

Rupert Elementary School



Be Safe

Be Kind

Be Responsible

Be Awesome

Student Handbook

2026-2027

RUPERT ELEMENTARY

Student Handbook

WELCOME! Si Gusta esta informacion en Espanol, llame a la escuela (208)436-9707.

The staff at Rupert Elementary School would like to welcome you! We are excited to become a team with you and to have your student with us this year.

RUPERT ELEMENTARY VISION STATEMENT

At Rupert Elementary, we maintain high expectations and promote academic excellence for all students.

Parents and the community are encouraged to be a part of each child's educational experience by offering their skills, talents, and resources. Our visionary school creates a learning environment that enables children to become meaningful contributors to society. In this place of learning and sharing, all feel safe to express their creativity and individuality within the standards of our school and community.

SCHOOL-WIDE CODE OF CONDUCT

- **Safety:** My actions need to be safe for myself and for others.
- **Respect:** My actions need to show respect for myself and for others.
- **Honesty:** My words and actions need to represent truth.
- **Responsibility:** My actions need to meet the expectation to take care of myself and be a dependable member of the community.
- **Courtesy:** My actions need to help make this a safe educational place where people feel welcome and accepted, and where they can do their work without disruptions.

Angela Davidson—Principal

Cory Kniep—Assistant Principal

Katie Hartley—Secretary

School phone: (208)436-9707

Fax: (208)436-1726

School starts at **7:40 A.M.** Tardy bell rings at **7:45 A.M.** School dismisses at **2:45 P.M.**

Lunch/Recess Schedule

1st Grade: 10:50- 11:25

2nd Grade: 11:05-11:40

3rd Grade: 11:20-11:55

4th Grade: 11:35-12:10

5th Grade: 11:50-12:25

VISITORS

The front doors into the school office are locked. Please ring the doorbell on the wall in the entryway to notify the secretary of your arrival. The secretary will unlock the door for you if you need to come into the building. Upon coming into the building, we ask that all visitors sign in at the office and pick up a visitor's badge (**please set up an appointment prior with the teacher**). If it is your first time checking into the office, please have your driver's license available. To ensure our students' safety, we closely monitor traffic in and out of our building. We do not permit students to bring friends or relatives to spend the day with them in class, as these situations are too disruptive to our educational program. Any person needing a special accommodation to participate in school activities are welcome to contact our school at 208-436-9707.

ILLNESS

Students should not come to school if they have a temperature of 100 degrees or more, have diarrhea, or are vomiting within the past 24 hours. If students have any contagious conditions such as chicken pox, head lice, scabies, ringworm, mumps, pink eye, HFM, etc., they will be sent home. Please call the school office to report the student's absence. If a doctor's visit is made during school hours, please bring the doctor's excuse into the school.

BIRTHDAY PARTIES

Guidelines for celebrating birthdays at school:

- *Food treats need to be individually wrapped and prepared commercially (no homemade treats)
- * No gum or Balloons
- * Check with your child's teacher to find the best time of day to bring treats
- * Please pass out invitations to private parties outside of school.

COLD WEATHER OR SNOW DAYS

When the weather becomes extremely cold, we may have students stay indoors during recess time. As a school staff, we recognize the difference between uncomfortable temperatures and those that present a health hazard to our students. We have found that when students are able to go outside during recess time, the fresh air and change of environment gives them a break that helps them feel renewed when they return. **Please prepare your child for the cold temperatures in Idaho weather by dressing them properly with a heavy coat, hat, gloves, and boots. Be sure that ALL items are marked with the student's name.**

MEDICATIONS

The only medications we will dispense at school are prescription medications and over the counter medications as authorized by a physician on the school district's [Authorization To Administer Medication form](#). All prescription medications need to be in the original prescription bottle. Parents may, however, come to the school and administer the medication to their child.

RELEASING STUDENTS FROM SCHOOL

Please come into the school to notify us that you will be taking your child out of school so that we are aware that your student is leaving. The office will send for your child. Your child will not be released to walk home alone. We must have permission from parents to release their student to another person (this is for the protection of your child). If your child needs to go to an alternative destination, a written note or call to the school is **mandatory**. Without this notification, students will need to go home as usual. Please make all notifications to the office by 2:00. After 2:00 it is hard to guarantee your child will get the notification.

AUTOMOBILE DROP OFF / PICK UP DIRECTIONS

If you choose to drive your child to/from school it is important that you follow the drop-off and pick up procedures. Once you have pulled up to the designated "Drop Off" area, your student(s) should exit or enter the car. Please do not have your child cross between the cars that are on the road or in the parking lot. If you would like to park and walk your child to the school, please park in the designated areas and walk your child to the front entrance using care as cars will be moving in the drop off lanes.

SPECIAL ACCOMMODATIONS

Any person needing special accommodations to participate in school activities should contact Rupert Elementary one day prior to the activity at 202 18th Street, (208) 436-9707.

Practice Drills

Fire Drills(Evacuation)- Held Monthly
Relocation-Once a year
Hall Check-Sporadically
Lockdown- Sporadically

Discipline

In order to provide a safe learning environment, the staff at Rupert Elementary believes it is our responsibility to administer a fair and comprehensive discipline policy. The purpose of the policy is to ensure the rights of each student to attend a school with a safe and positive learning environment while also helping students to see that there are consequences for inappropriate behavior. Our goal is to help students learn to become responsible citizens. We encourage parents to maintain regular contact with teachers about concerns so we can work as a team to help their children.

School Bus Discipline

It is very important that the school is aware of what is happening on the bus and during bus loading and unloading. We are concerned for each of our students and want them to arrive home safely at the appointed time. Students who fail to follow bus rules will receive bus tickets and possible school disciplinary consequences.

APPROPRIATE DRESS

Students shall show proper attention to personal cleanliness, neatness, and conservative, appropriate standards of dress and appearance. Student dress and student conduct should not disrupt or distract from the instruction at school. Student dress that is deemed inappropriate by the school staff will be corrected in accordance with district policy 3255. Students should always dress appropriately for weather conditions.

ATTENDANCE

Regular attendance is critical for student success and missed days are missed opportunities for instruction and learning. With this in mind, the MCSD's attendance policy states that students are expected to be in attendance at least 90% of the time. That means a student may only miss 1 day of school for every 10 days they are enrolled. The school's goal is to communicate with parents when attendance problems arise. Attendance letters are sent home when a child has exceeded the 90% attendance rule with state and district policy. Continued absences may result in a referral to truancy court. We ask that parents not pick up their children prior to the end of the school day as this causes missed instruction and disruption for the classroom teacher.

TARDIES: Learning activities begin at 7:45 a.m. in the classroom. All students who arrive at school after 7:50 a.m. is considered tardy and must check-in at the office.

Students could also be considered Tardy if they leave school early consistently. Excessive tardiness may also be referred to attendance court. Excessive is defined as more than 10 tardies in a single semester.

ABSENCES: We ask that parents call the school before 9:00 a.m. the day of an absence or provide a note the following day that explains the absence. Please send all doctor excuses to the office to officially excuse the absence. Parents are also encouraged to contact their child's teacher for make-up work.

Recess

Students in grades Kindergarten through 5th grade participate in recess activities. Recess periods are supervised each day. Appropriate dress is expected. A child well enough to attend school can participate in fresh air activities. Students will be excused from outdoor recess subsequent to an illness upon written request of a parent. In excess of three days, a physician's statement is required as to the nature of the student's issue, the time period during which the student is excused, and the specific kind of activity to be avoided. These requests must be in writing. Please note that children will be outside in cold snowy weather; please have them dress accordingly.

PLAYGROUND RULES

The person on duty is in charge and students will cooperate as requested. The duty person will issue warnings and time-outs when necessary, and the student may lose recess privileges.

- 1) Students will use all playground equipment (swings, slides, tires, etc.) correctly.
- 2) Students will not throw rocks, dirt, snowballs or other objects that could hurt others or participate in any action that causes bodily harm or property damage.
- 3) Students must always ask the duty person for permission to leave the playground.
- 4) Students are not to harass, intimidate or provoke others. This includes no foul language or gestures.
- 5) Rough play is not allowed: intentionally pushing, grabbing, tripping, hitting or kicking others is strictly forbidden.

We want the playground to be a safe and fun place to obtain good exercise and fresh air. We expect students to treat others with respect and play safely.

BUILDING RULES

- Be respectful by keeping quiet halls and assemblies.
- Use quiet voices in the restrooms, and leave restrooms clean.
- Keep litter picked up in the building and cafeteria.
- Take only yours or your classroom's playground equipment, not another person's equipment.

- Be in the classroom only when there is supervision.
- Walk through the halls without skipping, running or hopping.
- Display good behavior in the classroom and hallways without disruption.

Student Use of Personal Electronic Devices

- Electronic devices must be kept in backpacks, turned off or silenced, and may not be used during school without permission.
- The school will not take responsibility for damage to or the loss of any personal electronic device.
- School authorities will not investigate lost or stolen devices.
- Students who choose to bring devices to school take sole responsibility for those devices.
- Any use of electronic devices which involves bullying, intimidation, threats, sexting, or other like activity while at school will result in investigation, possible loss of the use of the electronic device at school and discipline up to expulsion.
- Staff members may confiscate any electronic device being misused by students. The person responsible for taking away the electronic device will turn the device over to the office where parents will be notified to pick it up.

INTERNET

Individual users of the internet have the ultimate responsibility to use internet resources appropriately. All internet users are expected to use the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of the Minidoka County School District.

PERSONAL ITEMS

Any objects that divert a student's attention from his/her schoolwork should not be at school. Children are not to bring toys, valuable jewelry, large amounts of money, Heelys with wheels, or electronic devices to school. If personal items are brought to school, they may be confiscated and can be picked up at the office by a parent or guardian. The school will not investigate lost or stolen personal items. The school is also not responsible for any lost, stolen or broken items.

CURRICULUM

The curriculum taught at Rupert Elementary is based on the district adopted curriculum which is aligned to state standards. Strong emphasis is placed on individual reading and mathematics. The curriculum promotes strong academic and technical skills. We encourage parents to become active participants by monitoring homework, communicating with classroom teachers, and ensuring good attendance for your child. Together, we can ensure a positive and rewarding learning experience.

HOMEWORK

Homework may be assigned to help students practice skills taught during the day and develop good study habits. In addition to assigned work, students in

grades 1 through 5th are encouraged to read 20 minutes each night. If your child is absent for several days, we encourage you to call the office and arrange to have homework ready to pick up after school.

WEAPONS/DRUGS/ALCOHOL

The Minidoka County School District has very detailed and strict policies concerning the possession or use of weapons (including fake), drugs or alcohol at school. Extensive policies listing appropriate consequences also exist for student behavior concerning harassment, fighting, theft or destruction of property. Parents are encouraged to review these and other policies on the school's website. If parents do not have access to a computer at home, we will gladly assist you at the school.

BULLYING

Bullying creates an imbalance of power which creates fear and intimidation. Not all misbehaving is an act of bullying. Repeated behaviors such as teasing, name-calling, taunting, or fighting that have received other discipline consequences such as a citation but still do not deter the aggressor, move into the category of bullying. At this level of discipline, a parent meeting will be called with a discussion about further discipline, and depending on the severity, the Resource Officer may be contacted.

PARENT TEACHER ORGANIZATION

Rupert Elementary School is fortunate to have a wonderful PTO organization that helps to bring school and community together. Please contact us if you would like to volunteer with the PTO.

VOLUNTEERS

We appreciate all the parents and family members that volunteer to assist classroom teachers. We strongly support volunteering in our school and encourage everyone to spend some time helping in a classroom. Please contact the classroom teacher or the office to fill out the necessary forms to volunteer. The PTO also organizes and assists with numerous activities throughout the year that support our school. Please contact PTO board members to volunteer your services.

Acknowledgement of Student/Parent Handbook

(All students and parents or legal guardians should return this acknowledgment form within 15 days of enrollment at the school.)

----- **Please return this portion to the school/teacher** -----

Family Acknowledgement

My signature acknowledges that I have received a copy of Rupert Elementary Student/Parent Handbook.

I understand that my child and I are responsible for reviewing the handbook and becoming familiar with the school policies and expectations set forth in the handbook. I understand that my child will be held accountable for his or her behavior and may be subject to disciplinary action or other ramification if he or she violates any policy or agreement set forth in the handbook.

DATE _____ PARENT SIGNATURE_____