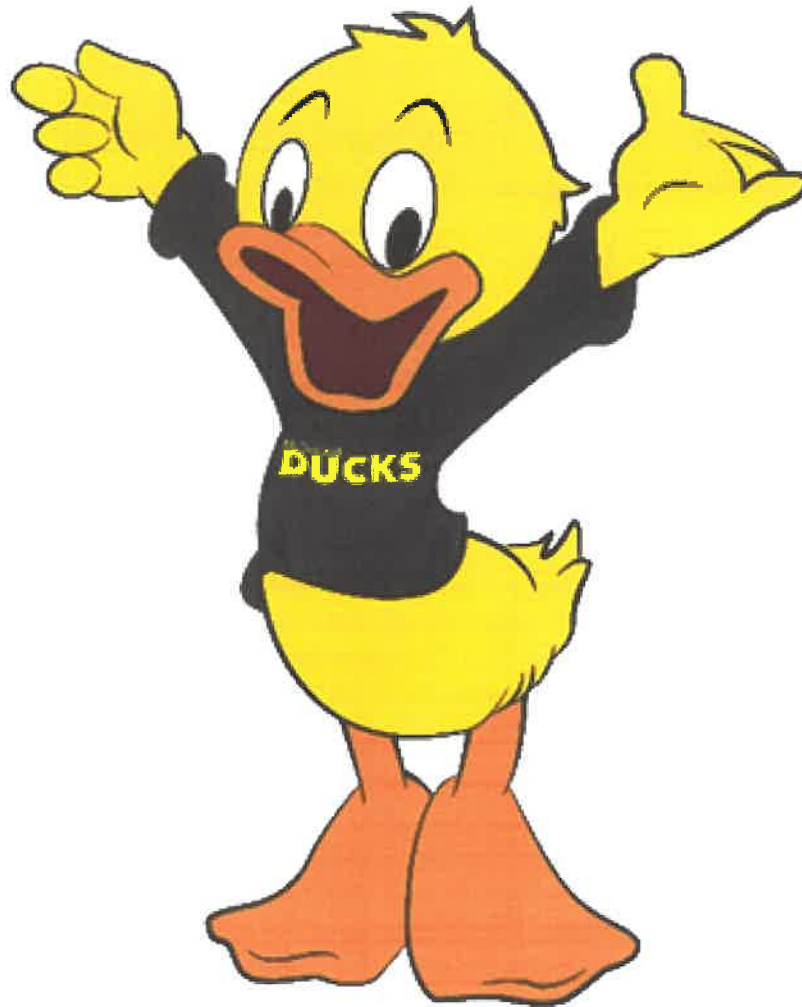


A.B. McDonald Elementary School



2023-2024

Student & Parent Handbook

2323 East D Street
Moscow, ID 83843
(208) 882-0228

Principal: Kim Mikołajczyk
<https://mcdonald.msd281.org/>

August 2023

Dear McDonald Families:

Welcome to the 2023-2024 school year at McDonald Elementary School! My staff and I look forward to working with you as partners in your child's education. We continue to have classes in kindergarten through fifth grade. We have strong programs based on purposeful curriculum in physical education, music, movement, technology, special education, enrichment education, counseling, reading and math intervention. We have rigorous academic standards and strong standardized test scores, consistently scoring well over the state average in testing. This year we qualified to be a Title I school. While our services will look the same, it does provide our school with federal protections of continued service to students that need additional reading support. In addition, we have many wonderful school activities planned in and outside of the classroom! We also continue to house the district's Developmental Preschool.

This handbook is designed to provide you with necessary information regarding the procedures at McDonald Elementary School. I appreciate you taking time to read this and discussing its contents 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 our endeavors. Please also visit our website at <https://mcdonald.ms281.org/> for information.

Always feel free to stop by, call, or email if you have questions or concerns. Suggested student supply lists can be found on our website or at local stores that sell school supplies. Every child that is registered in the Moscow School District has the right to learn. If you are unable to obtain suggested school supplies, we will supply them for you. Please contact the office to obtain student school supplies for the year.

Above all else, safety is our priority. My number one job is to make sure kids are safe. Our children would have difficulty learning, our teachers would have difficulty teaching, and parents would have difficulty sending their children to an unsafe environment. I am very proud of our entire McDonald Elementary team and their sincere desire to connect, care for, and educate your children.

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

Sincerely,

Kim Mikolajczyk
Principal

Table of Contents

GENERAL OVERVIEW:

- Mission and Goals
- McDonald/District Calendar
- Daily Building Schedule/Specialist Schedule
- Health
- Safety
- Bus Transportation
- Student Behavior Expectations
- Student Responsibilities
- Parent Communication & Information
- Helpful Ideas
- Services Available
- Legal

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 using 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 to experience successful interpersonal relationships.

McDonald School Faculty and Staff

Kim Mikolajczyk..... Principal
Aaron Schiffelbein..... Counselor
Vickie Brandner..... Secretary
Michelle Richards..... Secretary

Heidi Palmer..... Kindergarten
Brandi Urie..... Kindergarten

Kristine Fitze..... First Grade
Gena Hudelson..... First Grade
Mitzi Wright..... First Grade

Jana Horne..... Second Grade
Emily Spellman..... Second Grade

Pepper Abbott..... Third Grade
Krysta Swanger..... Third Grade

Wes Bascom..... Fourth Grade
Merina Rainville..... Fourth Grade
Wendy Thompson..... Fourth Grade

Heidi Broenneke..... Fifth Grade
Staci Brandner..... Fifth Grade
Caitlin Murray..... Fifth Grade

Lance Hama..... Physical Education
Stephanie Sant..... Movement/Technology Education
Kathy Stefani..... Music Education

Patty Pancheri..... Reading Intervention Teacher

Melissa Harmon..... Enrichment Teacher

Jordan Roesler..... Special Education Teacher
Geri Ray..... Special Education Teacher
..... Speech Language Pathologist

Jennifer Rouse..... District Nurse
Lyndee Walker..... Nurse Assistant
Fay King..... Nurse Assistant

Debbra Flomer..... Special Education Paraprofessional
Tamra Hurst..... Special Education Paraprofessional
Sarah Johnson..... Special Education Paraprofessional
Elly Jones..... Special Education Paraprofessional
Joanie Maag..... Special Education Paraprofessional
Kellie Matern..... Special Education Paraprofessional
Avery Phelps..... Special Education Paraprofessional

Connie Pope..... Special Education Paraprofessional
 Sean Sullivan..... Special Education Paraprofessional
 Full time opening..... Special Education Paraprofessional
 Full time opening..... Special Education Paraprofessional
 Half time opening..... Special Education Paraprofessional
 Wendy Johns..... Reading Paraprofessional
 Half time opening..... Reading Paraprofessional
 Ricki Martin..... Reading Paraprofessional
 Johna Walden..... Math Paraprofessional

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

Vickie Green..... School Psychologist

Cheyenne Allen..... Aide/Playground Assistant
 Elizabeth Ausband..... Aide/Playground Assistant
 Shannon McLuen..... Aide/Playground Assistant
 Vince Rathbun..... Day Custodian
 Derek McLam..... Night Custodian
 Julie Schott..... Kitchen Manager
Cook
 Lori Hanna.....Cook

Julia Goddard District Developmental Pre-School Teacher
 Lindsey Wagner..... Pre-School Speech/Language Pathologist
 Julie Comstock Pre-School Instructional Paraprofessional
 Rachel LambertPre-School Instructional Paraprofessional
 Full time openingPre-School Instructional Paraprofessional

Gabriela Holzman..... District Deaf & HoH Teacher
 Victoria Potts..... District ESL Teacher

GENERAL INFORMATION

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 208-882-0228, our fax is 208-892-1216.

Breakfast is served at 7:45 a.m.

The playground is open and supervised each morning starting at 8:00a.m.

What Should I Do If My Child Will Be Absent or Late to School?

Our phone system can 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.**

What If My Child Needs to Leave School Before the End of the Day?

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.

Emergency Closures

School closures will be announced using the MSD School Messenger phone and email system, on the district 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.

School Breakfast & Lunch Program

Breakfasts are served in our lunchroom each morning with a variety of breakfast items for students to choose from.

Students are welcome to eat breakfast at home, or bring lunch from home, but McDonald school also makes breakfast and lunch for students. Students will be asked to tell their teacher if they want “Hot Lunch” which is the lunch offered for the day and changes daily, “Choice Lunch” which is always peanut butter and jelly sandwich, yogurt and/or cheese, plus the fruit and veggies and milk served on the main hot lunch or “Lunch from Home.” See below for full information about our meal programs.

MOSCOW SCHOOL DISTRICT NO. 281

SCHOOL CALENDAR 2023-2024

Approved
2/22/23

	Mon	Tue	Wed	Thu	Fri	
Aug	14	15	16	17	18	8/21 New Teacher Orientation
	21	22	23	24	25	8/22,23,24 Returning Teachers First Day/Teacher Workdays
	28	29	30	31		8/25 Professional Development
Sep					1*	8/28 All Dist. Staff Mtg. AM./Teacher Workday PM
	4	5	6	7	8*	8/28 BACK TO SCHOOL OPEN HOUSE 5:00-5:30 ICE CREAM SOCIAL 5:30-6:00
	11	12	13	14	15*	8/29 First Day for Students
	18	19	20	21	22*	8/29 KINDERGARTEN PARENT ORIENTATION 8:30-10:00 A.M.
	25	26	27	28	29*	8/29 1 ST GRADE PARENT ORIENTATION 2:00-3:00 P.M.
Oct						8/29 2 ND GRADE PARENT ORIENTATION 2:00-3:00 P.M.
	2	3	4	5	6	9/4 No School – Labor Day
	9	10	11	12	13*	9/6 3 RD GRADE PARENT NIGHT 6:00-6:30 P.M.
	16	17	18	19	20*	9/7 4 TH GRADE PARENT NIGHT 5:30-6:00 P.M.
	23	24	25	26	27*	9/8 MOVIE NIGHT
	30	31				9/14 5 TH GRADE PARENT NIGHT 5:00-5:30
Nov			1	2	3	10/4 INTERNATIONAL WALK TO SCHOOL DAY
	6	7	8	9	10*	10/5-6 No School – Professional Development
	13	14	15	16	17*	10/11-25 READATHON
	20	21	22	23	24	10/12 PICTURE DAY
	27	28	29	30		11/1 End of 1 st Quarter
Dec					1*	11/2 No School – K-5 Conferences/6*12 Prof. Dev. Data Analysis
	4	5	6	7	8*	11/3 No School – K-12 Conferences
	11	12	13	14	15*	11/9 PICTURE RETAKES
	18	19	20	21	22	11/10 VETERAN'S DAY ASSY.
	25	26	27	28	29	11/17 TURKEY TROT
Jan						11/20-24 No School – Thanksgiving Vacation
	1	2	3	4	5	12/22-1/5 No School – Winter Vacation
	8	9	10	11	13*	1/8 First Day Back after Winter Break
	15	16	17	18	19*	1/15 No School – Martin Luther King, Jr/Idaho Human Rights Day
	22	23	24	25	26	1/25 End of First Semester
	29	30	31			1/26 No School – K-12 Teacher Workday
Feb				1	2*	1/29 No School – K-5 Prof. Dev. Data Analysis/6-12 Teacher Workday
	5	6	7	8	9*	2/7 POLAR WALK TO SCHOOL DAY
	12	13	14	15	16*	2/19 No School – Presidents' Day
	19	20	21	22	23*	3/11-15 Spring Vacation – No School
	26	27	28	29		3/22 PTO BINGO
Mar					1*	4/4 End of 3 rd Quarter
	4	5	6	7	8*	4/4 PORTFOLIO NIGHT
	11	12	13	14	15	4/5 No School – K-12 Conferences
	18	19	20	21	22*	4/11 GROUP PICTURES
	25	26	27	28	29*	5/1 BIKE TO SCHOOL DAY
Apr						5/27 No School – Memorial Day
	1	2	3	4	5	6/4 DUCK FUN DAY
	8	9	10	11	12*	6/4 PTO FAMILY DANCE PARTY/BBQ 4:30-6:30 P.M.
	15	16	17	18	19*	6/5 Last Day for Students -1:30 Release/PCR H.S. Graduation
	22	23	24	24	26*	6/5 AWARD ASSY/5 TH GRADE GRADUATION
	29	30				6/6-7 Teacher Workdays
May			1	2	3*	6/7 MHS Graduation
	6	7	8	9	10*	
	13	14	15	16	17*	
	20	21	22	23	24*	
	27	28	29	30	31*	
June						
	3	4	5	6	7	

=School in Session

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

=Vacation

*45 minute Early Dismissal each Friday

DAILY SCHEDULE: 2023-2024

Updated 6/6/2023

7:45-8:15 Breakfast program
 7:50-8:18 Morning Recess
 8:18 Recess bell rings
 8:20 K-5 instructional day begins
 3:00 Dismissal, Fridays 2:15PM

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

SPECIALIST SCHEDULE

PHYSICAL EDUCATION, MUSIC, & MOVEMENT/TECHNOLOGY

8:25-9:10 Grade 5
 9:15-10:00 Grade 4
 10:05-10:50 Grade 3
 10:50-11:35 Preparation Time
 11:35-12:15 Lunch
 12:15-1:00 Grade 1
 1:05-1:50 Kindergarten
 1:55-2:55 Grade 2 M-Th only

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

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 may 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. A 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 They Have 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. 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.

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/guardians 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.

The best precautions and the closest supervision do not guarantee that accidents will not happen. Accidents are part of the growing-up process that our children experience. The school district does not provide medical insurance to pay for medical expenses when students are injured at school. Our district does have information regarding student insurance at our office.

SAFETY

Safety to and from School

Safety in route to and from school is always a big concern. If your student comes to/from 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 Hordeman's Pond.
5. Carry all rollerblades and skateboards on school grounds.

Before School Instructions

Playground supervision begins at 8:00a.m. Children should not arrive on the playground before that time.

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 or to a predetermined location 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 1:45p.m. on Friday.**

Picking Up and Dropping Off your Child

Due to McDonald Elementary being located at the end of a dead-end street, traffic that comes to the school parking lot must leave from the same direction. At busy times of the day, mainly before and after school, traffic creates long waits and more dangers for students.

If you choose to use your personal vehicle to pick up and/or drop off your child, please consider using an alternative location rather than the front of the school. Some of those locations can be on Eisenhower Street, across our supervised crosswalk, the turnaround at Hordeman's Park, across from our playground on Moser Street, or down D street at the skate park or the Egan Youth Center.

Recess

Except in very unusual circumstances, we expect children to participate in all aspects of the school program, including outdoor play.

Only during **extremely** inclement weather do we keep students indoors. Please prepare your child for the expected weather of northern Idaho winter by dressing them properly. In the event of inside recess due to inclement weather, students will remain in their classrooms and play inside recess games.

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.* Information outlining the coverage and premiums are available at the MSD website under Parent Resources/Student Accident Insurance.

BUS TRANSPORTATION

Students 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 exiting 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 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 home stop 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 208-882-3933.

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 skills for learning, how to calm down, steps for solving problems, fair ways to play, and empathy and compassion. While our counselor fully implements 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. Always use appropriate language.
6. Eat meals in the cafeteria with 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. The five areas of focus are seen below on the duck pond, namely: Dependable, Understanding, Courageous, Kind, and Safe. Certificates are collected at the end of each week and entered in 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 considering 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.

Playground Procedures

Teachers are to review playground rules with their students at the beginning of the school year, and as needed. All new students are to be made aware of the rules: Please...

1. Be safe, respect others, and have fun!

2. Stay within the playground boundaries straight out from the building on the south side (by the library) to the property line and straight out from the building on the northwest end of the building, by the preschool). The bike racks are out of bounds.
3. Stay away from fences or go off McDonald property or pick plants/trees.
4. If you need to use the bathroom or go to the office, get a pass from a playground supervisor.
5. If you or someone is hurt, tell a playground supervisor immediately.
6. Eat food inside before coming out to play.
7. Clean and respectful language only.
8. Line up as soon as your bell rings.
9. No pushing, grabbing, fighting, tackling, wrestling, piggyback rides, or other dangerous actions.
10. Do not throw hard or sharp objects such as rocks, snow, dirt, bark, pinecones, or sticks, either at each other, over fences, or on the roof.
11. All playground equipment should be used as intended.
12. The Spinning Hurricane: You need to be able to jump up by yourself to use it; no one can lift you up and you cannot build a pile of bark to stand on. Please do not push others to make it spin – if you need help, ask for someone taller to push the bar (adults are not permitted to help). Please do not use anything else to spin it.
13. If you get out a toy/ball, put it away when you are done with it, or when the bell rings.
14. Cones on the playground mean caution, stay away from that area.
15. HAVE FUN!!! Playing helps you learn, make friends, and be HAPPY!

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)

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 effect 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 appropriate. Thirty to forty-five minutes in grades four and five is appropriate.

Personal Property, Money, and Valuables

Only necessary items should be brought to school. Students are not to bring electronic devices, 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.

Personal Communication Devices

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

Use of School Telephones

Children will be permitted to use the school owned 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.

Parent Communication & Information

Duck Family Newsletter

Every week (typically Sunday mornings) you will receive a parent newsletter via email. This newsletter has information valuable to McDonald families, but information that is not designed for the general public so it will not be posted on our webpage. It contains information about upcoming events, special programs, assessment data, district news, etc. If you do not receive my weekly emails, check your spam folder, then call Vickie in our main office to ensure your email is shared with the school.

Book Bag, Homework Folders, Planners, & Canvas

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

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.

Weekly Folder

Every week students will bring home their "Weekly Folder" which is provided by the school. 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.msd281.org/community_connections/community_event_flyers Please return the folder the next school day.

Parent/Teacher Conferences

There are two regularly scheduled Parent/Teacher Conferences during the school year at the end of the 1st and 3rd quarter. Your child's teacher will communicate with you regarding scheduling a 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.

Breakfast and Lunch Program

Breakfast and lunch meals are offered by our school cafeteria for purchase. Families interested in receiving free or reduced cost school meals for their children can submit a Free and Reduced Meals application. Income guidelines and applications will be available on the Moscow School District website starting July 1, 2023. Printed copies will be available at our school starting August 10th. Applications will be sent home with each student on the first day of school.

Questions regarding Free and Reduced Meals can be directed to Kendra Grove, Student Nutrition Services Supervisor, 208-892-1123 or Butch Fealy, Operations Director, 208-892-1110.

A computerized meal account system is used to keep track of meals served. Each student has an account set up for breakfast, lunch, and milk purchases. Meal accounts are used for all students including those who qualify for Free and Reduced Meals and those who pay the regular price. Our school's website has a link for the online payment system. Simply click the link and follow the steps to set up your user account. Use your information to create the profile and make payments. If you need help obtaining your child's unique identification number, please call the office at 208-882-0228 or our Director of Nutrition Services at 208-892-1123.

If your child wants only milk, it costs \$0.50 regardless of free/reduced meal status. Breakfast is served from 7:45-8:15 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 8:00a.m. to have breakfast before school starts at 8:20a.m.. If you have any questions about the menus, free/reduced meals, etc. contact the Director of Nutrition Services at 208-892-1123. If parents would like to join their student for lunch, please contact the school by 9am to sign up for a school lunch. Costs for meals are listed on the monthly menus.

If your child has special dietary needs, please contact the school nurse, Jennifer Rouse (rousej@msd281.org) or the Director of Nutrition Services, Kendra Holden (holdenk@msd281.org) for a meal accommodation form.

Library

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

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 use the library 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 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 the additional option to renew, students must bring any library material with them to renew. Books can be renewed only once if another student has placed a hold waiting on the book in question. Some reference materials must be retained in school and returned within 24 hours.

Only faculty and instructional staff may check out DVDs and VHS movies from our collection. Teachers have 24-hour access to the library.

Each class receives a 30-minute weekly library lesson and optional second checkout. The library aide will teach a 15-to-20-minute lesson based on American Library Standards. Students will have the opportunity to check out books after each lesson. Teachers remain with their class during library time.

Birthdays

Special days like birthdays are important to children. Each teacher will choose how to celebrate their students' birthdays, some teachers choose not to celebrate, some choose to celebrate all monthly birthdays on one specific day of the month, others may pause and celebrate on the child's actual birthday. *It is up to your child's teacher how the class celebrates.* If approved by the teacher, and 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.** The Moscow School District only allows purchased food to be served in classrooms. No homemade goodies. Due to a variety of issues, including allergy concerns, some classrooms cannot have outside food served in their classroom. Please consider small items/trinkets rather than traditional sweets if so inclined to share something with the entire class.

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. If you do not have access to mailing addresses for students, you are welcome to deliver stamped envelopes with student names on them to the office. Our office staff will happily address and mail these birthday invitations for you.

Parenting Classes

Unfortunately, children do not come with an owner's manual. Parenting is the most wonderful but most 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 year taught by our school counselor and parent educator. Please inquire about this opportunity.

Volunteers

Volunteers are important to our programs. Volunteers work in the library, office, and classrooms throughout the year and for special events such as class parties, field trips and art projects. Please let the classroom teacher know if you are available and interested 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 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 responses 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! For the 2023-2024 school year, meetings will be on the second Monday of the month at 6:30PM. 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 is recommended that children between 5 and 11 need at least **10-12 hours** of sleep each night. It is important to establish a relaxing bedtime routine that includes reading with your children that is 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 can concentrate on learning, make fewer errors, and score higher on tests. Meals at home or school ensure that students have the nutrients needed during the day to feel their best and concentrate.

If you have special nutrition concerns about your child while in school, please contact the Director of Student Nutrition at 208-892-1123. 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 Students:

- Mentors
- Counseling Services
- Discussion Groups

For Qualifying Students:

- * Enrichment
- * Special Education Services
- * English as a Second Language (ESL)
- * Speech/Language
- * Reading/Math Support

Notes from The Counselor

The primary goal of the McDonald Elementary School Counseling program is to support students’ overall learning through the teaching of social and emotional skills. Students are taught, in a preventative capacity, social and emotional skills in the areas of empathy, emotion management and problem-solving. These skills are also taught in a reactive capacity, individually and in groups, in response to concerns arising in the classroom, the lunchroom, at recess and/or at home. Social and emotional skills are also taught and reinforced through resources provided to families both preventatively and reactively in-person, over the phone, and through electronic means (e-mail, Canvas and Class Dojo). Please feel free to contact Mr. Aaron Schiffelbein by phone at (208) 882-0228, by email at schiffelbeina@msd281.org or by direct message through Canvas or Class Dojo.

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 physically see and make a copy of an original state certified birth certificate or passport 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 makes it difficult for a child to catch up.

Moscow School District Board Policy, 5000.01.01, requires all students must be in attendance in their 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 each 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/guardian(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 <https://www.msd281.org/>.

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 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. Computers are to only be used for school activities.

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.