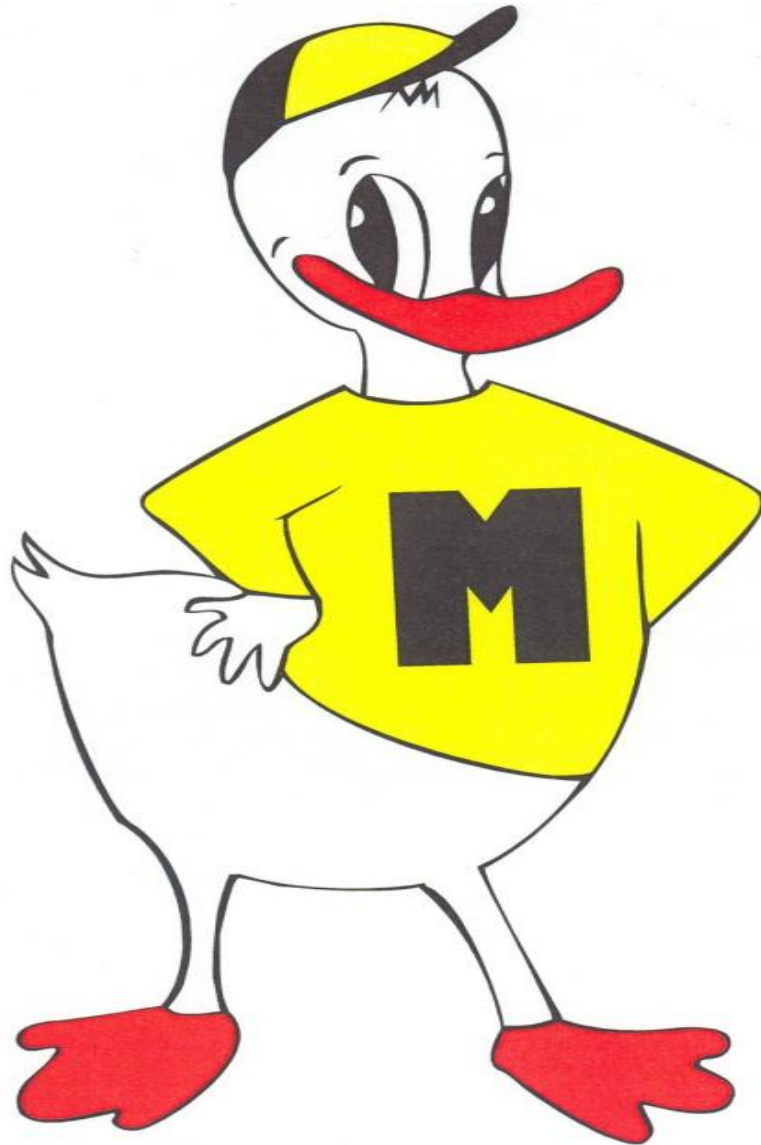


# **A.B. McDonald Elementary School**

## **2019-2020**

### **Student & Parent Handbook**



2323 East D Street  
Moscow, ID 83843  
(208) 882-0228  
[www.msd281.org/mcdonald](http://www.msd281.org/mcdonald)

Principal:  
Kim Mikolajczyk

August 2019



Dear McDonald Families:

Welcome to the 2019-2020 school year at McDonald Elementary School! My staff and I look forward to working with you as partners in your child's education. We are very excited to begin the new school year. We continue to have classes in kindergarten through fifth grades. We have strong programs in physical education, music, movement, technology, special education, enrichment education, counseling, reading and math intervention. We have many wonderful school activities planned in and outside of the classroom! We also continue to house the district's Developmental Preschool.

We have developed this handbook to provide you with necessary information regarding the procedures at McDonald Elementary School. We appreciate you taking time to read this and discussing its contents with your children. With this handbook, *you also will receive a Student Information Packet. Please keep the Student Information Packet stapled together and return it to school.* Your signature indicates that the student information is accurate and that you have discussed the contents of the handbook with your children.

We encourage you to visit McDonald Elementary School! As part of a team to help your child learn, we would love for you to get to know your child's teacher. **I would also love for you to read over our Vision, Mission, and Goals statements** on the following page—these guide us in all of our endeavors. Please also visit our website at <https://mcdonald.msd281.org/> for information. Always feel free to stop by, call or email if you have questions or concerns. Student supply lists can be found on our web site or at local stores that sell school supplies.

We look forward to our new school year! Thank you for sending us your fabulous children!

Sincerely,

*Kim Mikołajczyk*

Principal



# A.B. McDonald Elementary School

## Home of the DUCKS!



**McDonald Elementary**

### Our Vision:

A.B. McDonald Elementary School aims to meet the academic, personal, and social needs of all students by creating a learning community where students are encouraged to become lifelong learners and responsible citizens.

### Our Mission:

A.B. McDonald Elementary School: Nurturing the whole child by encouraging respect, kindness, and a love of learning. **WE PUT KIDS FIRST!**

### Our Goals:

A.B. McDonald Elementary School will:

- Provide high quality instruction to all students in alignment with the Idaho Content Standards.
- Administer meaningful assessments and gather relevant data related to each student's academic achievement so that adequate progress toward the state's standards and the district's curriculum goals can be determined.
- Continually monitor student progress to assure students are improving at an appropriate rate of growth.
- Provide meaningful opportunities for students to obtain and share information through the use of technology.
- Actively communicate with parents, students, and community through school and classroom newsletters, PTO flyers, weekly communication folders, school and classroom websites, email, phone calls, and conferences.
- Support all staff by sharing ideas, experiences, and resources.
- Maintain and promote a respectful, safe, and trusting environment, both on and off campus.
- Help students develop appropriate social skills in order to experience successful interpersonal relationships.

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McDonald School Faculty and Staff



Kim Mikolajczyk..... Principal  
Aaron Schiffelbein .....Counselor  
Vickie Brandner .....Secretary  
Linda Rogers .....Secretary  
Heidi Palmer ..... Kindergarten  
Brandi Urie..... Kindergarten  
Mitzi Wright..... Kindergarten  
Kristine Fitze ..... First Grade  
Gena Hudelson ..... First Grade  
Brenda Iverson ..... First Grade  
Lance Hamma ..... Second Grade  
Jana Horne..... Second Grade  
Emily Spellman ..... Second Grade  
Pepper Abbott ..... Third Grade  
Ashley Payton ..... Third Grade  
Krysta Swanger ..... Third Grade  
Wes Bascom.....Fourth Grade  
Wendy Thompson.....Fourth Grade  
Heidi Broenneke.....Fifth Grade  
Staci Brandner.....Fifth Grade  
Danielle Petitmermet ..... Fifth Grade  
Lisa Carscallen... ..... Physical Education  
Stephanie Sant ..... Movement/Technology Education  
Kathy Stefani ..... Music Education  
Tim Gregory ..... Movement/Technology Education  
Patty Pancheri..... Reading Intervention Teacher  
Karen Tripepi..... Extended Learning Teacher  
Sheryl Gomez.....Special Education Teacher  
Geri Ray.....Special Education Teacher  
Janet Mundell..... Speech Language Pathologist  
Amy Conway.....District Nurse  
Amanda Camin.....Assistant Nurse



Debbra Flomer.....Special Education Paraprofessional  
Lauri Graham .....Special Education Paraprofessional  
Tamra Hurst .....Special Education Paraprofessional  
Tammi Kozlowski .....Special Education Paraprofessional  
Joanie Maag .....Special Education Paraprofessional  
Kinsey Roberts .....Speech/Language Paraprofessional  
Jordan Roesler .....Special Education Paraprofessional  
Sean Sullivan .....Special Education Paraprofessional  
Eric Stefanchik.....Special Education Paraprofessional

Jeanne Sanford ..... McDonald Library Assistant  
Faye Nagler ..... District Elementary Librarian

Vickie Green .....School Psychologist

Jessica Woffinden .....Aide/Playground Assistant  
Connie Pope.....Aide/Playground Assistant  
.....Aide/Playground Assistant  
Vince Rathbun..... Day Custodian  
Chris Bergley .....Night Custodian

Margaret Parsley..... Kitchen Manager  
Liz Ausband.....Cook  
Camille Thompson.....Cook

Heidi Hawley.....District Language Support Specialist  
Debi Cheslik.....District Interpreter

Amy Lichte.....District Developmental Pre-School Teacher  
Lindsey Wagner..... Pre-School Speech/Language Pathologist  
Julie Comstock .....Pre-School Instructional Paraprofessional  
Rachel Lambert .....Pre-School Instructional Paraprofessional



**School Hours:**

**8:20 a.m. - 3:00 p.m. Monday-Thursday**

**8:20 a.m. - 2:15 p.m. Friday**

Office Hours: 7:30 a.m. - 4:00 p.m.

Teacher/Staff Hours 7:45 a.m.-3:30 p.m.

Our number is 882-0228, our fax is 892-1216.

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***Students should arrive no earlier than 7:45 a.m. for breakfast, 7:50 for recess.***

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**School Breakfast & Lunch Program**

Breakfast is served from 7:50-8:15 daily. Lunch times vary according to grade level. If your child is walking or getting a ride to school, please make sure he/she arrives by 8:00AM to have breakfast before school starts. Breakfast costs \$1.65 for students, \$3 for adults and lunch costs \$2.50 for students and \$4.50 for adults.

To pay for meals, please send a check/cash with your child to school. Each child has an account where meals can be paid ahead of time. Parents can also go to our district website at <https://msd281.org/> and click on "Pay for Lunch" on the Home page. Your child's unique pin number is his/her power school number. If you need that number, contact our office.

Forms for free and reduced price meals will be sent home on the first day of school and are available in the school office throughout the school year. If you have any questions about the menus, free/reduced lunches, etc. contact the Director of Nutrition Services at 892-1123.



please

*We welcome and encourage parents to join their student for breakfast or lunch. Please call the office by 9:00a.m. if you would like to order a lunch from our cafeteria.*

**Emergency Closures**

School closures will be announced using the MSD School Messenger phone and email system, on our website, and over various local radio and television stations. Please keep the school updated with accurate contact information so you can be contacted by phone or email.

# MOSCOW SCHOOL DISTRICT NO. 281 SCHOOL CALENDAR 2019-2020

**Approved  
12/19/18**

	Mon	Tue	Wed	Thu	Fri	
Aug	12	13	14	15	16	8/19-20 <b>New Teacher Orientation</b>
	19	20	21	22	23	8/21 Returning Teachers First Day
	26	27	28	29	30*	8/21-23 Teacher Work Days
Sep	2	3	4	5	6*	8/26 Professional Development
	9	10	11	12	13*	8/27 All Dist. Staff Mtg. AM/Teacher Workday PM
	16	17	18	19	20*	8/27 <b>BACK TO SCHOOL NIGHT 5:00-6:30 P.M.</b>
	23	24	25	26	27*	8/28 <b>First Day for Students</b>
Oct	30	1	2	3	4	8/28 <b>KINDERGARTEN PARENT ORIENTATION</b>
	7	8	9	10	11*	9/2 No School - Labor Day
	14	15	16	17	18*	9/4 <b>3<sup>RD</sup> GRADE PARENT NIGHT 6:00-6:30 P.M.</b>
	21	22	23	24	25*	9/5 <b>4<sup>TH</sup> GRADE PARENT NIGHT 5:30-6:00 P.M.</b>
	28	29	30	31		9/6 <b>MOVIE NIGHT 7:45 P.M.</b>
Nov	4	5	6	7	8*	9/9 <b>PTO MEETING 6:30 P.M.</b>
	11	12	13	14	15*	9/10 <b>5<sup>TH</sup> GRADE PARENT NIGHT 5:00 P.M.</b>
	18	19	20	21	22*	9/11 <b>2<sup>ND</sup> GRADE PARENT NIGHT 6:00-6:00 P.M.</b>
	25	26	27	28	29	9/12 <b>1<sup>ST</sup> GRADE PARENT NIGHT 6:00 P.M.</b>
Dec	2	3	4	5	6*	9/30 <b>PTO BUDGET MEETING</b>
	9	10	11	12	13*	10/2 End of High School 6 Week Progress Report Period
	16	17	18	19	20*	10/2 <b>INTERNATIONAL WALK TO SCHOOL DAY</b>
	23	24	25	26	27	10/3-4 No School - Professional Development
	30	31	1	2	3	10/11 <b>PICTURE DAY</b>
Jan	13	14	15	16	17*	10/14 <b>PTO MEETING 6:30 P.M.</b>
	20	21	22	23	24	10/25 <b>MONSTER MASH</b>
	27	28	29	30	31	10/30 End of 1 <sup>st</sup> Quarter
Feb	3	4	5	6	7*	10/31 No School – K-12 Conferences
	10	11	12	13	14*	11/1 No School – K-5 Conferences / Professional Dev. 6-12
	17	18	19	20	21*	11/7 <b>PICTURE RETAKES</b>
	24	25	26	27	28*	11/11 <b>VETERAN'S DAY ASSY.</b>
Mar	2	3	4	5	6*	11/11 <b>PTO MEETING 6:30 P.M.</b>
	9	10	11	12	13*	11/14 End of High School 6 Week Progress Report Period
	16	17	18	19	20	11/22 <b>TURKEY TROT</b>
	23	24	25	26	27*	11/25-29 No School - Thanksgiving Vacation
Apr	30	31	1	2	3	12/9 <b>PTO MEETING 6:30 P.M.</b>
	13	14	15	16	17*	12/12 <b>FIRST AND SECOND GRADE WINTER PROGRAM</b>
	20	21	22	23	24*	12/13 <b>KINDERGARTEN WINTER PROGRAM</b>
	27	28	29	30	1*	12/23-1/3 No School - Winter Vacation
May	4	5	6	7	8*	1/6 First Day Back for Students
	11	12	13	14	15*	1/13 <b>PTO MEETING 6:30 P.M.</b>
	18	19	20	21	22*	1/20 No School - Martin Luther King, Jr/Idaho Human Rights Day
	25	26	27	28	29*	1/23 End of first semester
June	1	2	3	4	5	1/23 <b>GEOGRAPHY BEE</b>
						1/24 No School - Teacher Work Day / Data Analysis
						1/27 No School – K-5 Professional Dev / 6-12 Teacher Workday
						2/5 <b>POLAR WALK TO SCHOOL</b>
						2/6 <b>SPELLING BEE</b>
						2/10 <b>PTO MEETING 6:30 P.M.</b>
						2/17 No School – Presidents' Day
						3/6 End of High School 6 Week Progress Report Period
						3/9 <b>PTO MEETING 6:30 P.M.</b>
						3/12 <b>THIRD AND 4<sup>TH</sup> GRADE SPRING MUSIC PROGRAM</b>
						3/16-20 Spring Vacation - No School
						3/30 <b>PTO BUDGET MEETING</b>
						4/2 End of 3 <sup>rd</sup> Quarter
						4/3 No School - K-12 Conferences
						4/2 <b>PORFOLIO NIGHT 3:10-6:00 P.M.</b>
						4/7 <b>SPECIALTY &amp; CLASS PICTURES</b>
						4/13 <b>PTO MEETING 6:30 P.M.</b>
						4/23 End of High School 6 Week Progress Report Period
						5/6 <b>BIKE TO SCHOOL DAY</b>
						5/11 <b>PTO MEETING 6:30 P.M.</b>
						5/14 & 15 <b>BOOK FAIR &amp; BREAKFAST</b>
						5/22 <b>ART DAY</b>
						5/25 No School - Memorial Day
						6/2 <b>MCD SCHOOL DUCK DAY</b>
						6/3 <b>Last Day for Students-1:30 Release / PCR H.S. Graduation</b>
						6/3 <b>AWARD ASSY/5<sup>TH</sup> GRADE GRADUATION</b>
						6/4 Teacher Work Day / Makeup Day (if needed)

=School in Session

=Prof. Dev./Data/Curr./Conferences/Workdays

=Vacation

\*45 minute Early Dismissal each Friday



## DAILY SCHEDULE: 2019-2020



7:45-8:15: Breakfast program  
 8:18: Recess bell rings  
 8:20: K-5 instructional day begins  
 3:00: Dismissal, Fridays 2:15PM

<b>Grade</b>	<b>Specialists</b>	<b>AM Recess</b>	<b>Lunch/Recess</b>	<b>PM Recess</b>
<b>5</b>	<b>9:10-9:55</b>	<b>-----</b>	<b>11:35-12:20</b>	<b>1:45-2:00</b>
<b>4</b>	<b>8:25-9:10</b>	<b>-----</b>	<b>11:20-12:05</b>	<b>1:05-1:20</b>
<b>3</b>	<b>10:00-10:45</b>	<b>-----</b>	<b>11:00-11:45</b>	<b>1:30-1:45</b>
<b>2</b>	<b>1:55-2:55 M-Th</b>	<b>9:40-9:55</b>	<b>11:30-12:15</b>	<b>12:55-1:10</b> <small>12:55-1:20 Fridays</small>
<b>1</b>	<b>12:15-1:00</b>	<b>10:00-10:15</b>	<b>11:10-11:55</b>	<b>1:45-2:00</b>
<b>K</b>	<b>1:05-1:50</b>	<b>9:35-9:50</b>	<b>10:55-11:40</b>	<b>2:00-2:15</b> <small>12:45-1:00 Fridays</small>

## SPECIALIST SCHEDULE

### PHYSICAL EDUCATION, MUSIC, & MOVEMENT/TECHNOLOGY

8:25-9:10      Grade 4  
 9:10-9:55      Grade 5  
 10:00-10:45    Grade 3  
 10:45-11:30    Preparation Time  
 11:30-12:15    Lunch  
 12:15-1:00      Grade 1  
 1:05-1:50      Kindergarten  
 1:55-2:55      Grade 2 M-Th only

**Certified staff work day is 7:45am-3:30pm, with variances for meetings, on occasion.**

**McDonald 2019-2020 Grade Level Instructional Schedules—Monday-Friday**

**Fridays school ends at 2:15PM**



**Kindergarten: Palmer, Urie, Wright**

Time Period	Subject or Activity
8:20-8:35	Morning Meeting
8:35-8:50	LA Story/ Oral Vocab/ Phonics
8:50-9:30	Leveled Skill Practice
9:35-9:50	Recess
9:50-10:55	Snack/Writing/intervention
10:55-11:40	Lunch/Recess
11:40-12:10	Rest Time/SSR/Assessment
12:10-1:05	Math/Calendar
1:05-1:50	Specialist
1:50-2:00	Me Box/Story Time
2:00-2:15	Recess (Friday 12:45-1:00)
2:15-2:55	Art/Sci/SS
2:55-3:00	Pack Up

**Grade 1: Fitze, Hudelson, Iverson**

Time Period	Subject or Activity
8:20-8:30	Opening Routine
8:30-10:00	Reading
10:00-10:15	Recess
10:15-11:10	Math
11:10-11:55	Lunch/Recess
11:55-12:15	Puppy Read
12:15-1:00	Specialists
1:00-1:45	Interventions, writing, penmanship
1:45-2:00	Recess
2:00-3:00	Science/Soc. Studies/ Art., etc.

**Grade 2: Hamma, Horne, Spellman**

Time Period	Subject or Activity
8:20-8:30	Opening Routine
8:30-9:40	Math
9:40-9:55	Recess
9:55-11:30	Reading Lab
11:30-12:15	Lunch/Recess
12:15-12:55	Writing
12:55-1:10	Recess (Friday 12:55-1:20)
1:10-1:55	Science/Social Studies/Art
1:55-2:55	Specialists M-Th

**Specialist Schedule:**

- 8:25-9:10      Grade 4
- 9:10-9:55      Grade 5
- 10:00-10:45    Grade 3
- 10:45-11:30    Preparation Time
- 11:30- 12:15    Lunch
- 12:15-1:00      Grade 1
- 1:05-1:50        Kindergarten
- 1:55-2:55        Grade 2 M-Th only

**Grade 3: Abbott, Payton, Swanger**

Time Period	Subject or Activity
8:20-8:30	Opening Routine
8:30-9:00	Comm. Circle, Library, & 2nd Step
9:00-9:55	Math Instruction
9:55-10:00	Restrooms and Transition
10:00-10:45	Specialists
10:45-11:00	Exit tickets, Read Aloud
11:00-11:45	Lunch and Recess
11:45-12:15	Walk to Read: Intervention and Pull-Outs
12:15-1:30	Core Reading ELA Instruction
1:30-1:45	Recess
1:45-2:30	Science/Social Studies/Writing Rotations
2:30-2:55	Daily Writing Process
2:55-3:00	End of Day Routine

**Grade 4: Bascom, Thompson**

Time Period	Subject or Activity
8:20-8:25	Attendance, lunch count
8:25-9:10	Specialist
9:10-9:20	Opening/Team Time
9:20-9:50	Intervention
9:50-11:20	M-Th: Math Fri: Library/DEAR
11:20-12:05	Lunch
12:05-12:35	M-Th: Science/SS Fri: Read Aloud
12:35-1:05	M/Th: Science/SS Fri: Math
1:05-1:20	Recess
1:20-2:55	Reading/Writing
2:55-3:00	Wrap Up/Planners/Clean/Goodbye

**Grade 5: Brandner, Broenneke, Petitmermet**

Time Period	Subject or Activity
8:20-8:30	Morning Routine
8:30-9:10	Math
9:10-9:55	Specialist
9:55-10:30	Math
10:30-11:00	M: Study/T-TH 2 <sup>nd</sup> Step/Library/HmRm F: Rotation
11:00-11:35	Reading
11:35-12:20	Lunch/Recess
12:20-1:45	Reading(Intervention 12:25-12:55)
1:45-2:00	Recess
2:00-2:45	Science/SS/Writing- Friday:Homeroom
2:45-3:00	End of Day, Friday: 2:15

### **What Should I Do If My Child Will Be Absent Or Late To School?**

Our phone system is able to accept messages 24 hours a day. Please either leave a message in the evening, before office hours, or call the school office between 7:30 and 9:00a.m. to report your child as absent. **Our number is 208-882-0228.**

Students are able to play supervised on the playground at 7:50a.m. There is no supervision for children before that time. The bell rings at 8:18a.m. and school starts at 8:20a.m. Students arriving after 8:20 a.m. are considered tardy and must sign in at the office before going to class.



### **What If My Child Needs To Leave School?**

Please send a note in the morning with your child. Students are not allowed to leave the school grounds during the school day without parent/guardian permission.

## **HEALTH**



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

Good attendance at school is important for learning and development. However, there are times when it is best for children to remain at home. For instance, when they are contagious or when they feel so poorly that they would not gain much by participation and instruction. The following guidelines are 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 hour indicates the need for your child to stay home. Be sure your child is fever-free for 24 hours without the use of fever reducing medication before allowing them to return to school.

#### **Vomiting/Diarrhea**

Vomiting and/or diarrhea, with or without a fever, within the past 24 hours indicates that 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 that 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 participate in school activities 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 help them to feel better, sooner.

#### **Draining, Inflamed Eyes**

If your child wakes up with his/her eyes stuck together, or the eyes are red, itchy, or painful, the child should remain at home until he/she can be evaluated by a physician. Your child may have a contagious infection. If

your child comes to school with eyes that are inflamed, itching, or draining, the nurse will evaluate your student for infection. If an infection is indicated, your child will be sent home.



### **Lice/Nits**

If you suspect your child could have lice or nits (eggs), please notify the school. The nurse would be happy to help you determine if your child has lice/nits, dry scalp, or another dermatological issue. We can also provide guidance on the treatment and management of lice.

### **Immunizations**

Idaho State law states that children may attend school when their immunizations are current or parents have obtained an exemption. Please contact your primary care provider or Idaho Health and Welfare, North Central District, 208-882-7506. See the web site:

<http://healthandwelfare.idaho.gov/Health/IdahoImmunizationProgram/SchoolandChildcare/SchoolRequirements/tabid/3785/Default.aspx>

### **What If My Child's Health Information Changes or He/She Has Special Health Concerns?**

Notify the school office so that our system may be updated. Bee stings, allergies, seizure disorders, asthma, heart problems, and diabetes are examples of the types of conditions of which we need to be aware so that we can provide proper care.

There are students at our school who have severe peanut, nut, egg, and other food allergies. We ask all students to wash their hands after lunch before going to recess; there are special seating arrangements in our cafeteria to ensure the safety of all children.

### **What If My Child Needs To Take Medication?**

Medication should be administered at home whenever possible. If your child brings ANY medication to school, he/she must bring it to the school office. In order for school personnel to administer over-the-counter medication, the office must have a permission form or note stating the dosage, the specific reason for the medication, and the time the medication should be administered. This note must be signed and dated by the parent or guardian.

If the medication is prescribed, the school requires a statement by your physician indicating the name of the medication, the dosage, and the time of administration or the original prescription container along with a note signed and dated by the parent or guardian identifying the name of the medication, the dosage, and time of administration.

If it is necessary to administer ANY medicine during school time, please call the office at 882-0228.

### **Can My Child Be Excused From Outdoor Recess?**

Except in very unusual circumstances, we ask that children participate in all aspects of the school program, including outdoor play. Fresh air and moderate exercise are health-promoting, even when recovering from a common cold or other minor illness. Our outdoor playground has sitting areas so that children can rest outside as appropriate during recess time.

## **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 a student's parents cannot be reached, and a higher level of care or services are indicated, emergency services will be called. All minor injuries (i.e. minor cuts, scrapes, etc.) will be treated at school unless directed by parents/guardians to do otherwise. It is extremely important that we have the current phone numbers for parents or guardians, and an additional contact person in the event of an emergency.



## **SAFETY**

### **Safety to and from School**

Safety en route to and from school is always a big concern. If your student arrives at school on his/her own, take the time to walk the route with him/her and look for possible risks.

Frequently review with your student the need to:

1. use crosswalks when crossing busy streets and highways
2. obey walk / don't walk signals at intersections
3. wear a bike helmet and walk bikes across intersections and on school grounds
4. stay on top of the bridges and out of Hordemann's Pond
5. carry all rollerblades and skateboards on school grounds



### **Before School Instructions**

Playground supervision begins at 7:50a.m. Children should not arrive on the playground before 7:50a.m. The breakfast program starts at 7:45a.m. No one is allowed to be in the building (unless they are having breakfast) until the 8:18a.m. bell rings when all students come into the building and go to their classrooms.

### **After School Instructions**

There is no after school supervision. Students should ride the bus, be picked up promptly at 3:00 Monday – Thursday, 2:15p.m. on Friday, or be instructed by parents to walk home immediately after the dismissal bell. If your child's after school instructions are different from what is on file in the office, please send a note or contact the office by 2:30p.m. Monday through Thursday and by 1:45PM on Friday.

### **Recess**

Except in very unusual circumstances, we ask that children participate in all aspects of the school program, including outdoor play. Keeping the child in a warm, well-contaminated indoor environment during recovery from a cold would not be as health-promoting as fresh air and moderate exercise. If students have direction from a medical professional not to participate in recess, we ask, whenever possible, for students to sit on the benches outside at recess, rather than in the office.



Only during **extremely** inclement weather we keep students indoors. Please prepare your child for the temperature of an Idaho winter by dressing them properly with a heavy coat, hat, boots and gloves. In the event of inside recess due to inclement weather, students will remain in their classrooms and play inside recess games. Before school starts, students will line up with their classes in the multipurpose room and gym.



**Student Insurance**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should your child be injured. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are available at the school office.

**BUS TRANSPORTATION**

Pupils picked up in the morning must be returned to their home bus stop unless other arrangements have been made.

**Rules for Riding School Buses**

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.

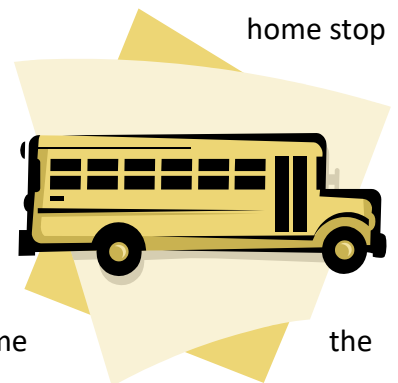
Students will conduct themselves in a safe and orderly manner when boarding, being transported, and de-boarding school buses. Student conduct shall conform to Moscow School District Board Policy 5057.01 which is to be posted in all school buses and provided in said board policy.

Riding a school bus is not an undeniable right. Because it is a privilege, each rider is responsible for maintaining appropriate behavior while loading, riding and unloading. Busing is NOT provided for students for their personal business. Personal business consists of things such as Cub or Girl Scouts, birthday parties, spending the night with friends, etc. **Bus students may not ride a bus other than their regular bus for any personal business.** Please make sure all after school plans are made prior to the event

**Change in Bus Route**

To support children/family needs, a second busing address other than the child’s will be allowed by the District. Please contact the office or the bus garage to arrange a regular, second address for your child to be picked up or dropped off.

If for some unexpected reason your child needs to ride a different bus or is a non-bus rider and needs to ride home with another student, he / she must have a written note from a parent to give to the bus driver. Please send your child with a signed note with the request or call the office and we will write them an emergency bus pass to give to the driver. Students will not be allowed to call home the day-of, unless there are extenuating circumstances.



Questions involving bus stops, schedules, etc. should be addressed to the Transportation Office at 882-3933.

## **Student Behavior Expectations**

Our vision at A.B. McDonald Elementary School aims to meet the academic, social, and emotional needs of all students by creating a learning community where students are encouraged to become lifelong learners and responsible citizens. We carry out our mission of nurturing the whole child by encouraging respect, kindness, and a love of learning.

One of our primary goals is to maintain and promote a respectful, safe, and trusting school environment—and we believe students who behave in a responsible, respectful and safe manner contribute to a positive, growth-minded learning environment. We proactively teach students social and emotional skills which include how to calm down, steps for solving problems, fair ways to play, and empathy and compassion. While we fully implement a skills-building curriculum with each student, teachers and staff encourage and reinforce students' use of these skills throughout each day.

Teachers and staff promote positive student behavioral choices by modeling what it means to be responsible, respectful and safe. Students are taught what it means to possess these lifelong skills and integrate these lessons throughout each day. Our teachers and staff maintain high expectations for engaging in positive behavioral choices.

Students at McDonald Elementary are expected to:

1. Show respect for self, others, and property.
2. Walk through the halls in a quiet and orderly manner.
3. Follow all classroom and playground rules.
4. Carry a pass when leaving the classroom to use the restroom, go to the office, etc.
5. Use appropriate language at all times.
6. Eat meals in the cafeteria with very good manners.
7. Wear hats outdoors only.
8. Keep cell phones and other electronic devices turned off and put away during school hours and before and after school in the school building.

We celebrate students who consistently meet these expectations by calling out positive behavior when observed. Teachers and staff hand out Duck Pond certificates as part of a positive behavior support program where students receive a small slip of paper in recognition of positive behavior. Certificates are collected at the end of each week and entered into a drawing for prizes as part of a school-wide time of recognition.

A school-wide plan is in place with a shared common language and procedures that empowers students to handle negative or hurtful peer behavior, while allowing teachers and staff to assist students by taking into account individual needs and situations.

At the beginning of the school year, the principal and counselor visit each classroom to go over school-wide expectations for positive behavior, as well as the differences between rude/mean and bullying behaviors, and how to deal with each.

Students are presented with the “DEBUG” System, a five-step outline that equips them to address negative or

hurtful behavior before asking an adult for help. The DEBUG System is posted in each classroom and teachers and staff encourage students to follow these five steps:

### **The DEBUG System**

1. **Ignore**  
*If that does not work...*
2. **Move Away**  
*If that does not work...*
3. **Talk Friendly**  
*If that does not work...*
4. **Talk Firmly**  
*If that does not work...*
5. **Get Adult Help**

Students should immediately skip to **Step 5: Get Adult Help** should they find themselves in a situation where their safety, or the safety of another student, is at risk.

Students who use the DEBUG System to address rude/mean behavior but feel the behaviors are not stopping are encouraged to tell an adult at school right away so additional steps may be taken to address the ongoing negative behavior.

### **Harassment**

#### **5060.00 | Student Harassment, 5060.01 Basic Policy**

It is the policy of this District to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, intimidating, bullying, cyberbullying, coercive, or disruptive. (2-23-10)

1. Students attending district schools are:
  1. Prohibited from engaging in any conduct that could reasonably be construed as constituting harassment or intimidation on the basis of sex, age, race, religion, color, national origin, disability, marital status, sexual orientation, physical characteristic, gender identity, cultural background, socioeconomic status, or geographic location. (4-27-16)
  2. Prohibited from bullying, cyberbullying or sexually harassing other students.
  3. Required to report, to the school principal or designee, harassment, intimidation, bullying or cyberbullying of which the student becomes aware. (2-26-10)
  2. This policy applies to all conduct on the District's premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events, and to conduct off the District's premises that has an adverse affect upon a student's educational environment. (3-26-02)



## **Student Responsibilities**

### **Lost & Found**

During the year many children will come home missing an item of clothing. In almost every case we find that the item has not been stolen, but only misplaced. A lost and found shelf for clothing items, lunch boxes, etc. is located just inside the front doors of the school, toward the gym. Two to three times a year, the remaining items in the lost and found are donated to local charities. Please mark clothes with your family name so it is easily returned to you. Please check the lost and found often.



### **Homework**

Per board policy 6050, it is the mission of the Moscow School District that students acquire and apply basic skills and develop a work ethic that will enhance their lives. Study skills and time management skills will be taught in all classrooms. Homework will be related to district curriculum, be the extension of classroom learning, and be developmentally (age and grade level) appropriate. Approximately ten minutes in grade one and up to twenty minutes of homework in grades two and three is considered to be appropriate. Thirty to forty-five minutes in grades four and five is considered to be appropriate.

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

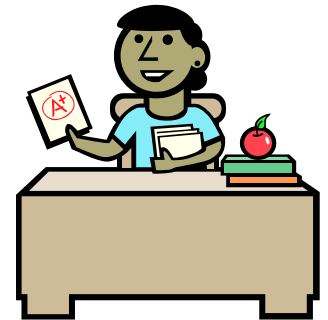
Only necessary items should be brought to school. Students are not to bring electronic music, game equipment or other valuable items at risk for damage or theft. Neither the school nor the teachers can be responsible for such items if they are lost, damaged or stolen.

### **Use of School Telephones**

Children will be permitted to use the school phones throughout the building 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 message will be delivered 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.

### **Personal Communication Devices**

Students are not to use personal communication devices inside the school, during the school day (8:00am – 3:00pm). All such devices must remain in the off position during the school day. Personal Communication Devices that are seen or heard during the school day may be taken to the office and may be picked up by a parent.



## **Parent Communication & Information**

### **Monthly Updates**

Every month you will receive a parent bulletin via email. This bulletin is also posted on our school webpage blog. It contains information about upcoming events, special programs, assessment data, district news, etc.

### **Book Bag – Homework Folders-Planners**

Our teachers use book bags/folders to teach specific lessons in responsibility. One purpose is to help communicate with you. Please check the book bags/folders/planner 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 classroom each day.



Please help by providing 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.

### **Parent/Teacher Conferences**

There are two regularly scheduled Parent/Teacher Conferences during the school year at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarter. Your child's teacher will communicate with you regarding scheduled conference time and date in the fall. In the spring, we have our Portfolio night in lieu of traditional conferences. Students will lead the spring conferences while you view their progress throughout the year. If you ever have concerns, you may request a conference at any time by making an appointment.

### **Wednesday Folder**

Every Wednesday students will bring home their "Wednesday folder" which is provided by the school. The first Wednesday of each month the district posts an on-line version of this folder that is full of community news, events, and flyers. These can be viewed at

[https://www.ms281.org/community\\_interest/community\\_event\\_flyers/](https://www.ms281.org/community_interest/community_event_flyers/). Please return the Wednesday folder by Friday of each week.

We will again offer an online version of the Wednesday folder to cut down on paper consumption. It is then left up to parents/guardians to go online to our school website

[https://mcdonald.ms281.org/student\\_parent\\_info/wednesday\\_express](https://mcdonald.ms281.org/student_parent_info/wednesday_express) to view the flyers and newsletters that would have otherwise been sent home.

### **Library**

*The more choices kids have to read, the more they will choose to read.*

Electronic Access to the **MSD Elementary Library Website** and catalog:

[https://www.ms281.org/district\\_schools/district\\_libraries/elementary\\_libraries](https://www.ms281.org/district_schools/district_libraries/elementary_libraries)

District Library Media Specialist – Faye Nagler, 208-882-2621, [naglerf@ms281.org](mailto:naglerf@ms281.org), McDonald library aide: Jeanne Sanford

Library hours: 7:50 – 3:20 Monday-Friday

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*The primary goal of The MSD Elementary Library Media Centers 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 it is not being used for a class.*

### **Policies**

- Students are responsible for books and materials they have borrowed.

- Students in Preschool, 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 to 5th 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.

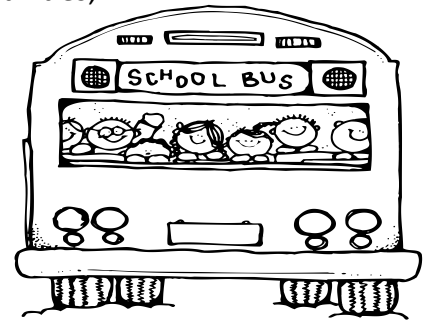


**Note:** \* *There are NO fines for overdue materials, however, students with lost materials or who have returned damaged books that are beyond repair will have restrictions placed on their accounts. They need to pay the cost of the missing or damaged item before their accounts are cleared, or work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

### **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 attend. When your child's teacher schedules a field trip, he/she will send information home 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 on 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.



### **Visitors**

Parents/Guardians are always welcome at school. Please schedule a visit directly with the teacher ahead of time. We require that all visitors report directly to the school office. The office staff will notify the teacher of your arrival. All guests must sign in and wear a visitor's badge.

### **Birthdays**

Special days like birthdays are important to children. If a child wishes to share a birthday treat with his or her class, please contact the teacher at least one day in advance to make arrangements. Please consider **healthy snacks** rather than traditional sweets. Also, please be sure and check if there are any students with allergies in the classroom.

In consideration of everyone's feelings, we thank you in advance for not sending invitations to birthday parties to school. Please utilize the PTO duck lines directory for contact information for students. Transportation for

private parties should be handled outside of the school environment.

### **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. McDonald, the school district, and the community all offer parenting classes. We offer a parenting class in our school each fall taught by our school counselor. Please inquire about this opportunity.



### **Volunteers**

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

All volunteers are asked to sign in at the office each time they are in the building and wear their volunteer badge. Students are expected to treat all adults and volunteers with the same courtesy that they show their parents, teachers, and principal.

### **Class Assignment**

Composing a class is a complex process determined by the principal in consultation with the staff. Achievement level, behavior strengths, special needs, personality, 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.

### **Parent Teacher Organization**

The parent teacher organization is a volunteer group whose focus is on promoting student well-being, organizing volunteers for special activities, fundraising for special projects and helping to increase communication between the school and parents/guardians.

McDonald Elementary welcomes and encourages participation in this organization. We are very fortunate to have a great team to support learning! Please see the school calendar for PTO meeting dates.

## **HELPFUL IDEAS**

### **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. Note: Flip-flops and snow boots are not permitted in P.E. or Movement. Children should bring alternative shoes to school if they wear flip-flops or snow boots.

### **Sleep and Rest**

It's recommended that children between 5 and 11 need at least **ten to twelve hours** of sleep. It is important to establish a relaxing bedtime routine that includes reading with your children and free from screens. Set a regular time for bed each night and stick to it.

## **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 at 892-1123. We welcome your input.

## **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

- Mentors
- Reading Buddies
- Counseling
- Discussion Groups

Students:

For Qualifying Students:

- \* Enrichment
- \* Special Education Services
- \* English Language Learners (ELL)
- \* Speech/Language

## **Notes From The Counselor**

The counselor teaches each student skills and strategies related to learning, bullying, personal safety, developing empathy, anger management, solving problems and social skills. These lessons are typically taught within the general education classroom with a research based curriculum.

Occasionally, a child may be dealing with a particularly stressful situation. For example, the death of a pet or other upsetting event that causes stress can influence the child's day at school. We want your child to be as successful as possible at school, so please notify your child's teacher or the office when there are days that your child may have some special needs.

The counselor offers parenting classes in the fall of each school year at McDonald Elementary.

## **LEGAL**

### **Weapons Policy**

According to MSD policy #5053.08, the Board identified if a student is in possession of a weapon or an item intended to be used as a weapon...shall be grounds for a suspension or expulsion hearing. Copies of this policy are available at our school office and online at our district website.

Additionally, students should never bring toy weapons or bullets, spent or live, to school.



### **Birth Certificates**

We need to see and make a copy of an original state certified birth certificate for each child who enters this school district. You have 30 days from the date the child enrolls to provide the birth certificate. If we have no birth certificate at the end of the 30 days, in compliance with Idaho Code 18-4511 (Missing Child Reporting Act), we must report the failure to obtain a birth certificate to the local authorities.

### **Attendance Policy**

It is important for every student to attend school on a regular basis to help ensure continued academic progress. If a parent takes a child out of school for a special trip or any other reason, please notify the child's teacher at least one week in advance by writing a note or sending an email. This will enable the teacher to have time to prepare work for your child so he/she will not fall too far behind. We understand that special opportunities occasionally arise, but please know that each learning day is very important, and they will miss instruction and work that is difficult for a child to catch up.

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. **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 who 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. Students should dress appropriately and plan to go outside for recess and participate in Specialist classes.

To see the full Moscow School District Attendance Policy, please visit the Moscow School District Website.

### **Technology/Computer Use and Policy**

We are fortunate to have an abundance of technology at McDonald school. Students frequently use technology and computers in their classrooms and in the computer lab to enhance and enrich activities. We provide access to the Internet. Permission from parents/guardians is required before students can access the network. The computer use agreement form is sent home at the beginning of the year. The school reserves the right to monitor electronic transmissions, and the school may revoke, deny or suspend user accounts at any time.

### **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/custody order and talk with the principal.

A.B. McDonald  
Elementary  
School  
2019-2020

