

# Parent / Student Handbook

## 2017/2018

### Welcome to

# *Cynthia Mann*

## Elementary School!

***Home of the Appaloosas!***

We are eager to begin another fabulous year of learning! This handbook is to help close the communication gap between home, school and student. Together, we help the whole child learn the best they can in a warm, caring, and exciting learning environment!

*Tammy Burks, Principal*  
&  
*Cynthia Mann Staff*

"Encouraging all minds to become independent thinkers within a caring community!"

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**The mission of Cynthia Mann Elementary is:**

*“Encouraging all minds to become independent thinkers within a caring community.”*

**At Cynthia Mann we encourage our community to  
strive toward becoming H.E.R.O.’s:**

**Honest**

**Encouraging**

**Respectful**

**Outstanding Citizen**

## ARRIVAL AT SCHOOL

Supervision on our playground is provided before school beginning at **8:15 A.M.** Please do not drop your child off or allow them to walk to school before 8:15 a.m. The first bell rings at **8:40 A.M.**

When students arrive, they should go immediately to the playground areas in the front of the school building and wait for the 8:40 A.M. bell. At the bell, **ALL** students will line up at their assigned spots on the blacktop.

Students should not arrive at school before **8:15 A.M.** unless they are participating in a special event such as choir, basketball, tutoring or safety patrol. Siblings of students in these activities should not come to school early unless supervision arrangements have been provided by the staff member sponsoring the activity. The school **does not** provide supervision for students who arrive early or stay late without prior consent.

The school day ends at 3:15 P.M. At the end of the day all students leave school grounds following dismissal of their class at 3:15 P.M. There is no playground supervision after dismissal, unless staying for an assigned after school activity with parent permission. If after school care is needed please look into our on-site program Just For Kids.

## ATHLETIC PROGRAM

Cynthia Mann Elementary is excited to offer after-school athletics to students in grades 5 and 6. Girls' and boys' basketball programs are offered during the fall and winter and co-ed track is offered in the spring. Information is sent home for these activities.

## ATTENDANCE

The Boise Public School Board of Trustees has established an attendance policy for elementary students, which states, "Elementary students are required to be in attendance at least **ninety (90) percent** of the time that school is in session." If a student is absent more than 18 days in a school year (9 per semester), he/she shall be considered for non-promotion.

Please use our Attendance Line to report absences or tardies. You can call into this system from 4:00 P.M. until 8:00 A.M. the next morning to report absences. To use this system, just dial **854-4680** from a touch-tone phone. Follow the prompt for leaving a message concerning absences. These messages will be checked at 9:00 AM daily. Every effort will be made to verify a child's absence through the use of this system.

We are glad that students and parents recognize the importance of attendance and punctuality at school. Key reasons for regular and punctual attendance are safety of students, employability, educational benefits and success that builds self-esteem. All students should be

at school by **8:40 A.M.** Any student who arrives after the **8:45 A.M.** tardy bell must report to the school office to receive a tardy slip before being admitted to class. Excessive tardies may result in a consequence at school.

Students arriving **after 10:15 A.M.** will be counted as absent for a half day. Students leaving school between **12:00 and 2:30 P.M.** and who do not return for the remainder of the day will be counted absent for a half day as well. It is extremely important that students be in attendance every day all day. Tardies and partial day absences are taken seriously. If your child is absent due to medical reasons, a doctor's note will excuse the absence.

Students who total **five, eight and ten** absences in a semester will receive a letter from the principal. This letter will notify parents of our concern for the multiple absences, regardless of the reason. It will also include a description of the assigned procedure that will be followed if the absences continue.

**Please do not drop-in to pick-up students between 3:05 - 3:15 P.M. unless a previous arrangement has been made with the teacher. Try to schedule doctor and other appointments before or after school hours. "Miss A Minute, Miss A Lot." If you have a change in your child's after-school transportation, please notify the office no later than 3:00 p.m. so there is time to pass the information to the classroom, otherwise we cannot guarantee reaching them in time.**

### **POSITIVE BEHAVIOR AND DISCIPLINE PLANS**

Cynthia Mann Elementary is dedicated to helping each individual student reach their full potential in academic and social areas. By having a positive behavior plan and consistent discipline policy, the goal of educating children can be most effectively reached. These procedures help to maximize the instructional time provided to each student.

Cynthia Mann students are to follow the Everyday HERO expectations listed below:

- H - Honest
- E - Encouraging
- R – Respectful
- O – Outstanding Citizenship

**Bullying** of any type will not be tolerated at Cynthia Mann and will result in appropriate consequences.

In short, no student shall disrupt the instructional process either by interfering with another student's right to learn or by preventing a teacher from doing his/her job.

Each classroom will establish a management plan that is appropriate to that particular group of students and meets the general building goals. Teachers will send a copy of their written classroom management plan home at the beginning of the year. Please contact your child's teacher if you have questions concerning this plan. Management plans will be reviewed in detail at the Back To School Night.

### **SCHOOL WIDE POSITIVE BEHAVIOR PLAN**

The Cynthia Mann School Wide Positive Behavior and Discipline Plan provides guidelines for expected behavior during the school day. A copy of this plan will be sent home with each child, parents/guardians need to review it with their child. Please review it with your child, then sign and return the bottom portion of the front page to the classroom teacher.

Consequence for misbehavior will follow a basic two-step approach to help change this unacceptable behavior:

- Step One: Parent/Guardian will be notified by a staff member (teacher, principal, counselor) when the rules are broken. Consequences will be given by the classroom teacher. If the notice is sent home, it should be returned with a signature verifying that a parent was informed of behavior and the action taken.
- Step Two: For a major violation or repeated infractions, a referral will be given to the principal. Consequences may include in-school or after-school detention, parent conferences, and/or suspension.

Major disciplinary violations such as **possession of weapons** (including lighters, matches, firecrackers, sharp objects, etc.), fighting, inappropriate language, defiance, disrespect, **threats against persons** (real or play), destruction of property, stealing, harassment, vandalism, departing, or other continual minor infractions will result in a referral to the principal. Suspension **will be considered** as a possible consequence.

### **BICYCLES, SKATEBOARDS, AND ROLLER BLADES**

Bicycles are to be placed in the bike corral provided on the school grounds. The school cannot be responsible for lost or stolen bicycles. Bikes should be locked to prevent theft. Bikes need to be walked on the **sidewalks and blacktop areas** before or just after school. This is for everyone's protection.

Skateboards, scooters and roller blades are to be carried when on school grounds and put in a safe place during the school day 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.

## BIRTHDAYS

The classroom teacher is responsible for establishing a procedure for recognizing birthdays in the room. **Please check with the teacher before sending treats or other items to celebrate birthdays.** If flowers, balloons or other items 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.**

## FOOD SERVICES PROGRAM

**Cynthia Mann (through Community Eligibility Program CEP) is able to provide a healthy breakfast and lunch each day at no charge for ALL students during the 2017-2018 school year.**

No further action is required of you if your student will be attending Cynthia Mann Elementary next school year. All Cynthia Mann students will be able to participate in these meal programs without having to pay a fee or submit an application. If your child currently has a balance in their Food Service Account, we ask you to consider leaving some funds in the account until you are assured your student has sufficient funds to purchase any ala carte items. Each meal offered includes milk, fruit, vegetables, and a choice of entrée. If your student brings a lunch from home or wants additional items, there is a charge for milk, extra fruit or vegetables, or second entrees. Funds can also be transferred to your other students' accounts at other schools or can be donated to assist other students in our District who have negative balances and are unable to pay their charges.

Refund/Transfer/Donation Forms can be picked up at the Cafeteria any time throughout the school year or from the Food & Nutrition Services Office at the District Services Center at 8169 W. Victory Road.

Please contact the Food & Nutrition Services Office at 208-854-4090 for further assistance.

If students or parents visit and require the purchase of a meal, the following charts outlines the prices.

2017-2018	Breakfast	Lunch
Student	\$1.40	\$2.40
Adult	\$2.25	\$3.70

### ***Lunch Serving Schedule***

*11:30-12:15 Grades 1 and SLC*

*11:40-12:25 Grades 1/2, 2nd, 2/3*

*11:50-12:35 Grades 3, 3/4, 4*

*12:05-12:50 Grades 5, 4/5*

*12:15-1:00 Grades 6*

Lunch menu calendars are sent home with students monthly. Menus are also available on the Boise District website.

Students will not be allowed to take lunch food outside during recess except on special days.

### **BUS INFORMATION**

Buses are provided for Cynthia Mann students who live 1.5 miles from the school. The First Student Bus Company transports these students to school. **When riding the bus the students are expected to display good manners and follow the rules and directions of the driver so every trip will be a safe one.** While on the bus and being picked up, the students are under the direction of the bus driver. If a student misbehaves on the bus, a Bus Conduct Report may be issued. **Reports will be sent home to be signed and should be returned the next day.**

If you have any questions concerning routes or service, please call First Student Transportation at 854-5230.

**Also: Please do not park in the bus loading zone in front of entry #6. This area is for loading and unloading of school buses only.**

### **CANDY/GUM**

Students are not allowed to chew gum at any location on the school grounds. Students who bring their lunches from home may have candy as part of their lunch. However, they will only be allowed to eat candy in the lunchroom or with permission from an adult in another area. Students may not buy, sell, or trade candy or drinks at school.

## CITIZENSHIP

It is each student's responsibility to show qualities of good citizenship. The Cynthia Mann staff will consistently encourage and recognize fine citizenship through the "Appaloosa HERO" program.

## CLOSED CAMPUS

Cynthia Mann students are expected to remain on the school grounds once they arrive at school. **All students leaving the building during the day must be signed out at the office!** This is a safety rule and we appreciate your help with supporting it.

## COMPUTER TECHNOLOGY

Cynthia Mann has several computers/technology devices in each room, as well as a mobile lab. It is our goal to provide all students with access to computer technology as appropriate to the grade level as possible. Our focus is on integrating technology into the curriculum. Students are required to use only acceptable and appropriate web sites when utilizing technology. Instructors will assist students with this requirement. Teachers and staff will be communicating to parents through the use of email and websites whenever possible. **A technology use form is included in this handbook. Please sign and return the technology use form to your teacher.**

## CYNTHIA MANN HERO ATTRIBUTES

Throughout the year, students will be recognized for displaying the following attributes: honesty, encouragement, respect and outstanding citizenship which align with the Cynthia Mann H.E.R.O. expectations. Reminders of these traits will be given at monthly assemblies, in classrooms and during morning announcements in various ways. Please encourage your child to display these character traits in order to help maintain a safe and positive learning environment.

## DRESS AND APPEARANCE

It is important for children to come dressed appropriately for school. Children dressed in a manner that is not suitable for the season, or in distracting or inappropriate attire, lessens our chance to maintain a good learning environment. Therefore, the guidelines below will be followed:

- Longer length style shorts, skirts and dresses are appropriate. A good "rule of thumb" to follow is clothing should be no shorter than fingertip length if the student is standing with arms straight down at his/her side. We ask that shorts be worn only in warm weather.

Students are expected to go outside for recesses, except in extreme weather situations, so they need to be dressed accordingly.

- Halter-tops, bare midriffs, tank tops, spaghetti straps, and “muscle” shirts are not appropriate. All shirts should cover the belly.
- Shoes that allow for good physical activity are best. Sandals should not be worn on days that a student has Physical Education class. **Flip-flop sandals are not to be worn at any time due to safety concerns.**
- Shirts, hats, tattoos or other clothing with vulgar/obscene messages or with advertisements for any alcohol, tobacco, drugs, etc. are not to be worn or displayed.
- Low-riding or baggy pants and wallet chains are not permitted.
- **Headwear of any type is not to be worn inside the school.** We ask that adults also follow this rule when inside the building. Exceptions will be made for medical and religious reasons.
- Jeans with cuts or holes higher than fingertip length are not permitted.
- During cold weather seasons please have students dress in warm clothing including coats, hats and gloves. If you need assistance with this please contact the school counselor. Please label these items with the student’s name on the tag. Students will continue to go outside for recess in the winter.

For instances where clothing is a concern, parents will be asked to come and get students or bring different clothing if necessary. We are aware and pleased that parents/guardians expect Cynthia Mann Elementary to set high standards and we thank you for your support. It is important for students to know that “school is their job” and that they should dress appropriately when in attendance.

### **EMERGENCY SITUATIONS AND DRILLS**

Fire drills and emergency evacuations are practiced on a regular basis to create an anticipated reaction during a school emergency. Questions concerning specific emergency drill procedures may be directed to the school office or the teaching staff.

In the event of an actual emergency, students will be dismissed **ONLY TO A PARENT OR DESIGNATED PERSON** (written permission must be on file in the office). Information concerning the emergency will be released to the district and the local media. Parents will be notified as soon as possible. We are prepared to care for children in critical situations until a parent arrives.

**Please do not call the school during an emergency, as we must have phone lines open for emergency calls.** All emergency situations will be dealt with by following procedures established by the Cynthia Mann Emergency Response Team. A copy of this plan is available upon request at the school office.

## **ENTRANCE REQUIREMENTS**

As required by state law, to be eligible for the first grade at the opening of school, a child must be six years of age before September 1 of the entrance year. Kindergarten students must be five years of age before September 1 of the entrance year.

The school district and the police department require that ***we use legal last names of students on all formal school documents.*** The reason for this is to facilitate efficient tracking of missing children.

Birth certificates and immunizations records are required of all new students entering the Boise School District. Both must be presented at enrollment time and are returned to parents after necessary information is entered on school records.

The State of Idaho requires that all children be immunized against diphtheria, whooping cough, tetanus (DPT), polio, measles, rubella, Hepatitis A and B, and mumps. These are now required for all students enrolling after April 1, 2011.

**Children will not be admitted in school without certification of immunization**, unless an exemption form has been completed, or medical documentation is presented stating that a child is protected because he or she had the disease. For any questions regarding immunizations, please contact the school nurse at 854-4680.

## **FIELD TRIPS**

Students may attend curriculum related field trips throughout the year. Students are transported by buses on most field trips. Students may be withheld from trips due to behavior concerns. **A field trip form is included in this handbook. Please sign and return the field trip form to your child's teacher.**

## **FUNDRAISERS**

Fundraisers are held for the purpose of benefiting the educational needs of the school and/or students. Students are not allowed to promote any fundraising activity on the school grounds that are not connected to this purpose. Students should not sell any items to other students at school (this includes private, religious or scout troop fundraisers).

## **GANGS AND HATE GROUPS**

Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, gender, ancestry, national origin, or handicap are inconsistent with the fundamental values of the educational environment of the Boise School District. 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, the intimidation of others, the advocacy of discrimination or any other behavior; such as the wearing of gang colors or insignia and the use of language, codes, and/or gestures that provoke or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

Administrative Procedure: All reports of gang and hate group activities are to be handled by the elementary building principal in an expedient and timely manner. When necessary, appropriate disciplinary actions will be taken and reports will be written on the actions taken.

Parents or guardians are to be contacted by phone, letter, or in person. The school resource officer will also be contacted when necessary. All incidents will be written and copies of reports will be forwarded to the superintendent or designee.

## **GRADING SCALE**

### **Summary of Boise Schools' Grading Policy & Best Practices**

#### **Moving toward sound grading practices:**

Traditionally, a student's grade may have reflected a combination of test scores, attendance, homework completion, extra credit, behavior and other factors, and may not have reflected student learning of academic content. The proficiency-based approach makes clear what students know and are able to do by measuring academic progress separately from non-academic factors.

The teaching and learning is intended to encourage a shift in thinking away from a grade with much more of a focus on how each student demonstrates learning.

*"We want to make sure that what we report is the most accurate information of your child's level of proficiency. We want to make sure that the practices we utilize are supportive of the development and maintenance of your child's confidence in their ability to eventually be successful."* Tom Schimmer 2013

Below are the key points of **Boise Schools' Grading Policy & Best Practices**

1. The district has created **Sound Grading Practices** -- we do not have full standards-based grading. Sound Grading Practices include, but are not limited to, the following:
  - a. Ensuring that students' grades accurately reflect student achievement.

- b. When recording grades, separating student behaviors from achievement (holding students accountable for both -- giving students full credit, but re-defining accountability).
  - c. Being purposeful on how teachers assess student progress and recording that progress accurately (validity & reliability).
  - d. Repurposing homework
2. The district requires **Equal Increment Grading Scales** (if using a 100 pt. scale--lowest score is a 50%). Policy allows for 4pt and 5 pt grading scales.
  3. Accept late work
  4. Reassess tests and assignments

The two board policies that reflect grading are 2621 and 2610.

Each teacher will be sharing individual grading policies at the start of the school year.

### **HEALTH, ILLNESS AND FIRST AID**

Nursing coverage at Cynthia Mann is fulfilled by a registered nurse for one full day and two half days each week, with a registered nurse on call the other three days. In addition, Cynthia Mann has a health technician one full day and three half days per week.

The school nurse functions to promote improved health conditions for all students. This involves screening programs, supervision of sanitary regulations, participation in health education in the classrooms and administration of first aid when indicated. Parents or guardians will be notified of serious injuries/illness in their children.

Medications may not be given at school without the written consent of a parent or guardian. Forms are available from the school nurse. All medications must come to school in the original container with instructions for administering.

Students that are too sick to take part in the normal activities of school are probably too sick to come to school. Please refer to the Health Services section of the Boise School District website for specific information concerning keeping sick children home. If a student is absent all day they will not be able to participate in after school events that same day.

### **INSURANCE**

Injuries that occur from accidents during school hours or while participating in school activities are usually covered by family medical plans. The school district does not provide medical insurance to **automatically** pay for medical expenses when students are injured at school. Each school will provide parents and students the opportunity to obtain additional coverage from an approved insurance carrier at a nominal cost. The school district does have basic liability coverage as required by the State of Idaho. Lost, stolen, or damaged equipment or clothing is **not** covered by district insurance.

## LIBRARY

Cynthia Mann's School Library serves its students and staff with over 18,000 books, magazines, and media materials. Each week, all students, grades 1 through 6 have a 30 minute scheduled library time. Kindergarten students visit the library once a week for 20 minutes. During the library time, students may read short books or novels, learn library skills and/or enjoy library related games.

At the beginning of the school year, and as new students enroll at Cynthia Mann, students review and agree to follow the rules of the library. Each student is responsible for all items checked out in their names. If they lose or damage a book due to neglect, parents will be charged a replacement fee for the book.

One of each child's responsibilities in library is to return their books on time. Items are checked out for one (1) week but may be renewed. After 30 days of non-renewal a book is considered lost. If the book is not returned or fine paid, the child's report card can be held by the principal. If at anytime the book is found after a fine is paid, a refund will be provided. If you have any questions, please check out Cynthia Mann's library web page.

The library is for the enjoyment of everyone. Use good manners and be considerate of others. Remember to try to read at least 20 minutes every day.

## LOST AND FOUND

Lost and found items should be taken to the area located in the hallway by the gym. Found library books should be returned to the library. Money, textbooks, and other valuables should be taken to the office.

**Please label your child's clothing items and lunch boxes** to help reduce the number of unclaimed items. Items not claimed after a certain length of time will be donated.

## MUSIC

ORCHESTRA is scheduled daily for interested 5th and 6th grade students. BAND is scheduled daily for 6th grade students only. Both band and orchestra are elective classes. Sixth graders may **not** take both. VOCAL music is scheduled twice a week for all students in grades K-6. CHOIR is available twice a week for interested 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students.

## **NEWSLETTERS**

Cynthia Mann sends a newsletter out twice per month. The newsletter will be e-mailed as well as posted on the school's website to provide school and classroom information for parents. Please read these brief newsletters for important information. If you would like a hard copy, please notify your child's teacher.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held at the end of the first quarter grading period. Parents will be notified of scheduled dates and times. In order to meet the individual needs of their students, teachers must communicate progress with parents. Conferences make that communication possible. Parents are strongly urged to attend these conferences. Any parents wishing to schedule additional conferences during the school year may do so by contacting the classroom teacher.

## **PERSONAL PROPERTY**

Students are discouraged from bringing valuables to school. **The school is not responsible for lost or stolen items.** Laser pens are not permitted due to risk of injury to others. Trading cards of any kind are not permitted. Personal items brought to school are under the supervision of the student with support from the classroom teacher. Personal items, including cell phones, brought to school should be given to the classroom teacher or left in the student's backpack.

## **PHONE USE**

Students and teachers will not be interrupted during class time to accept phone calls except in the case of an emergency. The school phone is a business phone and should not be used to arrange to go home with a friend, etc. A student **must** have a pass from his/her classroom teacher to use the office phone. Cell phones are not allowed to be used by students during the school day.

## **PICKING UP STUDENTS**

**If you are coming to school early to pick up your child, please come to the office and sign him/her out.** **Note:** ID may be required to verify permission for student pick-up. We will call your child from the classroom to the office. Also, students are not allowed to leave school early with someone not listed on their enrollment form unless we have a signed note or receive a phone call from the parent or guardian. **Please do not drop-in to pick-up students from**

**3:05-3:15 P.M.** as it is very disruptive to the end-of-the-day activities. “Miss A Minute, Miss A Lot!

### **PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) require that the school obtain written consent prior to the disclosure of personally identifiable information to others. This includes the disclosure of student’s names, addresses, telephone number, date of birth, etc. The school will **not** release this information without proper authorization.

The school will continue to announce birthdays on the day of unless a written request to omit a student’s name is received in the school office.

### **PTO**

The mission of the Cynthia Mann PTO is to be “a liaison between parents and teachers to support and fundraise for the benefit and education of our children”. The Cynthia Mann PTO does a lot to improve our school community! Parent involvement is a very important part of a child’s education and one of the best ways to be involved is by joining the PTO. Membership forms will be sent home with your child at the beginning of the year, and are available through the office. If you would like to volunteer, please send this form back with your child.

PTO meetings are held monthly. Dates and times are posted on the Cynthia Mann website.

Parents are encouraged to attend PTO meetings. General meetings are held monthly in the Cynthia Mann library. Specific times and dates will be made available at the beginning of the year. More information on PTO involvement is available in the main office.

### **REPORT CARDS**

Report cards are issued to students at the end of each quarter grading period for review of student progress. These reports show academic and effort grades, absences and tardies as well as information on pupil attitudes and work habits. Students are expected to follow the teacher procedures and complete assigned work in a timely manner. Classroom expectations will be provided to parents at the beginning of the year, and explained in detail at **Back to School Night**.

### **SAFETY PATROL**

Responsible 6th grade students are eligible to participate in the Safety Patrol Program. Students serve as crossing guards in order to keep our students safe and orderly. Parent

permission must be given for participation. We honor all those who participate in this program at our end of the year assembly.

Cynthia Mann Elementary provides student safety helpers at Turret/Castle and Northwall/Castle intersections as well as at the crosswalk in the pickup and drop-off area. Students and adults should obey these student patrols for the safety of all. Please drive slowly and carefully when entering or leaving our parking lot always watching for students and obeying patrols.

### **SCHOOL IMPROVEMENT LEADERSHIP TEAM**

The School Improvement Leadership Team is comprised of staff members and the principal for the purpose of improving student achievement through a systematic and managed process. This team will focus on student performance by analyzing data in order to implement positive change. The leadership team helps the staff and the community place emphasis on the importance of student learning and is oriented toward setting goals that meet the needs of all students. More information can be obtained from the principal or a team member.

### **SEXUAL HARASSMENT**

Cynthia Mann Elementary is committed to maintaining an educational environment that protects dignity, individual worth, promotes mutual respect for each individual, and is free from sexual harassment. Each student, employee, or visitor has the right to work or participate in an atmosphere that promotes equal opportunities, free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive.

It shall be a violation for any employee, student or visitor to sexually harass another individual, while on any school premises or at any school sponsored activity, regardless of location.

It is the principal's responsibility to investigate all reports of sexual harassment and determine immediate steps to be taken concerning the incident. Any warranted discipline shall be appropriate to the offense, age, and status of the individual(s) involved. All procedures will be followed as outlined in District Policy # 3232.

### **TESTING**

Cynthia Mann utilizes the Idaho Reading Indicator (IRI) for grades K-3 which is administered in the fall, winter and spring. The Curriculum Based Measurement (CBM) test is given to students in grades 4-6 in the fall and spring. The Smarter Balanced Assessment Consortium (SBAC) will be administered in the spring of each year. The Cynthia Mann Staff will prepare each student to score at a proficiency level on each assessment and to work for improvement from year-to-year. Students should do their best to acquire knowledge on a daily basis to help them to succeed on

these assessments. The results of these tests will be sent to parents as they become available. Results will also be utilized to help determine school improvement goals each year. Please contact your child's teacher concerning specific questions about these assessments.

### **TITLE IX POLICY STATEMENT**

It is the policy of the Boise School District in subscribing to and promoting the principles of equal protection under the law, that neither the Board of Trustees, nor its designated agents will discriminate in employment or in the equal delivery of educational services and opportunities against any person because of race, color, sex, religion, age, birth, ancestry, national origin, family relationship, personal or political patronage, or handicap.

### **VISITING SCHOOL**

Parents are welcome to volunteer at Cynthia Mann. Please communicate with the office or your child's teacher to arrange the volunteering and complete the required volunteer form. **All visitors must sign in at the office and receive a badge to be worn while at the school.**

Please make an appointment if you desire a conference with your child's teacher at a time other than the scheduled conferences in the fall. Students are advised to not bring friends or siblings to class except by invitation.

### **WEAPONS**

The Boise School District has "zero tolerance" for students who bring weapons or other objects/substances to school that pose a threat to the health and safety of other students, staff members, or visitors, or become a disruption to the educational process. Possession of, threatening use of, or use of these objects/substances at the elementary school or at any school-sponsored activity without prior permission of school officials, will result in the following course of action:

**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. The building principal shall conduct an investigation and make the determination as to whether a school resource officer is to be contacted and a complaint filed and/or if an immediate suspension is in order. This suspension can be in-school or out-of-school as determined by the building principal with the understanding that the weapons, objects, and/or substances have been confiscated and, when necessary, turned over to the proper authorities for disposition. The elementary building principal, in cooperation with the appropriate superintendent or designee, shall determine if sufficient cause exists for referral to the Board of Trustees for permanent expulsion.

Parents or guardians will be contacted by phone, letter, or by person in an expedient and timely manner with detailed information regarding the incident(s).

All reports of weapons, objects, and/or 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 be documented in writing by the building principal and submitted to the superintendent or designee.



## Cynthia Mann Elementary Playground Rules

1. Stay on school grounds.
2. Keep hands and feet to yourself.
3. All running should be in grass area only. This includes kickball, soccer, football, frisbee and tag.
4. Use equipment properly. For example: slide down slides feet first and on bottom, no jumping off equipment.
5. Monkey bars are to be used with arms (no sitting on top of monkey bars).
6. Reading area is at the picnic tables on black top under the trees. (no library books)
7. All dirt, wood-chips, rocks and sticks stay on the ground (no kicking).
8. No toys - athletic equipment is okay, but if brought outside, you will be expected to share. Other items must have principal pre-approval.
9. Students should play within one grade level up or down at lunch recess.
10. No electronic devices during recess.

**Let's be an Appaloosa HERO!**

## Mobile Device Student Contract

- I will only use the Mobile Device to help me learn.
- I will only use the Mobile Device for work that my teacher assigns.
- I will not search the internet on the Mobile Device unless my teacher gives me permission.
- I understand the Mobile Device is a learning tool, not a toy.
- I will handle the Mobile Device with care.
- I will keep the appearance of the Mobile Device with its standard settings.

**I understand that if I am not following the contract, I may lose the privilege of using a Mobile Device.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Teacher Signature \_\_\_\_\_



## Parent / Student Handbook Acknowledgement

I have read the Cynthia Mann Parent / Student Handbook 2017-2018. I understand the content and agree to abide by the guidelines presented.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

