIBRARY

The library is a privilege. It is each student's responsibility to care for books that are checked out. For minor damage, students will be charged the cost of the repair. Normal wear is expected. However, it is the student's responsibility to protect borrowed books from weather, abuse, theft, and loss. If there is damage or loss, student's will be charged for the replacement cost.

GRADING SCALE

90 – 100	= A
80 - 89	= B
70 - 79	= C
60 - 69	= D
59 or below	= F

HONOR ROLL

Exemplary Honors: A student must have a grade point average of 3.75 through 4.00.

Merit Honor Roll: a student must have a grade point average of 3.50 through 3.74.

Honor Roll: A student must have a grade point average of 3.25 through 3.49.

DISTRICT ATTENDANCE POLICY

Elementary Attendance Plan -Minimum Required Steps

The following procedures will be followed with some flexibility available to the principal if extenuating circumstances exist.

1. School sends letter home after 5 absences and/or 5% of enrollment.
2. School sends letter home with School Board letter after 10 absences and/or 7% of enrollment.
3. School sends letter home with letter from Mr. Tim Fleming, Gem Co. Prosecuting Attorney after 18 absences and/or 10% of enrollment informing that student/parent has been referred to the School Board or a representative of the Board.
4. Principal sends letter to the School Board for review and requests that the Board or representative declare student a Habitual Truant.

Accurate reporting of attendance in Carberry School is essential. In order to facilitate communication between home and school regarding student absences, parents are asked to contact the office or leave a message on the school's answering

machine when their student will not be in attendance. The number is **365-0839**. The maximum allowable absences are 18 days per year.

Perfect Attendance-Students will be awarded Perfect Attendance each trimester. Perfect Attendance is interpreted as attending every day with no late arrivals or early departures.

HALL PASSES - LATE ARRIVAL-EARLY DEPARTURE

1. Students may not be in the hall during class time without a pass, which has been authorized by the office or a teacher.
2. If a student must leave school during the day due to illness, doctor or dentist appointment, or other reasons, **check out through the office**. When the student returns, **check back in through the office**.
3. **Late arrival-Tardy (until 10:15 then will be marked ½ day absence)**. A student arriving late at school must check in at the office and get a late arrival slip.
4. **Early departure (after last recess)** would be ½ day absence.

EXCUSES

If doctor or dental appointments must be made during school hours, parents should prearrange the absence. A health service excuse should be obtained from the doctor or dentist and returned to the Principal's office.

A doctor should verify any prolonged illness. Excessive absences could result in the student being declared habitually truant.

MAKE UP WORK

If a student will have to be absent for an extraordinary reason, he/she should make up the work in advance of the absence. The student asks the teacher for advance assignments, complete the assignments, and indicate that all work has been completed. No makeup privileges are allowed for unexcused absences.

Students will be allowed one day for each day that they are absent from school to turn in their assignments. It is the responsibility of the student to collect all missing work resulting from an excused absence.

HOMEWORK POLICY

Research recommends that all students have quality time for doing homework. Your child may be required to do homework several times a week. Each grade level will have specific homework requirements. Please check with your child's teacher.

INCLEMENT WEATHER

During bad weather, children may be allowed to enter the building immediately upon arrival at school. They may also be kept inside during the recess and lunch hour if the weather necessitates. Please be sure that your child is dressed appropriately as conditions often change during the day.

SCHOOL CLOSURE

In the event of severe inclement weather or emergency situations which would result in the closing of the schools or the changing of start or dismissal times, the information will be provided to local radio and TV stations. Please listen to one of the following stations: TV – Channel 2 KBCI, Channel 6 KIVI, Channel 7 KTVB, AM Radio: 670 KBOI, 630 KIDO, and 1140 KGEM, FM Radio: 105 KJOT, 106 K106, 104, KLITE, 103.3 KHEZ, and 90.3 KBSU.

CONTAGIOUS DISEASES

If your child is ill with a contagious disease, please notify the school. Please do not send your child to school if he/she has a contagious illness, rash, fever, or has vomited. We want to limit the spread of contagious illnesses.

HEAD LICE

Head lice is a contagious problem and is closely monitored by the School Nurse. Any child with an active case of lice or nits will be isolated in the nurse's office until they can be picked up. They will not be allowed to return to school until they are "nit free" and the problem is resolved.

FLUORIDE

Fluoride is provided by the Southwest District Health Department. The mouth rinse is very beneficial in the prevention of cavities. It is not harmful if accidentally swallowed. This program can greatly benefit the dental health of your child. Materials are supplied at no charge to you and it is generally done during P.E. time.

DISMISSAL

School administrators must be able to account for all students during school hours. The following dismissal procedures must be adhered to:

1. No elementary school child shall be permitted to leave school prior to the regular dismissal time except by permission of the Principal. All children are required to sign out through the office for any early dismissal.
2. No pupil will be permitted to leave the school at the request of, or in the company of, anyone other than a school employee, police officer, the parent or the parent designee, and then only with the Principal and parent(s) knowledge and consent.
3. School hours will be maintained unless decreed otherwise by the Superintendent. Teachers shall not dismiss any class from school attendance prior to scheduled dismissal time.

DISCIPLINE

All students must be knowledgeable of the school rules as they relate to conduct and discipline. The teacher deals with discipline problems in the classroom. If a student repeatedly violates rules, the teacher notifies the parents. When the behavior does not improve, the Principal is notified. The Principal and staff member determine where the student is placed on the discipline step procedure.

DETENTION

Students who do not follow school or classroom rules will be assigned recess detention, lunch detention, or both. Students who choose not to follow the policies of the school, or become a habitual problem, will be required to have their parents come to school for a conference with the administration.

DISCIPLINE STEP PROCEDURE

Step 1: The teacher documents student behavior, conferences with the student, and notifies parents.

Step 2: The teacher documents student behavior, conferences with the student, and notifies parents. The form is given to the administrator and the student is referred to the administrator for a conference.

Step 3: Teacher sends the referral to the office. The first referral results in a conference with the student, parent contact by the administrator, and assignment of consequences.

NOTE: The school district has a "no tolerance" policy concerning ANY weapons. Expulsion could result.

DRUG FREE SCHOOL

The Board of Trustees for School District No. 221 recognizes that the use of drugs has serious legal, physical, and social implications for the entire school community. The Board is committed to the prevention of substance abuse and rehabilitation of drug users by educational means, but will take whatever steps may be necessary to protect members of the school community from harm and from exposure to drugs.

Therefore, School District No. 221 provides a comprehensive age appropriate program, which presents information and activities to encourage students to abstain from the use of alcohol and other drugs, maintains a caring, nurturing environment in which clear institutional limits are set, and has established an appropriate intervention program for students at risk. The success of the program depends on mutual involvement and cooperative relationships among parents, community, law enforcement and schools.

It is the policy of School District No. 221 to prevent and prohibit the manufacture, possession, use, sale and distribution, or intent to distribute, any illegal or controlled mood altering substance, drug paraphernalia, look-alike drug, or abused chemical on school property, at school sponsored events and on school buses. Students not complying with the above are in violation of this policy. Violations result in suspension from school until a parent/student/principal conference has been held. Repeat violations may result in expulsion from school. Law enforcement may be called in.

TRUANCY

In all cases of truancy where school authorities have knowledge, the parents must be notified.

1. The parent will be notified immediately of the first truancy and the principal arranges the proper conference.
2. A parent conference must be arranged by the Principal in the event of a second truancy. The second truancy may lead to in-house suspension.
3. The building Principal may declare any student who has failed to comply with the stated 90% attendance requirement a habitual truant. The Principal may file a petition with the County Prosecutor to request corrective assistance from the Probate Court. Proceedings against the parents or legal guardian will be initiated by the Court. A copy of the petition will be presented to the Superintendent.
4. The third truancy will result in at least 2 days in school suspension.

SUSPENSION

1. The administration may suspend students from school for flagrant misconduct, for repeated violations of school rules, or for reasons of health or safety.
2. Written notice of such suspension, stating the cause, will be sent to the parents. A conference with the parents may be required before a student is reinstated in school.
3. Due process shall be assured to the student. The student will have an opportunity for a hearing with the Principal or his/her designee.
4. The student, during the suspension, will be in complete custody of his/her parents. He/she will keep completely away from the school grounds or any school sponsored activity.
5. Tests and assignments missed during the suspension may not be made up for credit.
6. Any imposed suspension does not preclude a student being subject to expulsion under later review of his case by the Board of Trustees.

EXPULSION

The Board of Trustees may expel any pupil who is a habitual truant, or who is incorrigible, or whose conduct, in the judgment of the Board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils. Any pupil having been expelled may be readmitted to the school by the Board of Trustees upon such reasonable conditions as may be prescribed by the Board; but such re-admission shall not prevent the Board from again expelling such pupil for cause.

No pupil shall be expelled without the Board of Trustees having first given written notice to the parent or guardian of the pupil, which notice shall state the grounds for the proposed expulsion and the time and place where such parent or guardian may appear to contest the action of the Board of Trustees to deny school attendance, and which notice shall also state the rights of the pupil to be represented by counsel, to produce witnesses, to submit evidence on his own behalf, and to cross-examine any adult witnesses who may appear against him. Within a reasonable period of time following such notification, the Board of Trustees shall grant the pupil and his parent or guardian a full and fair hearing on the proposed expulsion. The Board of Trustees shall allow a reasonable period of time between such notification and the holding of such hearing to allow the pupil and his parents or guardian to prepare their response to the charge.

CODES OF CONDUCT

The following section deals with specific rules referred to as the CODES OF CONDUCT. The goal is to create conditions that foster student self-discipline in a safe, warm, supportive school climate in order to maximize student learning.

ARRIVING AT SCHOOL

EXPECTED ARRIVAL BEHAVIOR:

1. Arrive no earlier than 8:30, school begins at 9:00 am. This includes students who walk, or are dropped off by a parent.
2. Enter lunchroom for breakfast at cafeteria doors.
3. When the two minute warning whistle blows, students will walk to outside door of classroom to line up.
4. Eat breakfast before playing.

ENTERING THE SCHOOL BUILDING

EXPECTED ENTRY BEHAVIOR:

1. When the two minute warning whistle blows, **stop playing** and **walk** quickly to your classroom door.
2. Line up at the end of the line (no space saving for friends).
3. Stand in line facing forward.
4. Keep hands, feet, and objects to yourself.
5. Use appropriate zone voices (outside-green; entranceways, bathrooms, and cafeteria-yellow; hallways-red). Green - talking allowed; yellow - quiet voices; red - no talking.
6. Watch for teacher's signal to enter.
7. Continue using appropriate zone voices as you move into your room.

PLAYGROUND

EXPECTED BEHAVIORS FOR OUTSIDE AND/OR THE PLAYGROUND:

1. Play only in designated areas.
2. Always obtain a pass from teacher on duty before entering the building.
3. Play by the rules of each game and use equipment in the way it was taught to be used.
4. Show good sportsmanship (defined), share equipment, and take equal turns.
5. Line up quickly and orderly after the bell rings.
6. Use trash cans for litter.

GENERAL PLAYGROUND RULES:

1. No fighting, play fighting, or wrestling.
2. Use appropriate language.
3. No throwing or kicking rocks, bark, mud, or snow.
4. Observe bells and/or whistles, and respond immediately.
5. **Walk** on paved and sidewalk areas.
6. Remain within fenced areas at all times. Do NOT climb on fences.
7. Be courteous.
8. No playing in entry areas.
9. Do not peek into classrooms or windows.
10. Keep equipment off the roof.
11. Dangerous running and climbing are not allowed.
12. Do not touch or hang on trees.
13. Students are not allowed to play in the bike rack area.
14. All students are to play in their designated areas.

SPECIFIC PLAYGROUND RULES:

1. No tag, running, or chasing on any outdoor equipment.
2. Pushing and shoving are not permitted.
3. Jumping is only allowed from **waist-high or lower** structures.
4. Poles and slides are for sliding down only.
5. On wet days some areas and structures may be off limits.

MONKEY BARS:

1. Students should use a lock grip, both hands on bar while moving.
2. Sitting or standing on top of bars is not permitted.
3. Three body parts must be holding on at all times.
4. No cherry drops or flips.
5. Students are not to grasp or tease other students.
6. Nothing should be tied to the bars.
7. Dismount from bars with hands.

SLIDES:

1. Students must slide in a forward sitting position, exiting **feet first**.
2. Interference with anyone going down the slide is not permitted (no clogging, no shocking, no bumping, get off quickly).
3. Only three students on the slide, platform, and ladder at one time.

4. Playing on the slide surface or ladder is not permitted.
5. On wet days slides may be off limits.
6. Slide only goes one way—**DOWN**.
7. Only people on slides—no stones, snow, bark, toys, grass, etc.

SWINGS:

1. No more than one person to a swing. Those waiting for a swing must remain on the concrete curb until it is their turn.
2. No standing on the swings.
3. No running under swings.
4. No throwing swings over the bar.
5. No climbing on T-bars.
6. No jumping off or flipping.

GAMES:

1. No games are frozen—everyone can play, but you may have to wait for your turn.
2. Use equipment for its intended purpose.
3. You may kick sports balls in the field only.
4. Do not chase equipment that goes over the fence. Tell the teacher on duty that you have lost your equipment.

FOUR SQUARE:

1. Players must stand in their square only.
2. Must strike the four square ball with their hands.
3. No holding the four square ball.
4. The four square ball must bounce one time.
5. The line is part of the square.
6. The four square ball must land in an opposing players square.
7. Number 1 square is the “serving square.” Number 4 is “entry square.” Players move from 4 to 1.

TETHERBALL:

1. One must stay on their own half of circle. If you cross center you are out.
2. No body parts (arms, legs, hands, etc.) may touch the rope or pole or else you are out.
3. You must change the tetherball direction without catching it. If you catch it you are out.

BASKETBALL:

1. **Everyone can play.**
2. No hanging from rims.
3. Refer to teacher’s teach-to for other rules.

FOOTBALL:

1. Tackling is **never** permitted. Use flags only.
2. Pushing, shoving, and tripping are not permitted.
3. Dog piling and wrestling are not permitted.
4. Refer to teacher’s teach-to for other rules.

KICKBALL:

1. There is no limit on the number of players, as long as each side has the same amount.
2. Stealing or leading off base is not allowed.
3. Balls and strikes are not counted. Four kickballs out of bounds makes an out.
4. Refer to teacher’s teach-to for other rules.

SOCCER:

1. Must be played on the soccer fields.
2. Refer to teacher’s teach-to for other rules.

ON GRASS:

1. You may run, play tag, or any other appropriate games.

2. Do not pull or throw grass.

WINTER SAFETY:

1. Throwing or kicking snow or ice is not permitted.
2. No sliding on any ice.
3. Snow sculptures and snowmen are allowed, but should take place away from other play areas.
4. Destroying other's snow sculptures is not permitted.
5. Standing or walking in puddles and under dripping water is not permitted.

HALLWAYS

EXPECTED HALLWAY BEHAVIOR:

1. Always stay to the right of the hallway.
2. Keep your hands to yourself. No pushing or shoving.
3. Remember, the hallway is a RED zone and there is no talking.

WHEN AN UNEXPECTED VISITOR ENTERS THE ROOM OR THE TELEPHONE RINGS

EXPECTED BEHAVIORS:

1. Remain quiet.
2. Remain seated.
3. Continue working.
4. Ignore the visitor or phone call.
5. Do not interrupt.

ASSEMBLIES

EXPECTED ASSEMBLY BEHAVIOR:

1. Walk into gymnasium in an orderly fashion.
2. Sit on floor with legs crossed in front, with hands and feet in own personal space.
3. Sit in order of line where directed to.
4. Look and listen to speaker.
5. Clap when appropriate.
6. Stay until dismissed.
7. Use zone appropriate voices (red zone).

FIRE DRILLS

EXPECTED FIRE DRILL BEHAVIOR:

1. When alarm sounds, students will stop what they are doing and go to their exit (red zone).
2. Exit the school building as a class in a quiet single file line.
3. Go to designated area and stay in a single file line facing away from the school, wait for teacher to take attendance, and remain quiet until directed to return to class (red zone).
4. If students are at lunch or recess, remain calm and quiet, exit the lunchroom and walk in single file outside to designated area and wait for their classroom teacher.
5. Students will return in a single file line, no talking, and ONLY *AFTER* O.K. from administrator has been announced.

BICYCLE SAFETY

EXPECTED BICYCLE SAFETY BEHAVIOR:

1. Students must walk bicycles on school grounds at all times.
2. Head injuries can be serious, protect your head! Always wear a helmet and use protective clothing to protect yourself against falls when riding a bicycle.
3. Always ride in single file on the right hand side of the road, the same direction as car traffic. Do NOT swerve into traffic.
4. Keep your eyes on the road at all times.
5. Keep both hands on the handlebars, except when signaling.
6. Always use hand signals when turning or stopping.

7. Do NOT ride double. Only one rider belongs on a bicycle built for one person.
8. Stop at all street corners and look both ways before crossing the street.
9. Watch for car doors opening into the roadway, driveway, or parking lot.

ACCEPTABLE USE POLICY FOR COMPUTER AND NETWORK SERVICE

An account on the Emmett School District computer network and subsequently, access to the Internet is provided for all students unless otherwise requested by parents or guardians. Computers and computer networks, including internet access, provide valuable tools that support the education of students in Emmett School District #221. Network users are expected to use all network resources for purposes appropriate to the education environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of Emmett School District #221.

Introduction/Explanation of purpose:

On the school network and on the Internet, students and staff may participate in activities that support learning and teaching. With access to other networks and people around the world, you might encounter information that may not be appropriate. The Emmett School District has taken measures to prevent access to inappropriate information, but Internet filtering software is not infallible. The school is not responsible for other people's actions or the quality and content of information available. We trust our students and staff to know what is appropriate.

All users are expected to abide by the following rules of conduct:

Use Policy Guidelines

1. Any use of the Emmett School District's network shall be for the exchange of information related to education. Emmett School District Standards must be followed at all times. Users of electronic communications (including, but not limited to, email, web pages, on-line collaborations, list serves and discussion groups) should be mindful that communications originating within the district may be construed as representative of the school or district. Do not send, submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, rude, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegal, or that encourages the use of controlled or illegal substances, or is otherwise not consistent with the policies, purposes, and objectives of Emmett School District #221.
2. At all times, user actions must take into account the rights of others. Users will respect network resource limits. They will use their directories on the network to store documents they have created and will delete them when they are no longer needed. They will not download or copy large files unless they are necessary for a school-related project. Such files must be deleted when they are no longer needed. Through routine maintenance, individual files may be reviewed and deleted by designated technology staff.
3. Users will respect the privacy of other network users.
4. Purposeful damage to computers and computer networks can be a crime. (See Idaho State Statutes on Computer Crime IC 18-2202) Do not damage any networks or any equipment or system forming part of a network. Do not break or misuse any school equipment.
5. It is against the law to copy other people's software. ONLY copy shareware, freeware, or software marked public domain. This means that users are not allowed to copy any software from school computers for use at home.
6. Users should not use bad language, or send messages that violate the law or would be offensive to another person.
7. Users will not install or attempt to install any software on a school computer. (See software policy below)
8. Changing settings on computers without the permission of the network administrator is prohibited.
9. Do not spread computer viruses. Virus check all computer disks before using them in floppy drives.
10. Under no circumstances should a user give his/her account name and password to another user or allow another person to use his/her account.
11. Using the Emmett School District network to advertise or make money is not permitted.
12. Users should NEVER give out personal information such as home address or telephone number.
13. Students are not allowed to subscribe to or use any listservs, discussion groups, chat groups or similar services.
14. Students will be issued e-mail accounts only when deemed necessary by a teacher or school administrator for

a specific educational purpose. Students may not use a teacher's e-mail account.

Intellectual Property

All works that an individual creates on the network or computers should be assumed to be the intellectual property of that person. However, all works on the network, computers or storage devices are open to monitoring/scrutiny by district and building administration, information Systems personnel, and/or designees of administrators. All files, materials or documents may be reviewed and deleted by designated technology staff.

Copyright and Plagiarism

All users should abide by current copyright law. Plagiarism will not be tolerated. (Plagiarism is copying the ideas, writings or artistic creations of others and presenting them as though they were your own.) If text or multimedia files from the internet or other electronic sources are used, they must be used according to the Fair Use Guidelines established by federal copyright law and policies of Emmett School District #221 and cited accordingly.

Electronic -Devices

Electronic communication or data devices will be used only in a manner consistent with the policies of Emmett School District # 221. These devices include, but are not limited to, handheld calculators, PDA's (personal digital assistants), cell phones, pagers, electronic book devices, and laptop computers.

Software and Peripheral Devices

Only district approved software will be installed by designated personnel on networks or individual machines. Appropriate licenses must be held for all software. Peripheral devices (including, but not limited to, printers, scanners, and storage/data devices) must be approved and installed by designated personnel. Donated equipment and software are subject to the same policies.

Any conditions or activities not specifically listed above that are not consistent with the policies, purposes, and objectives of Emmett School District #221 are prohibited.

Consequences of Inappropriate Use of Network/Internet Resources

Any action by a user that is determined by an administrator or designee to constitute an inappropriate use of the network or electronic information/communication systems as per district policy or Idaho Code 18-2201 and 18-2202 or to improperly restrict or inhibit other users from using these resources will result in disciplinary action and/or loss of access to, or use of these resources and/or legal action. A user will be required to reimburse Emmett School District #221 for any losses, costs, or damages, including attorney's fees, caused by inappropriate use.

District Limitation of Liability: Emmett School District #221 makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data, or interruptions of service. The district is not responsible for the accuracy or the quality of the information obtained through or stored on the system. The district will not be responsible for the financial obligations arising through the unauthorized use of the system.

INDEPENDENT SCHOOL DISTRICT OF EMMETT, #221
601 E. THIRD STREET, EMMETT, ID 83617
PHONE 365-6301 FAX 365-2961

Dear Parent/Guardian:

SUBJECT: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents or eligible students (over the age of 18) have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- *School officials with legitimate education interest.
- *Other schools to which a student is transferring.
- *Specified officials for audit or evaluation purposes.
- *Organizations conducting certain studies for or on behalf of the school.
- *Accrediting organizations.
- *To comply with a judicial order or lawfully issued subpoena.
- *Appropriate officials in cases of health and safety emergencies.
- *State and local authorities, with a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, dates of attendance, photographs used for recognition of student achievement, community relations, e-mail addresses, newsletters, publications, playbill, yearbook, graduation programs, and sports activity sheets showing height and weight of team members. Directory information, which is generally not considered harmful or an invasion of privacy can also be released without a parent's prior consent to outside organizations. Outside organizations may include but are not limited to, class ring manufacturers, yearbook publishers, scholarship applications, and military recruiters upon request (name, address and telephone only) required by federal law.

If you do not want Emmett School District to disclose "directory" information from your child's education records without prior written consent, you must notify your child's principal in writing within 10 days of registration. Please consider carefully your decision to withhold consent as any request for information from individual or entities not affiliated with the Emmett School District will be refused as will inclusion in school publications, athletic programs, playbills, etc.

Please feel free to contact the district if you have further questions regarding this matter.

Sincerely,

Sue Beitia
Superintendent

KENNETH J. CARBERRY INTERMEDIATE SCHOOL
1950 EAST 12TH
EMMETT, IDAHO 83617
PHONE 365-0839 FAX 365-0871
LARRY PARKS PRINCIPAL

We have read and understand the Carberry Handbook and CODES OF CONDUCT pages.

Parent/Guardian_____

Student_____

Teacher_____ Grade_____

Date_____

Please sign and return to your child's classroom teacher.