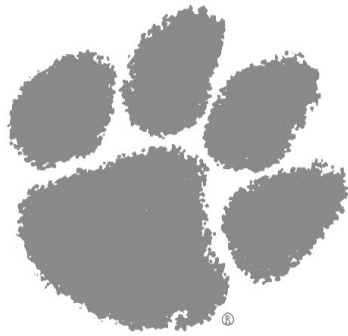


T A F T

T I G E R



P R I D E

STUDENT/PARENT

HANDBOOK

2015-2016

Taft Elementary

3722 N Anderson Street

Boise, ID 83703

Phone: 208.854.6180 Fax: 208.854.6181

Amy Pinkerman, Principal

Monday, August 24, 2015

Dear Parents and Students,

It is a privilege for me to be the principal of an incredible school that reflects leadership, inspiration, diversity, and the desire to provide all children endless opportunities to grow academically and personally. I joined the Taft Staff in October of 2013 and this upcoming year will be my 19th year in the Boise School District. It is a privilege to serve the students and families at Taft.

I invite you to join us for Back to School Night on Thursday, August 28th from 5:30-7:00 where you will be provided the opportunity to meet your child's teacher as well as visit the new Boise Parks & Recreation *Rec on the Run* after-school program that is free!

One change that is immediate is that there is no before school care provided in the gym. This resource is being considered for implementation in another manner, but at this time is not available. Students are not able to be at school until 8:15 in which they will go the playground where supervision will be provided. If you have any concerns or questions about this immediate implementation, please feel free to call me directly.

The Taft Community is a special community where the focus is on what is best for kids. I encourage you to visit Taft often.

Sincerely,

W.H. Taft Elementary...It's a place to

DISCOVER...Belong...INSPIRE...Believe...REFLECT...

Wonder...SUCCEED...Smile...LAUGH...and pursue one's dreams.

William Howard Taft Elementary

2015-2016

Daily Recess Schedule

<i>Morning Recess</i>	
9:45-10:00	3rd Grade
10:00-10:15	4th Grade
10:15-10:30	2nd Grade
10:30-10:45	Kindergarten and 1st Grade
<i>Lunch and Recess</i>	
11:00-11:45	6th Grade
11:15-12:00	5th Grade
11:30-12:15	2nd Grade
11:45-12:30	4th Grade
12:00-12:45	3rd Grade
12:15-1:00	1st Grade
<i>Afternoon Recess</i>	
1:15-1:30	6th Grade
1:30-1:45	5th Grade
2:00-2:15	4th Grade
2:15-2:30	3rd Grade
2:30-2:45	2nd Grade
2:45-3:00	Kindergarten and 1st Grade

Daily Start/End Times

1 st -6 th Grade	8:40-3:15
A.M. Kindergarten	8:40-11:30
P.M. Kindergarten	12:30-3:15

Early Release Start/End Times

1 st -6 th Grade	8:40-1:15
A.M. Kindergarten	8:40-10:30
P.M. Kindergarten	11:30-1:15

Taft Tiger Staff	
Head Custodian	Mustafa Okanovic

Assistant Custodian	Maria Sebyakina
Principal	Amy Pinkerman
Administrative Assistant	Cynthia Merry
School and Office Support	Nancy Petersen
Nurse	Sarah Olsen Smith
Health Tech	Jamie White
Counselor	TBD
Community Resource/Social Worker	Andrea Geraghty
Behavior Interventionist	Matt Peterson
Community Center Supervisor	TBD
ERR Teacher	Alex Estes
ERR Paraprofessional	Olivia Mares
ERR Paraprofessional	Tanya McCann
ERR Paraprofessional	Jannell Timmins
ERR Paraprofessional	Tony Ferreira
Resource Room Teacher	Pat Blatter
Resource Room Paraprofessional	Tay Kenyon
Resource Room Paraprofessional	Renee Vetter
Preschool Teacher	Whitney Manning
Preschool Paraprofessional	Melissa Brown
ELL Teacher	Robin Conde
ELL Paraprofessional	Kathy Howard
ELL Paraprofessional	Alice Delgado-Savoie
ELL Paraprofessional	Severin Nyamuroha
Kindergarten	Alesha Finneseth
First Grade	Karol Schill
First Grade	Tanya Brisson
Second Grade	Dusty Hamlin
Second Grade	Dena Duke
Third Grade	Loren Bailly
Third Grade	Nicole Rapp
Fourth Grade	Jessika Rose
Fourth Grade	Sarah Wright
Fifth Grade	Katie Zammiello
Fifth Grade	Kelley Kolpitcke
Sixth Grade	Colleen McDonald
Sixth Grade	Lindsey Elliott
PE Teacher	Scott Hill
Music Teacher	Robert Brings
Band Teacher	Karen Danley
Orchestra Teacher	Callie Watson
Guitar Teacher	Jonathan Hirtle

Librarian	Nancy Peters-Oliver
School Psychologist	Robin Thurber
Reading Specialist	Christine Shiels
SLP	Laura Ursillo
OT	Sherrie Armstrong
PT	Nicole Gleason
Title I Paraprofessional	Cindy Fusselman
Title I Paraprofessional	Rebecca Hoffman
Title I Paraprofessional	Cindy Scriver
Cafeteria Manager	Connie Pace
Cafeteria Assistant	Lynda Ayres
Cafeteria Assistant	TBD
School Support	Jerre Wydra
School Support	Randi Hall
Foster Grandparent	Grandma Denise
Foster Grandparent	Grandma Laura
Foster Grandparent	Grandma Mary

AGENDA BOOKS

Students in grades 1-6 have been provided with agenda books. These books are to be used under the direction of the classroom teacher and should aid the student in organizational skills. They are also a great source of communication between parents and the school. The agendas are provided free of charge; however, students will be charged for lost or damaged books.

ARRIVAL AT SCHOOL

Students should arrive at school no earlier than 8:15. There will be NO supervision in the gym or on the playground before 8:15.

Morning kindergartners need to be picked up no later than 12:00.

If your afternoon kindergartner would like lunch, the earliest he/she can arrive is 12:00. If your afternoon kindergartner is not eating lunch, the earliest he/she can arrive is 12:15.

ATHLETICS

We offer basketball and track to grades five and six. Girls' Basketball runs from October through December and Boys' Basketball runs from January through March. Track takes place in April and May. Coaches will send information home with interested students during the sport season.

Student spectators MUST be accompanied by the child's parent/guardian. Seating is limited and supervision is limited to the team members.

ATTENDANCE

The Board of Trustees of the Boise Independent School District requires 90% attendance for all elementary students. The policy outlines the requirements and responsibilities on the part of the parents to ensure

their child is in school at least 90% of the days that school is in session. As part of our policy, parents will be notified when absences reach five, eight, and ten days during the semester. If a student has a record of attendance problems and continues to have excessive absences or tardies, the student may be referred to attendance court Ada County Juvenile Attendance Court and may be withdrawn from school. We realize there are many factors to be considered and every effort will be made to work with parents. We are asking parents, however, to think seriously about the importance of good attendance and to make every effort to have their child/children at school when school is in session.

PARENTS NEED TO CALL THE SCHOOL AT 854-6180 IF THEIR CHILD IS ABSENT.

**Reference to Boise District Policy #3121 is outlined in your student's planner. Idaho Code 33-207 also defines attendance requirements.

BEHAVIOR EXPECTATIONS

Taft Elementary School operates within the framework of a positive discipline program to teach self-responsibility and leadership. We will encourage appropriate behavior and use natural and logical consequences when a child's behavior interferes with his or her learning or the learning and rights of others. We understand that home rules/expectations and school rules/expectations are often different. We greatly appreciate your support as we strive to maintain a safe and positive school setting.

The school's interest when establishing rules is to protect students and property, serve our educational purposes, foster health and safety, and avoid serious disruption of the educational process.

Each teacher will manage his/her classroom to meet the educational needs of all students. In instances of escalated misbehavior, the child may be removed from the situation, classroom, or the school. By employing a wide range of intrinsic and extrinsic reinforcements, student appropriate behaviors and efforts to succeed will be encouraged and recognized.

Fighting, including play fighting, is strictly forbidden. Parents will be notified should their child be involved. Suspension, either in or out of school, is a likely result of fighting. Profanity is also strictly forbidden and is an immediate Principal Referral. Parents can expect a phone call from your child as well as the principal to review significant incidents.

A lunch detention may also be used for misbehaviors.

**Reference to Boise District Policy #3230, #3272, and #3273 is outlined in your student's planner. These policies outline student conduct, detention, suspension, and expulsion.

BICYCLES, SCOOTERS, ROLLERBLADES, SKATEBOARDS

Bicycles are to be placed in the racks provided on the school grounds. Bikes should be locked to the bike racks. The school cannot be responsible for lost or stolen bicycles. Bikes are to be walked at all times on school grounds. This is for the children's protection.

Skateboards, scooters, and roller blades/Heelies are to be carried once students arrive on school grounds. They should be put in a safe place where they will not pose a potential hazard. These items are the responsibility of the student who brought them, and the school cannot be responsible if they are lost or stolen.

REMINDER: Bicycle helmets save students from serious injury.

BIRTHDAYS

The classroom teacher is responsible for establishing a procedure for celebrating birthdays in the room. Parents should check with the teacher before sending treats. Other ways for recognizing birthdays should also be discussed with the classroom teacher. We discourage sending flowers or balloons, however, if they are delivered to the school, the teacher will be notified and the child may pick them up in the office at the end of the school day. Student birthdays will be announced school-wide every Monday for students who have a birthday during that week.

BREAKFAST IN THE CLASSROOM

Breakfast is available, free of charge, to all students in their classrooms after school starts.

BUS INFORMATION

General bus rules:

- Follow the directions of the bus driver.
- Sit down and remain seated until arrival at destination.
- Do not change seats unless directed to do so by the driver.
- Keep hands and feet to yourself.
- Keep voices down--no shouting or whistling.
- Do not put hands, or anything else, outside the window of the bus.
- No fighting or swearing.

Students not following the bus rules may be issued a Bus Conduct Notice by the driver. If a student's behavior is extreme, he/she may be suspended from the bus. If a student receives 3 or more Bus Conduct Notices in a school year, he/she will be suspended from the bus for a specified number of days to be determined by the principal or assistant principal.

Students are not permitted to ride the bus home with friends unless they are signed up with First Student Bussing.

**Reference to Boise District Policy #8110, #3240, #2231 and Boise District Procedure #3240BP is outlined in your student's planner. These policies and procedure outline transportation and student bus conduct.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The Board of Trustees and Office of the Superintendent of Schools are aware of the hardship which can be caused by an abrupt cancellation of school. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation, including radio, TV, and newspapers. In addition, messages will be broadcasted through Infinite Campus, the Taft webpage, as well as a direct email. In the unusual circumstance school must be canceled during the school day, the school will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

COMMUNICATION BETWEEN HOME AND SCHOOL

We encourage parents to call or e-mail teachers with questions. Every staff member at Taft Elementary can be reached via e-mail by using the following format for e-mail addresses:

first name.last name@boiseschools.org

(example: amy.pinkerman@boiseschools.org)

COUNSELING

Mr. Sica is the full time counselor at Taft Elementary. He is a resource for parents, students, and teachers. His primary goal is to prepare and present classroom lessons at all grade levels.

Parent Education classes are offered through the district in the fall and spring. Flyers with times, dates, and registration information are sent home with the students.

DRESS CODE

Revealing clothes such as low-riding pants, and shirts exposing the chest, back or midriff are not appropriate for the school environment.

- **Shirt straps should be at least three (3) fingers in width. Muscle shirts are not allowed.**
- **If necessary, shirts should be able to be tucked into pants.**
- **Shorts should be no shorter than 6 inches above the knee.**
- **Gang-related clothing is not allowed in the Boise School District. This includes long belts or chains and displays of colors, such as bandanas.**
- **Head-coverings are not allowed in the building with the exception of head attire that is necessary for religious or medical reasons.**
- **Open-toed footwear in the school setting is a safety issue. Open-toed shoes are easily broken and can result in injury on the playground. It is recommended that students not wear open-toed shoes. Students must wear appropriate footwear on P.E. days.**
- **Shoes with wheels (“Heelies”) are not allowed at school.**

If it is determined that a student’s attire, hair or grooming is disruptive to the educational atmosphere or is detrimental to the health and safety of the student or others, parents will be notified to bring a change of clothing. If a parent cannot be reached, a change of clothes will be provided.

****Reference to Boise District Policy #3223 is outlined in your student’s planner. This policy defines student dress.**

EMERGENCY SITUATIONS

Some emergency situations require special procedures due to the nature of the situation. Bomb threats, hostage situations, earthquakes, fires and brandishing of weapons are examples of these types of emergencies. Our goal in any such emergency is to protect the lives of all students and school personnel. Circumstances may dictate the total or limited evacuation of the building. Should there be a need to be evacuated from the building for an extended period of time, the safety plan specific to Taft Elementary will be implemented.

EARLY STUDENT CHECK OUT

Parents coming to school early to pick up their child need to come to the office and sign him/her out. Students are not allowed to be picked up directly from the classroom. The child will be called from the classroom to the office. Also, students are not allowed to leave school early with someone not listed on their enrollment form unless the school has a signed note or received a phone call from the parent or guardian. Note: Picture ID may be required to verify permission for student pick-up. If parents have authorized another person to pick their child up after school, parents need to let the classroom teacher or office staff know by note or phone call.

FIELD TRIPS

A field trip permission form will be included in the beginning of the year paperwork. The permission slip only needs to be signed once for the whole year. As trips are scheduled, parents will be notified by the classroom teacher. Parents may be asked to help cover the costs of field trips.

HARASSMENT/BULLYING/INTIMIDATION

It is the policy of the Boise School District to maintain a learning environment free from harassment, bullying, and/or intimidation. Each student has the right to learn in an atmosphere that promotes equal opportunities free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Sexual harassment refers to sexual overtures or conduct that is not welcome, is personally offensive, affects morale, and therefore interferes with a student's ability to study or participate in school activities. Any student who believes she/he is being harassed, bullied, and/or intimidated should immediately report the situation to a school staff member. Once reported, a thorough, objective investigation will take place. Students who harass, bully, and/or intimidate others will receive consequences which may include suspension and/or the involvement of law enforcement.

**Reference to Boise District Policy #3212, #3231, and #3232 is outlined in your student's planner. These policies define bullying, hazing, and harassment.

HEALTH OFFICE

Immunizations - The State of Idaho requires that all children be immunized against Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, and Rubella. The Hepatitis B series is also required if your child was born after Nov. 22, 1991. The DPT is given every ten years after the initial series. The Measles, Mumps, and Rubella are given as a one-time injection. These immunizations can be given by a family doctor or by the Central District Health Dept. Parents can obtain the Health Dept.'s current schedule by calling 375-5211. Children must be immunized and certified information given to the school nurse before they can be enrolled in school. For more information contact the school nurse.

If a child is taking a prescription medication that needs to be given at school, parents must contact the School Nurse or the Health Technician to complete the necessary paperwork. *Prescription medications must be in the correctly labeled prescription bottle in order to be given at school. They will not be accepted in baggies, envelopes, etc.*

Non-prescription medications may be given only if the medications are in the *original bottle* with clear instructions from the parent as to how they are to be administered (dose, time, etc.) ALL medications, including cough drops, are to be stored in the Nurse's office.

If lice are found on a child, parents/guardians will be called and the student will be sent home. A note will be sent home to inform parents of an incident of lice in their child's classroom. After treatment, the affected children may be readmitted to school. Normally the presence of nits will not exclude the child from school. In repeated cases, however, the school may continue to prevent a child from returning to school until both lice and nits are removed. This decision will only be made by the principal after consulting with the School Nurse/Health Tech.

Children should not be sent to school if they are ill. Students should be fever free for 24 hours before returning to school. If a child is injured, the basic first aid will be administered. If the injury is judged to be serious, the parent/guardian will be notified. If someone cannot be located, the school will call 911 to have the child transported to the nearest medical facility. It is extremely important that the school has CURRENT home and work phone numbers and at least two "emergency" names and numbers to contact.

LOST AND FOUND

Each year many articles of clothing, lunch pails, etc. are lost. It would be helpful to have students' names put on clothing prior to being worn to school. Parents and students are encouraged to check the lost and found on a regular basis, because unclaimed clothing is donated at the end of each semester.

LUNCH PROGRAM

Taft Elementary provides Provision 2 meals. Provision 2 is an alternative program within the National School Breakfast and/or Lunch Program. Provision 2 is determined, in part, by the total percentage of free or reduced price meals served at the school during a baseline year. Under Provision 2, all students enrolled in the school receive meals at no cost to the students regardless of family income.

PARENT/TEACHER ORGANIZATION (P.T.O.)

Parents are welcome and encouraged to become involved in P.T.O. Once meeting times are determined, a notice will be sent home. It is the hope of the school to establish a strong connection between school, home, and the community.

PERSONAL BELONGINGS

Only those items on the school supply list or requested by the teacher should be brought to school. Students need to leave toys, cameras, MP3/Ipod type players, electronic games, or large sums of money at home. No money should be left in desks or in the building overnight. The school is not responsible for money or valuables lost or stolen.

PHONE CALLS/CELL PHONES

Parents should fully communicate any instructions for the day before school. Students are NOT allowed to call home to arrange for after school plans with friends. If parents wish to send their child to school with a cell phone, the phone must be kept in a backpack and turned off at all times while the student is on school grounds. Should the child's cell phone ring during class or be visible, the phone will be given to the office and must be picked up by a parent. The school is not responsible for lost or stolen cell phones.

Phone calls for teaching staff will only be transferred to classrooms before school, during breaks and after school to avoid classroom disruptions.

PLAYGROUND RULES

Students are to remain on the Taft Elementary play field or blacktop area during outdoor recess. Wet and muddy areas will be designated as off limits. Students are expected to exercise respect for each other in all areas of play. Swearing, hitting, throwing objects (this includes snow and/or snowballs,) kicking, tackling, wrestling, fighting and play fighting are not permitted. This includes tackle football or other games of physical contact that are rough and potentially harmful. Children who cannot follow these guidelines will be removed from the playground.

Weather permitting, students will be sent outdoors each day. Decisions to have outside recess during cold weather depend upon the temperature, precipitation, and wind chill factor. Shorter outside recess times are scheduled on very cold days. Students should always dress for outside recess.

PROHIBITION OF GANGS AND HATE GROUPS

Gangs, hate groups and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, sex, sexual orientation, ancestry, national origin or handicap are against the fundamental values of the educational environment of the Independent School District of Boise City. The activities of such groups and their members are prohibited on school district property and at all school sponsored functions.

Such prohibited activities include, but are not limited to, the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, verbal harassment, the intimidation of others, the advocacy of discrimination and any other behavior. Some examples include the wearing of gang colors or insignia, the use of language, codes and/or gestures that provoke violence or seek

to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

****Reference to Boise District Policy #3234 is outlined in your student's planner. It defines student conduct as it may relate to gangs.**

PROHIBITION OF WEAPONS, EXPLOSIVES & MATERIAL THAT CAN BE IGNITED

The Boise School District has "zero tolerance" for students who bring to school weapons, look-a-like weapons or other objects/substances which are a threat to the health and safety of others. Possession and/or use of these objects/substances at the elementary school or at any school sponsored activity without will result in in-school or out-of-school suspension.

Administrative Procedure

Any or all personnel employed by the Boise School District at the elementary level having knowledge of students with weapons or other objects/substances which are a threat to the health and safety of other students, staff members, or visitors or are a disruption to the educational process shall notify the building principal immediately.

****Reference to Boise District Policy #3236 is outlined in your student's planner. It defines student conduct as it may relate to weapons. Reference to Boise District Policy #3260 and #3261 defines searches by district officials.**

TAFT COMMUNITY CENTER

Boise Parks and Recreation has a community center free of charge at Taft Elementary. After parent permission form is received, students in grades 1-6 may go to the community center after school until 6:00 P.M. If you have questions about the Community Center Program, please call 854-6211 to talk to the community supervisor.

STUDENT DROP OFF/PICKUP

Please be mindful of Safety Patrol students as well as staff members who facilitate student drop off and pickup. It is imperative that the handicap area not be utilized without proper identification. Do not stop in the crosswalk for any reason.

SUSPENSIONS

Suspensions from school are given by the principal for severe or repeated infractions of school rules and policy. Suspensions cannot be given by teachers. Parents will meet with the principal before a student will be reinstated to school following a formal suspension.

Out of school suspensions are given only as a last resort. A suspension signifies that the student's behavior has been so disruptive or harmful that removing the student from the school environment is necessary.

****Reference to Boise District Policy #3230, #3272, #3273 and #3274 is outlined in your student's planner. These policies outline student conduct, detention, suspension, and expulsion.**

TESTING

A variety of testing measures will be used throughout the school year to provide specific data on our students. Data will be carefully assessed to assist the teacher in meeting the needs of our students. This data will also be made available to parents. Parents are encouraged to contact the school if they need assistance interpreting this data.

State/District testing includes:

- **Idaho Reading Indicator:** To ensure that all children master the skills they need to become successful readers, Idaho Law requires that every student from kindergarten to third grade be tested twice each year. Students in the Boise School District are tested three times a year. (September, January, and May)
- **SBAC** will be given in the spring (April-May) according to State Board of Education design. These tests will be given to grades 3-6 and will include Math, Reading and Language Usage. Fifth grade students will also take a Science ISAT.
- **Idaho English Language Assessment (IELA)** will be given once a year to any student identified as an English Language Learner. The IELA informs teachers and parents of a student's language proficiency levels.

VISITATIONS

Parents are welcomed and encouraged to visit school. Parents needing to talk to a staff member can request an appointment at any time. An appointment is necessary since the teacher is not able to talk to parents while class is in session. **ALL ADULTS MUST SIGN IN AT THE OFFICE AND RECEIVE A VISITOR BADGE** before entering the hallways and classrooms.

VOLUNTEERS

Volunteers are welcome and encouraged to get involved! Volunteers can enhance education in numerous ways both at home and at school. For more information on how to become involved, volunteers can contact the school office or the classroom teacher. **All volunteers are required to sign in at the office and receive a volunteer identification badge.** Volunteers should refrain from using cell phones while in the building. Volunteers are asked to sign out prior to leaving. This also assists in keeping records of volunteer hours.

For complete policies and procedures please refer to *The Independent School District of Boise City Policy Manual CD* located in all District buildings. Information can also be found at www.boiseschools.org/trustees.

W.H. Taft Elementary School

Student - Parent - Teacher Compact 2015/2016

This compact is an agreement between the student, parent, and teacher. Participation in this agreement is essential for each child's best educational experience.

As a Student I will:

- Believe in my ability to learn;
- Come to school on time, be prepared to work, dress appropriately and ask for help when I need it;
- Be a cooperative, respectful member of our school;
- Complete all assignments and homework and turn them in on time;
- Follow the rules W.H. Taft Elementary.

As a Parent/Guardian I will:

- Believe in my child's ability to learn;
- Respect and support my child, the teachers, and the school;
- Make sure my child attends school regularly and on time;
- Attend school activities whenever possible;
- Provide a time and place for my child to do homework and read.

As a Teacher I will:

- Believe in each student's ability to learn;
- Provide a safe, positive, and healthy learning environment;
- Respect that each child and family is unique;
- Strive to meet the individual needs of every student;
- Communicate regularly with parents/guardians about their child's progress in school.

After having read and discussed the Student Handbook and Compact with your child, please sign and date this agreement. Return ONLY the bottom portion to your child's classroom teacher and keep the handbook for future reference.

Student - Parent - Teacher Compact 2015-2016

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Teacher's Signature _____ Date _____