Kershaw Intermediate School

Parent & Student Handbook

2018-19

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Forward

The purpose of this handbook is to familiarize you with the operation of the Kershaw Intermediate School. It is the desire of the entire staff to make your child's experience in this facility as enjoyable and successful as possible.

We are convinced that next to the home experience, the school will probably be the most powerful influence in the lives of the children who attend here. We realize the great responsibility this places on us as a staff, and are thus dedicated to creating an atmosphere that is not only conducive to learning, but also helps your child develop a positive feeling of self-worth. It is our desire to build a foundation for future learning, and to help your child learn qualities that will help them to become successful citizens of their future communities.

The success that each student has in school is greatly enhanced by your support and cooperation. We request your support in helping your child complete his/her daily assignments.

Please feel free to visit the classroom, and get to know your child's teacher. It will also help if you can familiarize yourself with this handbook. We are counting on and appreciate your help and support, and look forward to working with you to make your child's experiences here at Kershaw Intermediate School successful in all aspects of education.

Sincerely,

Neil Williams, Principal
Kershaw Intermediate School

Sugar-Salem School District Mission Statement

The Sugar-Salem schools, in partnership with the community,
are committed to provide an educational environment
where teaching and learning can respond constructively in a changing society.
We emphasize demonstrable lifelong skills, knowledge, and values
that develop responsible and contributing members of society.

Sugar-Salem School District Belief Statements

- Our schools foster a positive attitude toward life-long learning.
- Developing a student's pull potential is a shared responsibility of the student, family, school and community, each actively participating.
- The recognition of success promotes the desire for future success.
- All can learn, but may learn in different ways.
- We recognize the inescapable relationship between our example and our influence on others.
- Extra-curricular and co-curricular activities are important aspects of learning.
- In order to foster positive self-image, it is more important to address individual needs rather than programs.

Sugar-Salem School District Board of Trustees

Tyler Fillmore	Zone 1 (Plano)
Greg Stoddard	Zone 2 (Salem)
Doug McBride	Zone 3 (North Sugar City)
Kristin Galbraith, Board Chairman	Zone 4 (South Sugar City, Moody)
Whitney Crapo	Zone 5 (Newdale)

Sugar-Salem School District Administration

105 West Center
Sugar City, Idaho 83448
Phone: (208) 356-8802 Fax: (208) 356-7237

Superintendent	Chester Bradshaw
District Secretary/Human Resources/Payroll	Angela Yancey
Business Manager	Becky Bates
Accounts Payable	Barbara Carpenter
Director of Special Education	Bryon Kennedy
Federal Programs Director	Neil Williams
Food Services Supervisor	Evelyn Coolidge
Transportation Supervisor	Jeff Luthy
Custodial/Maintenance Supervisor	Ben Carpenter
Technology Supervisor	Spencer Cook

Kershaw Intermediate School Mission Statement

Our mission is to provide a quality education for all students and assist each in developing the values, knowledge, skills, and citizenship necessary to succeed in an ever-changing world.

Kershaw Intermediate School Belief Statements

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

- Student learning is the priority of our school.
- Each student is valued as an individual with unique physical, social, emotional, and intellectual needs.
- A variety of instructional methods and curriculum is provided to accommodate different learning styles.
- Students must demonstrate their understanding of essential knowledge and skills, and be actively involved in problem solving and the production of quality work.
- Our school provides a safe, positive environment.
- Teachers, staff, administrators, students, parents, and community members share the responsibility for student achievement and success.

Kershaw Intermediate School Faculty and Staff

610 East 3rd North
Sugar City, Idaho 83448
Phone: (208) 356-0241 Fax: (208) 656-0538

Front Office:	Neil Williams, Principal; Terri Shirley, Secretary; Andrew Peña, Counselor
4th Grade Teachers:	Jarin Draney, Rachel Guymon, Christine Poulsen, Sheri Singleton, Kevin VanWagner
5th Grade Teachers:	Leslie Evans, Merilee Galbraith, Holly Harrison, Susan Tuttle
6th Grade Teachers:	Teisha Daniels, Kathy Dye, Julie Murri, Elaine Preslar, Sari Shawcroft, Helen Stewart
Specialists:	Sheri Vail, Music; Ellon Chase, Special Education; Karl Gehmlich, Physical Education; Lisa Marie Jensen, Title I Achievement Specialist; Sterling Willford, Gifted & Talented; Cadence Gehmlich, Librarian;
Instructional Aides:	Marnee Brower, Kaitlyn Clifford, April Cox, Nola Harris, Breanna James, Walter Juarez, Marilyn Kent, Kalle Lerwill, Lynsey Mattison, Robyn Marston, Lacey Perrenoud, Louise Ricks, Angela Zurcher
Cooks:	Suzanne Bennett, Kim Forbush, Rhoda Hughes, Angie Lewis (Head Cook), Felina Niederer
Custodian:	Alma Garcia
DARE Officer:	Moroni Burton
PTO President:	Kalle Lerwill

Daily Student Schedule

7:30-7:45 ..... Teachers Arrive

8:00-8:10 ..... Students Dropped Off

Parents - Please do not allow students to arrive before this time!

Note: If students will be eating breakfast, do not allow students to arrive before 7:45 a.m.!

8:10 ..... School Begins
8:15 ..... Tardy Bell

9:45-10:00 ..... A.M. Recess; 6th Grade
10:00-10:15 ..... A.M. Recess; 4th Grade
10:30-10:45 ..... A.M. Recess; 5th Grade

11:30-12:15 ..... Lunch; 4th Grade
12:00-12:45 ..... Lunch; 5th Grade
12:25-1:10 ..... Lunch; 6th Grade

2:00-2:10 ..... P.M. Recess; 4th Grade

2:50 ..... School dismissed
2:58 ..... Bus Bell (busses dismissed)

Important Note:

Fridays are early dismissals for 4th-6th grade students.
Students will be dismissed at 1:50 p.m. for teacher preparation and planning.

1:50 ..... School dismissed
1:58 ..... Bus Bell (busses dismissed)

Absences

Students who are absent from school must have their parents contact the school each day that they are absent. Parents or guardians should call the school with the date of the absence and the reason the student is absent.

Attendance

Good attendance at school is extremely important. There is a significant correlation between school attendance and academic success. It is important that students be in attendance at school and be punctual. Students who are not punctual miss important instruction, disrupt the instructional process, and form bad punctuality habits and attitudes about the importance of education. Idaho Code 33-202 clearly states that for students ages 7 through 16, attendance is compulsory. If a student must be absent from school, **the parent is requested to call the office before 9:00 a.m. to report the absence for that day.**

Parent/Legal Guardian Responsibility:

1. It is the responsibility of parents or the child's legal guardian to ensure their child attends school and demonstrates punctuality.

District Responsibility:

1. To provide a reasonably safe and orderly environment conducive to learning.
2. To provide pedagogically sound instructional concepts presented in a friendly, efficient learning environment.

Consequences of Non-Attendance: A student misses important learning concepts by chronic non-attendance.

1. The school will contact the parents to discuss the reasons for non-attendance.
2. Conference(s) will be set up for parents to meet with the teacher and school administration.
3. Parents and school personnel are encouraged to work together on cooperative strategies to help correct any difficulties with school attendance.
4. Following cooperative strategies, if non-attendance continues, school personnel reserve the right to contact legal authorities.

Being late for school hurts a child's learning. A student who is 10 minutes late every day will miss 30 hours of instruction during the school year. Children can copy notes or make up an assignment, but they can never get back what's most important: the discussions, the questions, the explanations by the teacher and the thinking that makes learning come alive.

Your child's success in school depends on having a solid educational background – one that can only be gained through regular school attendance. We are responsible for teaching your child, but we cannot do our job if your child is absent. Learning builds day by day. A child who misses a day of school misses a day of learning.

As of February, 2006, the Sugar-Salem School Board approved the following policy (Title: Student Attendance – Elementary, Policy 3050) for Elementary Students:

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the instruction of a competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance.

Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, future scholarship, and job opportunity are greatly affected by a good attendance record.

Sugar-Salem students should have no more than 6 verified absences in a trimester. Verified absences are those which are excused by parents. Conferences will be conducted with parents and school and other staff at 4, and subsequent absences as defined below.

Definitions:

Verified Absence: an absence verified through writing or a call to the school. This should take place before, or within 24 hours of the absence.

Truancy: an absence of which the parent/legal guardian did not have knowledge or did not approve.

Consequences for truancy and excessive absences may include one or more of the following:

1. Conference with parents, law enforcement, councilors, and other appropriate personnel.
2. Medical verification of illness.
3. Suspension in school.
4. Suspension out of school.
5. Community service.
6. Homework made up at school under teacher or parent supervision
7. Attendance at Saturday School.
8. Retention in current grade level.
9. Changes within current grade level.
10. Referral to the juvenile justice system or health and welfare.

Absence Review Procedure: Absences should be reviewed on the following schedule:

- Four absences in a trimester trigger a review by the child's homeroom teacher. This review may include a conference with the child and parent/guardian. The teacher may wish to invite a school nurse, counselor, or principal if needed. This conference will include a review by the teacher with the parents of district and school policy.
- Six absences in a trimester require a review by school administration. This review will include a conference with the teacher, child, and the parents or guardians. It may also include a nurse, the school counselor, and/or law enforcement.
- Nine absences in a trimester will trigger a review by the principal. This review will include a conference with the teacher, child, and the parents or guardians. It may also include a nurse, the school counselor, and/or law enforcement. After nine absences the case may be referred to Health and Welfare or Law enforcement.
- Subsequent absences will be reviewed in multiples of three and will include the above mentioned consequences. In the event that an attendance problem is not otherwise resolved utilizing the above steps, the students may be referred for expulsion as a habitual truant under the provisions of Section 33-205 of the Idaho Code.

Excessive tardiness has a similar effect on a student's education as absenteeism.

Tardiness Review Procedure: Tardies should be reviewed on the following schedule where contact will include the parent and child:

3rd tardy – general note sent home
6th tardy- review initiated by homeroom teacher
9th tardy – review initiated by principal
12th tardy – review initiated by staff and may include consequences for absences listed above.
15th tardy—review initiated by staff and should include consequences for absences listed above.
Further tardies will be dealt with in a similar manner.

Birthdays

Birthday invitations may only be passed out at school if every child in the class receives one or every child of the same sex is invited.

Please mail or hand-deliver birthday invitations from home. School is not the place to invite students to birthday parties especially when only a select few classmates are invited. If you want your child's birthday party to be small then please do not make the school a part of the distribution of birthday invitations.

BUS RULES: STUDENT CONDUCT ON SCHOOL BUSES

Idaho laws provide that riding a school bus is a privilege available to students who exercise good conduct while on the school bus. All students, parents and guardians should become familiar with District bus rules and regulations and follow them carefully.

Bus Riding Rules

1. The driver is in full charge of the bus and students. Students must obey the request of the driver promptly and willingly. Such requests may include:
    a. Assignment of students to specific seats.
    b. Requiring that students assist in keeping the bus clean.
    c. Requiring permission to open windows on the bus.
    d. Requesting students to keep all items out of the aisles.
    e. Following front seat loading procedures.

2. Students are expected to comply with state regulations which require all riders to:
    a. Load and unload the bus in a safe, courteous manner at designated locations only.
    b. Find a seat immediately and remain seated until the bus stops for de-boarding.
    c. Refrain from bringing pets or animals on the bus.
    d. Refrain from eating or drinking on the bus or bringing any glass container on the bus.
    e. Refrain from bringing any form of weapon on the bus, including but not limited to guns, knives, or explosives.
    f. Refrain from any conduct, which would harass or distract the bus driver or other students, including making loud noises or obscene gestures or using profane or obscene language.
    g. Refrain from engaging in participating in or encouraging any form of fighting.
3. In assembling and awaiting the arrival of the bus, students are expected to obey all school rules providing for student standards of conduct and are not to cross the street until given consent by the driver. Students must cross the highway only in front of the bus, in full view of the driver, and not stand or play in the roadway while waiting for a bus.
4. Students must keep arms and hands inside the bus at all times.
5. Students are expected to be on time at loading points so buses can run on schedule. Buses cannot be expected to wait for late boarders.
6. The student shall not leave or board the bus at locations other than the assigned home stop or assigned school unless such arrangements have been approved by the transportation supervisor and or the building principal.
    a. Students wishing to have other students come to their homes must have a written note from their parents giving them permission. Those students may ride if there is sufficient room on the bus. A written note from the students' principal or secretary is also acceptable.
    b. Students must also board the bus at the school they attend or have a written or verbal excuse from the building principal as to why they are not boarding at the school they attend.

Bus Discipline Policy and Procedures

In order to guarantee all children riding district buses the safe transportation they deserve, the following discipline policy and procedure will be in immediate effect.

<u>Our Philosophy:</u>

We believe all students can behave appropriately and safely while riding on school buses.

We will tolerate no student preventing drivers from carrying out their responsibilities or preventing other students from having safe transportation.

Policies and Procedures:

1. Students should be on time for the bus. In the morning, students should be at the bus stop five minutes before the scheduled pickup.(Snowy weather and mechanical problems may cause delays, but the drivers will always complete their routes.)
2. When crossing the street students must wait for a signal from the driver and walk at least 15 feet in front of the school bus.
3. Items that could be hazardous or cause safety issues are not allowed on the bus. These include skis, skateboards, animals, glass objects, etc.
4. Students must help keep the bus clean and refrain from damaging it. By law, any damage caused by a student will be compensated by the parent or legal guardians.
5. Students will always treat the driver, or other adults and fellow students, with courtesy and respect.

Bus Rules (posted on each bus):

1. Follow the driver's directions the first time they are given.
2. Stay in assigned seat at all times, no standing while the bus is moving (state law).
3. Use classroom voices. You should not be able to hear one voice above the others.
4. Keep all parts of your body and/or objects in the bus.
5. No pushing, shoving, or fighting at any time.
6. No eating, drinking, smoking, or spitting.
7. No swearing, inappropriate gestures, cruel teasing, or put downs. This means verbal as well as non-verbal.

We will be using video and/or audio recording equipment on the buses. This video or audio will be used to determine and track various behaviors on the buses. By signing this ridership agreement you give your consent to the school district and transportation department to videotape your child while he or she is on the bus. If this is objectionable to you, we ask that you transport your child in lieu of using the bus.

If a Student Chooses to Break a Bus Regulation:

Depending on the nature and severity of the violation, a first offense could result in immediate suspension of transportation privileges.

1st Incident: Verbal Warning

2nd Incident: Written conduct report - A parent, or legal guardian, must sign the report and the student must return it to the bus driver before being allowed back on the bus.

3rd Incident: Suspension - Transportation Supervisor, Principal, Student and (or) parents will discuss terms of suspension.

Sever Clause: In the case of disorderly conduct, defiance, fighting, assault, using illegal drugs, arson, vandalism, sexual harassment, or other endangering behavior the driver will stop the bus as quickly and safely as possible to evaluate the situation. In cases of serious

misbehavior the student may be immediately suspended from all school provided transportation without going through any of the disciplinary steps listed above.

Appeal Process:

Any appeals related to the above disciplinary procedure will follow the prescribed steps:
Step 1: Director of Transportation
Step 2: Superintendent
Step 3: Board of Trustees

It is in the children's best interest that we work together in a relationship that provides safe transportation.

Cold Weather Policy

Please do not send a note requesting that a student stay in at recess. If a child is well enough to come to school he/she is well enough to go outside. A 10-15 minute recess is good for everyone.

When the weather becomes extremely cold we allow students to stay indoors. Physicians have advised us to use zero degrees wind chill as a rule in determining if the children stay indoors. We must recognize the difference between "uncomfortable" temperatures and those that present a health hazard. Please prepare your child for the temperatures of an Idaho winter by dressing them properly with a heavy coat, hat, gloves or mittens, snow pants, and boots. Please put identification tags on all children's clothing.

Digital Citizenship

1. Do not post personal information online (name, age, birth date, address, telephone number, or school name). This information can be used by others to find out where you and your family live.
2. Do not post your picture or pictures of your family online — they can be copied or changed or used to find you.
3. Do not send any inappropriate photo or message by email or text.
4. Do not post your plans and activities in a chat room or on your personal website.
5. Do not post entries that make it clear that no one is at your home.
6. Do not communicate with someone who has made you uncomfortable or afraid. Tell your parents or a trusted adult if someone does.
7. Do not join online groups or games without talking to your parents.
8. Do not meet with someone you met online without first telling your parents or guardian.
9. Do not post hurtful or inappropriate messages. If someone else posts hurtful or inappropriate messages — do not respond, but do tell a teacher, parent or other adult.
10. Do not click on any link that you do not know, and you are not sure is legitimate.
11. Do not buy any "apps" or "in app" purchases without talking to your parents or guardian.
12. Do not enable any location services without talking to your parents or guardian.

13. Do remember that people can lie online and say they are something they are not. Someone who says they are a 12-year-old girl could really be an older man looking to harm you.
14. Do save messages that upset you and show them to your parents.
15. Do share your password with your parents.
16. Do visit www.netsmartz.org to learn more about internet safety.

Discipline

School discipline is based on the belief that although students have the right to a public education where they can be taught and treated fairly; they do not have the right to:

- interfere with another student's learning
- engage in behavior that is not in their best interest or in the best interest of others
- interfere in the teaching/learning process

or

- engage in vandalism of school property.

We are strongly committed to encouraging all who are involved with the development and education of children to work together to make the school experience successful. Positive student behavior will be expected and misbehavior dealt with in an appropriate manner.

The building principal is responsible for the application of consequences for student misconduct. We may need to involve parents when severe problems arise. It is our belief that children of involved parents experience little misbehavior.

As a district and in cooperation with the Madison County Systems of Care organization (Madison Cares) we have adopted three rules as the expectation for our students, district-wide. The rules are as follows:

A Sugar-Salem student is:

--Respectful
--Responsible
--Ready

If students will adhere to these "3 R's" we believe we can avoid issues, both major and minor.

Each teacher will have their own set of rules and classroom procedures that their students will be expected to follow. Classroom problems will be dealt with by the classroom teacher. If the problem is more serious or causes a major disruption to the educational atmosphere of the classroom, the student may be sent to the principal's office. There the principal will take action appropriate for the situation. Any consequence of the student's behavior will be communicated home to parents by way of telephone call or email.

There may be times that students' behavior will require a conference with parents and teachers involved. We ask for your cooperation should such a conference be deemed necessary. With your cooperation, we feel we can have a successful year, and each student will feel that the school is a place where they are safe and treated fairly.

Early Arriving Students

Many problems dealing with student behavior and supervision arise when students congregate at school earlier than necessary. Therefore, **students should not arrive more than 10 minutes before classes start.** School will begin at 8:10 a.m. Monday through Friday. It is important for safety's sake that students go home immediately upon dismissal from school.

When students arrive in the morning before 8:00 a.m., they must remain in the foyer by the office until given permission to enter the school. Students eating breakfast may enter the school at 7:45 a.m. once given permission, but must remain in the foyer if they arrive before 7:45 a.m.

Electronic Devices & Toys

Beepers, pagers, cellular phones, laser pens, electronic devices and toys may cause a disruption to the learning environment. Any such electronic devices or toys deemed to cause a disruption or constitutes a safety hazard by any school official may be confiscated and may not be returned until the end of the day or school year.

Emergency Closure Procedure

Provisions have been made in state attendance regulations for two kinds of emergency closures:

#1 Emergency closure due to facility failure

In the case of emergency closure due to facility failure, advance notice will be given whenever possible using media outlets and all other appropriate communication devices (telephone). If such a failure occurs during the school day requiring school closure before the end of the regular day, parents will be notified as soon as possible so you will be able to respond accordingly.

#2 Emergency closure due to weather

In the case of emergency closure due to weather, the following should be carefully noted:

1. Parents should make advance arrangements for their children to cover two eventualities:
   a. School being canceled before the school day begins because of existing weather conditions;
   b. School being canceled at some point during the school day because of worsening weather conditions.

2. At no point will the school administration attempt to substitute their own safety judgments for those of the parents. There may be times when, in the best judgment of the administration, school for the majority of students is possible. With this determination, buses will run their regularly assigned route. Nonetheless, if parents determine the contrary for their own children and choose not to send their children to school, the school should be notified so the absence can be recorded appropriately.

3. If school is not officially canceled, all buses will run their regular routes. Conditions in some parts of the school district may cause delays, however. If a bus is running substantially late, please do not call the district office or school. Late buses will stop at all regular stops. Have

students watch for the bus from a safe, supervised, and comfortable place and proceed to the stop as soon as the bus comes into view.

4. All buses are radio equipped and are in constant contact with the district transportation supervisor. The transportation supervisor works closely with county road personnel whenever there is a question about road conditions or transportation safety issues.

General School Rules

1. Don't do anything to hurt yourself.
2. Don't do anything to hurt someone else.
3. Don't do anything to hurt the school.

(Follow Classroom Rules)

General Playground Rules

1. Same as the three "General School Rules" above.
2. Swings
    a. Swings are made for one child at a time
    b. No standing up in the swings
    c. No jumping out of the swings
    d. Swing forward and backward, not side to side
    e. No twisting
    f. No throwing swings at others
3. Students are to play inside the playground fence at all times. If a ball lands outside the fenced-in area or crosses the street, the student must ask the teacher on duty for permission to retrieve the ball.
4. Students should be outside during recess.
5. Students who stay in the classroom during recess must be supervised by their classroom teacher or aide.
6. No cafeteria food is allowed outside of the cafeteria.
7. Students are to stay away from the windows, kitchen area, and dumpsters while outside.
8. Do not throw or kick balls against the building.
9. Do not fight, play roughly, or throw rocks or sticks.
10. No tackle sports or games.
11. Use playground toys/equipment how they are intended to be used.
12. Do not climb up the slides. Do not throw rocks down or up the slides and equipment.
13. Go down slides in a front, seated position.
14. No standing on top of the monkey bars. No jumping from the monkey bars.
15. No hard baseballs.
16. No playing in the trees.

Boundaries:

1. 4th and 5th grade students' playing area is on the east and south sides of the school, from the east soccer field to track.
2. 6th grade students' playing area is from the baseball diamond to the middle of the soccer field.
3. Students should stay away from the dumpsters before school and during recesses. When students exit the west of the school to go out to the building they should move cautiously to the playground area and upon re-entering the school they should do the same. No loitering in the driveway or by the dumpsters is permissible.

General Cafeteria Rules

1. No food or drink purchased from the kitchen should be taken out of the cafeteria. This includes, but is not limited to, fruit snacks, chips, milk, apples, etc. Whatever is purchased from the kitchen staff should be eaten in the cafeteria at that time.
2. Once a student has sat down, they should remain sitting until finished eating.
3. Students speak in conversational tones and are courteous to each other and staff.
4. Students are in charge of returning their tray for cleaning and to pick up trash to ensure the area stays clean.

General "Winter Dress & Playground" Rules

1. No snowball throwing.
2. No sliding on ice.
3. No King of the Hill
4. Students should be dressed appropriately for the weather.
5. Students who make a snow object (snowman or snow fort), during recess or before or after school, take the risk of it being wrecked.
6. No digging holes and/or caves in snow piles or drifts.
7. Students are not allowed to play under the eaves of the building during snow months.
8. Students should brush their clothes off and stomp their feet before entering the building to remove as much snow as possible from their snow clothes.

Grades and Report Cards

The elementary schools are operating on a trimester system. Parents are invited to meet with the teachers in Parent-Teacher Conferences in October and January to review progress. Report cards will be sent home at the end of each trimester. Grades for the report cards are based on student performance and teachers will be happy to explain this to you. Except in unusual circumstances, the student's grades reflect achievement in learning the concepts taught. Theoretically, it would be possible for all students to earn an "A". Parents need to take into account the motivation and ability of their child as well as his/her work habits, self-esteem and social adjustment before bringing pressure to bear on the child to earn higher grades. The teacher may be able to help you in making this assessment. Close cooperation and communication between parents and teacher often results in improved grades.

Head Lice

Periodically or upon request, individuals or classes are checked for head lice by the office. If a student is found infected with lice or nits, he/she will be sent home to receive treatment. Before students are allowed back in school they must be treated and be nit free. Any student sent home for head lice must check back in at the office before he/she goes to class.

Heelies, Skateboards and Rollerblades

The use of heelies, skateboards, and rollerblades are not permitted on school property at any time. Note: Heelies without the wheels in them may be worn to school.

Illness and Medication

School personnel shall give emergency care to students who become ill or are injured on school property, on buses, or in areas adjacent to the school premises. Any further treatment shall be the responsibility of the parent. Parents shall be notified in case of illness, or injury to a student. In case the parent cannot be reached, the family physician listed on the student's registration form shall be notified.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Any school employee, authorized in writing by the school administrator or school principal:

I. May assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent or guardian consents in writing.

II. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent or guardian consents in writing.

Administering Medication

The Board will permit the administration of medication to students in schools in its jurisdiction pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian.

Emergency Administration of Medication

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or delegate may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function, according to the standing order of the chief medical advisor or the student's private physician.

In the absence of a school nurse, the administrator or designated staff member exempt from the nurse licensure requirements (I.C. § 54-1401 et seq.) who has completed training in administration of medication, may give emergency medication to students orally or by injection.

There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

1. A physician or dentist provides a written order for self-administration of said medication.

2. There is written authorization for self-administration of medication from the student's parent or guardian.

3. The principal and appropriate teachers are informed that the student is self- administering prescribed medication.

Self-Administration of Asthma Medication or Epinephrine Auto-Injectors
Pursuant to Idaho Code covering the self-administration of asthma medication or epinephrine auto-injectors, if a parent or legal guardian chooses to have his/her child self-medicate:

III. The parents or guardians of the pupil shall provide to the school board or designee written authorization for the self-administration of medication.

IV. The parents or guardians of the pupil shall provide to the school board or designee written certification from the physician of the pupil that the pupil has a severe allergic reaction (anaphylaxis), asthma or another potentially life-threatening respiratory illness and is capable of, and has been instructed in, the proper method of self-administration of medication. Such physician or health care provider-supplied information shall contain:
A. the name and purpose of the medicine;
B. the prescribed dosage;
C. the time(s) at which or the special circumstances under which medication should be administered;
D. the length of time for which medication is prescribed; and
E. the possible side-effects of the medicine.

V. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing or allergic reaction.
A. Contact information for the physician and parent/guardian

B. List of the child's asthma triggers or allergies.

Reference: District Policy 3510 "Administering Medication to Students…"

When children who are ill attend school it complicates their illness and accelerates the spread of any of the communicable disease they may have. Children who are sick do not belong in school. Students who are absent due to illness will be expected to make up all significant work. Parents should call for missed work just as soon as the child is well enough to begin doing it.

Immunization Records

Immunization records must be maintained by the school on each student. The state requires a report from each school on the status of each student in regard to minimum immunizations. Please keep your child's record current by notifying the school when new shots are received. If for some reason, you are unable to have your child immunized, you will be requested to sign a waiver form that will be filed with your child's record so that we will not be contacting you unnecessarily. Proof of adequate immunization against seven childhood diseases must be on file with the school before a child may attend school. In the case of an epidemic, students who are not adequately immunized, for whatever reason, must be excluded from school. These rules in regard to immunization are based on Idaho laws.

Leaving School

No student is to leave the school building or grounds without permission from the office. Parents, please arrange through the office when you wish to remove your child from school during the day. Checking-in at the office before taking your child from the premises will help us to ensure the safety of each child at the school.

Please send a note or call the school, if a child is to get off a bus at a different location than usual, ride a different bus than usual, ride home with a parent of a friend, neighbor, aunt, uncle, grandparent, or to walk or ride a bicycle when that is not the usual routine. If someone other than a parent comes to pick up a student, contact with parents must be made before the students will be released.

We will not give permission for children to deviate from the normal routine unless there is a parental permission note or telephone call. If you call, please do so before 1:00 p.m. if possible. Our concern is for the safety and well-being of your children.

Kershaw Intermediate School operates as a closed campus. Students are not to leave the school grounds between their arrival and the time they are dismissed in the afternoon unless they go home for lunch.

Library

Our school library media center is a source of pride and is a vital part of our instructional program. Through regularly scheduled class times, students are encouraged to explore our many books. In order to maintain an adequate collection, students, teachers, and parents must

cooperate to see that materials are returned in good condition. If materials are not returned, a charge equal to the current replacement price is issued.

Lost and Found

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned into the school's Lost and Found. Lost and Found items are located in the front entry of the school. Please feel free to check our Lost and Found for items your student has misplaced (Any items left at the close of the school year will be donated to charitable institutions).

New Student Identification (Birth Certificate)

The requirements for identification of all new students are mandated by state law. Upon enrollment of a student for the first time in an elementary or secondary school, the school shall notify, in writing, the person enrolling the student that within thirty days (30) she or he must provide either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Idaho Code 18-4511. If the requested identification is not provided to the school, we are required to notify the proper authorities.

Parent-Teacher Conferences

Parent-teacher conferences will be held to discuss your child's progress in school. The staff is available to meet with parents on an individual basis on these dates. Appointments are made by the teacher. You will be notified of these times prior to the conferences. We ask that you make every effort to attend your conference at the appointed time. Should the need arise for a conference at any time during the school year, please do not hesitate to contact your child's teacher or Mr. Williams. Parent-Teacher Conference dates for the 2018-19 school year are October 26th and January 25th. Scheduled times are from 2:30 to 8:30 p.m.

PowerSchool

Sugar-Salem School District has purchased PowerSchool, an educational software program used to provide students, parents, teachers, and administrators with real-time information. PowerSchool provides instant access to information the second it is recorded. This on-line community opens new channels of communication and provides a home-to-school community connection.

PowerSchool is a web-based student information system that enables districts and schools to record, access, report and manage their student information and performance.

PowerSchool allows teachers to record grades and attendance electronically. These records are then posted and can be accessed real-time by parents through a confidential log-in. In addition to student records, parents/guardians can monitor progress, review grades, read school bulletins, and correspond via e-mail with individual teachers.

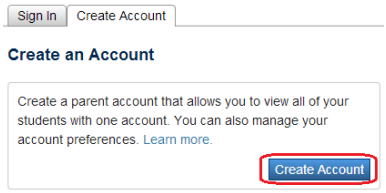
PowerSchool helps parents be in direct connection to their child's education. With simple internet access, you can find out exactly how your child is performing at any given moment. Simply enter the web address of Sugar-Salem School District https://www.sugarsalem.org/ and then click on Parent and then PowerSchool. You will then enter your student's user name and password.

This login information is provided by your child's school. Feel free to contact your child's teacher or front office if you do not have your student's login information.

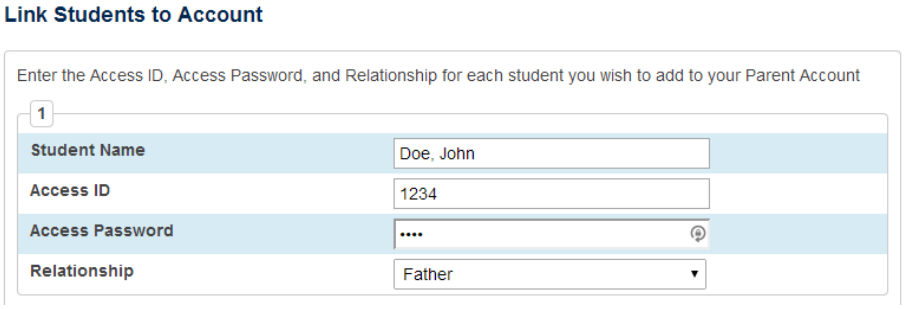
Creating a PowerSchool Parent Account

Steps

1. Visit the PowerSchool Portal at https://powerschool.sugarsalem.org.
2. You should see a "Student and Parent Sign In" page with a "Create Account" tab at the top. Click on that tab.
3. From the "Create Account" tab, click the "Create Account" button.

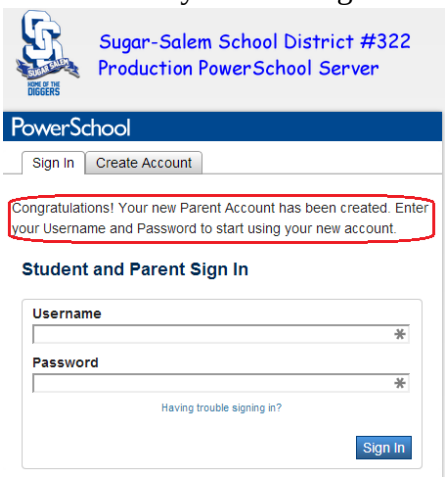


4. From this screen, you will need to enter:
    - Your first and last name as they appear on school record
    - Your preferred e-mail address (used for notifications you can customize)
    - Your desired user name (for logging into the PowerSchool Parent Portal)
    - A password containing at least 6 characters
    - Repeat the password beside "Re-enter Password".
5. You will also need to enter your student(s) data on this screen:

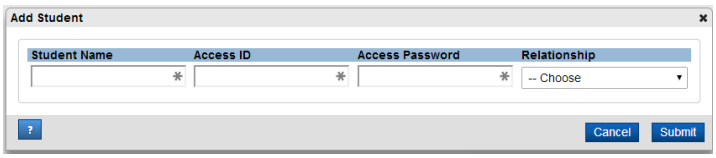


    - Your student's name in "Last Name, First Name" format (no quotes).
    - The access ID provided to you by the school secretary.
    - The access password provided to you by the school secretary.
    - Your relationship to the student (e.g. Mother, Father, Friend, Foster Parent, etc.)
6. Repeat Step 5 for each of the students you need to add. If you have more than 7 students, enter the first seven now and you can enter the others later.
7. Click Enter at the bottom to save your work.

8. If your user name has not been used before and the information you enter is correct, it should return you to the sign in tab with a message like this:



9. Enter the user name and password you chose in Step 4.
10. You will now be logged into your profile.
    - Some Tips:
        - The dark blue bar at the top allows you to change students.
        - The first screen, Grades and Attendance, shows a summary of your student's grades and their attendance. Be aware that we count ALL absences and tardies on this page, regardless of whether they are excused or unexcused. Contact the school secretary if you are concerned about the absences you see.
        - You can select various e-mail notifications from the E-mail Notification link, including current grades, attendance, school announcements, and fee balances. You may also select how often these notifications are sent to you, and any additional e-mail addresses where you'd like these notifications to be sent. Further, you may set different preferences for each child.
11. Should you need to add any additional students to your profile:
    - Log into your PowerSchool Parent Account
    - Choose the "Account Preferences" button on the left bar.
    - Change to the "Students" tab.
    - Click the "Add" button.
    - While the form looks different, the information is entered the same way as Step 5 above:



        - Student name must be entered in "Last Name, First Name" format.
        - Access ID and password are provided by the school secretary.

- Relationship must be your relationship to the student (e.g. Mother, Father, Friend, etc.)

Additional Information

- Please do not log in as your student using their user name and password. The parent account has access to all of the information that the student account has, plus the ability to see multiple students without having to log in multiple times.
- Please do not share your parent account user name and password with anyone.
- Please also keep the Access ID and Password secure. They can be used multiple times, so if multiple people (parents, older siblings, family friends, religious leaders, etc.) that need to be able to see a student's record, you may provide that to them so that they can create their own accounts to monitor the student's grades and attendance.
- If you believe your Access ID and/or Password have been lost or misused, contact the school secretary and they can be changed.
- If you are the student's parent and need to revoke someone from having access to the student's record online, contact the school secretary.
- Should you experience technical difficulty with your account (creating the account, password not working, not seeing all of your students, etc.), please contact the school secretary. If the problem is more advanced, you may be connected with the Sugar-Salem School District Technology department for further assistance.

Records

All student records are kept on file in the office, and will be made available to legal guardians upon request. This information will not be given to individuals other than school personnel without signed parent permission.

Riding Bicycles and Walking

Students who ride bicycles to school are to practice correct bicycle safety procedures. In the event a child is using a bicycle inappropriately, a conference between the student, parents and principal will be necessary to help facilitate the safety of the child. There is a special area set aside near the playground for the students to leave their bicycles during the school day. Bicycles should be parked upon arrival and are not to be ridden around the playground area.

Please caution your children against going for rides with anyone without your permission.

School Fees

Traditionally, Kershaw Intermediate School has provided all school supplies, materials, and covered the cost of school activities throughout the school year for the cost of $30/student. If your preference would be to purchase your own child's supplies for this school year, you can find the Kershaw "Supply List" posted on the district website at www.sugarsalem.org

School Injuries

Even with the greatest of precautions and close supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should your child be injured at school. The school district does not provide medical insurance to pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians.

School Lunch

All students have the opportunity to eat breakfast and either a hot or cold lunch at school. Students who live walking distance from the school may go home for lunch. The cost of school lunches for the 2018-19 school year is $2.45 per lunch and breakfast is free for all students. Students who receive reduced meals will pay $0.40 per lunch and breakfast is free. Students are served nutritious lunches at school. Parents are welcome to eat lunch at school with their child. If you would like to eat at school with your child, please call the office by 9:00 a.m. the morning you plan to come. We will need to be sure to make an adequate number of lunches. The cost of an adult breakfast is $2.15 and an adult lunch is $3.65. A carton of milk is $0.40.

Families that qualified for free or reduced priced lunches during the 2017-18 school year will continue to receive the same free or reduced priced lunches for the first month (30 days) of the 2018-19 school year or until the application has been approved or disapproved. We encourage all parents to apply, application forms can be picked up from the main office or lunch room.

The Food Services Department is committed to preparing and serving nutritious, well-balanced meals to our students. Breakfast and lunch are available at our school. Students may qualify for free or reduced price meals. Applications are available at the school.

Special Education/Resource

Special education services are available for students who possess individual needs that are difficult to meet with the regular program. If you feel that your child has special needs and may qualify for special education, please talk to your child's teacher or to the principal.

Student Dress Code

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school.

Students are reminded that their appearance (clothing and grooming) significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in

consultation with their parents or legal guardians. Nevertheless, since it is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning, minimizing disruptions or distractions, and to protect the health, safety, and morals of students, all students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location.

The following are a description of the attire that would not be acceptable at Kershaw Intermediate School:

1. Any clothing with logos, symbols, words, etc. which portray or support illegal activities, reference drugs or alcohol, contain obscene graphics, or offensive language.
2. Any attire that is determined by the principal and school resource officer to be gang related.
3. Bandanas. This includes bandanas used as hair pieces, arm bands, leg bands, etc.
4. Any attire that allows underclothing to show or underclothing worn as outer clothing.
5. Shorts that are cut too high (as a general rule shorts should be cut closer to the knee than the thigh).
6. Pants or shorts with holes above the thigh.
7. Shirts should have a capped sleeve covering the shoulder and not show the midriff.
8. Head coverings, including baseball caps, knit caps, hoods, etc.
9. Pajamas

The building principal shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building principal shall be final.

Reference: District Policy 3260 "Student Dress"

Student Drop Off and Pick Up

Because of the number of parents who are choosing to drive their children to school and pick them up after school it is essential that clear guidelines are communicated and then followed by everyone. As always safety is my first concern. Please read and follow these guidelines:

Student Drop Off

1. If you are dropping your child off in the morning please use the driveway on the north side of the school.
2. Drop your child off between 8:00-8:10 a.m. School will begin at 8:10 a.m.
3. Drop your student off so he/she gets out of the vehicle onto a sidewalk. This will make it so children do not having to cross in front of other cars to get into the school.
4. Enter through the west entrance of the driveway and leave through the east exit. This was and continues to be a one-way driveway.
5. Never park your car in the driveway to accompany your child into the building. There should be a steady but slow flow of traffic through the driveway dropping students off.
6. If you need to come into the building please park your car in the west parking lot for staff and parents and then walk your student into the building.

7. All students will enter the building through the main north entrance or west entrance. Please drop them off as close to the main north entrance as possible and again, always on the sidewalk.
8. Drive slowly. The speed limit is posted as 10 m.p.h.
9. When you drop your student off, please let your child out promptly to alleviate cars being backed up.
10. Busses will be parked in the west parking lot to drop students off after school. Please do not drive into the west parking lot before or after school as this is the bus zone.
11. Never let your child out of the car unless they can be let out onto the sidewalk.
12. Never assume that other drivers are being as cautious as you are.

Student Pick Up

1. School is dismissed at 2:50 p.m. Monday – Thursday and at 1:50 p.m. on Fridays.
2. If you are dropping your child off in the morning please use the driveway on the north side of the school.
4. When picking your child up from school please pull as far forward towards the east end of the north driveway as possible allowing as many parents as possible to use the driveway.
5. All students being picked up will exit the building through the main north entrance.
6. Busses will be parked in the west parking lot to pick students up after school. Please do not drive into the west parking lot before or after school as this is the bus zone.
7. Park your car next to the sidewalk so your student can enter a vehicle directly from the sidewalk. This will make it so children do not have to cross in front of other cars to get into a vehicle.
8. Never assume that other drivers are being as cautious as you are.

Our bus drivers have been very courteous and patient to work with. Please do the same for them. Your cooperation is greatly appreciated.

Substance Abuse

We assert that the use and possession of illegal drugs is unacceptable and harmful behavior. The unlawful possession, use, or distribution of illegal drugs by students or employees on school premises or at school activities is prohibited. Disciplinary actions up to and including expulsion and referral for prosecution will be imposed on students who violate these standards of conduct.

Parents will automatically be informed of any violation and will be asked to meet with school officials. School officials will determine the appropriate course of action. Age appropriate information is available and taught to all students and is an essential part of the curriculum.

Telephone Use

To protect teachers and students from interruptions and to make the best use of the telephone service available in the school, good judgment dictates reasonable restrictions in the use of the school phone. Students should not use the phone to make arrangements with parents to go over to someone's house. They are allowed to use the phone if they have been asked to stay after

school to finish work, have missed the bus, or for illness or other emergencies. For calls placed during the school day, students will receive a "telephone pass" from their teacher who has helped them determine whether the call is necessary.

Essential messages can be taken in the school office and relayed to students and to teachers in case of an emergency. Parents who have messages to be delivered to their child should call the office before 1:00 p.m. so that the secretary has time to deliver the message. Consideration on this matter is appreciated.

Textbooks

If textbooks are lost or damaged beyond reasonable use, parents or guardians will be charged the full replacement price.

Title I

Title I service is also available for students that qualify for additional help in math and/or reading. Students that qualify for this additional service will be notified.

Visiting the School

Please feel free to visit our school. We encourage you to make arrangements with your child's teacher so arrangements can be made for participation. Visitors/Volunteers must check in at the school office before visiting a classroom.

Occasionally, we receive requests from students or parents to have cousins, friends, etc. accompany students to school. These situations are an interruption for the educational program, and we ask that other arrangements are made for these children during the school day.

Volunteers at School

Parents are encouraged to help at school. Volunteers are needed in many areas of the school. Please talk to your child's teacher about ways that you can help. The PTO is also in need of people to help with activities during the year. Your help is always appreciated and lets your child know that school is important and that you are concerned enough to be involved.

Zero Tolerance for Weapons and Explosives

The Sugar-Salem School District has "Zero Tolerance" for students who bring to school weapons, look-alike weapons or other objects/substances which are a threat to the health and safety of the other students, staff members or visitors or is a disruption to the educational process. Possession and/or use of these objects/substances on school premises or at any school sponsored activity without prior permission of school officials may result in formal suspension procedures and possible expulsion.

Reference: District Policy 3335 "Prohibition of Weapons"

Kershaw Intermediate School Calendar 2018-19

Please watch for notes concerning additions and changes as some dates are subject to change. We will inform you of those dates once that information has been communicated to us.

August		
	August 14-15	Student Registration
	August 20-21	Teacher Contract Days (No School)
	August 21	Open House from 1-3 p.m.
	August 22	1st Day of School!
September		
	September 3	Labor Day (No School)
	September 21	Staff Development (No School)
	September 24-30	Potato Harvest (No School)
October		
	October 1-7	Potato Harvest (No School)
	October 24-25	Parent-Teacher Conferences (early release days)
	October 26	Staff Development (No School)
November		
	November 11	Veteran's Day
	November 21-23	Thanksgiving Break
	November 30	End of 1st Trimester
December		
	December 21 – Jan. 1	Christmas Break
January		
	January 1	New Year's Day (No School)
	January 21	Civil Rights Day (No School)
	January 23-24	Parent-Teacher Conferences (early release days)
	January 25	Staff Development (No School)
February		
	February 18	Presidents Day (No School)
March		
	March 8	End of 2nd Trimester
April		
	April 1-5	Spring Break (No School)
	April 21	Easter
May		
	May 27	Memorial Day (No School)
	May 31	Last Day of School!
June		
	June 3-27	Summer School

SCHOOL LUNCH MONTHLY PRICES 2018-19

MONTH	REDUCED $0.40/day	FULL $2.45/day	DAYS
AUGUST	$3.20	$19.60	8
SEPTEMBER	$5.20	$31.85	13
OCTOBER	$6.80	$41.65	17
NOVEMBER	$7.60	$46.55	19
DECEMBER	$5.20	$31.85	13
JANUARY	$8.00	$49.00	20
FEBRUARY	$7.60	$46.55	19
MARCH	$8.40	$51.45	21
APRIL	$6.80	$51.45	17
MAY	$8.40	$51.45	21
JUNE			
YEAR	$68.40	$418.95	168

(Please see page 24 for more information regarding school lunch)