

MACKAY ELEMENTARY

STUDENT HANDBOOK

2011 – 2012



**P.O. Box 390
400 E. Spruce Ave.
Mackay, Idaho 83251
Phone: (208) 588-2834**

Welcome to Mackay Elementary School

The administration and staff would like to take this opportunity to welcome you to Mackay Elementary School.

The information in this booklet has been carefully prepared to help you succeed in school. We are proud of the quality of education we offer here at Mackay Elementary. If you take advantage of the opportunities offered, get involved and strive to do your best, your education will be second to none.

The administration, teachers and staff are here to assist you in obtaining your education. Utilize all the available resources and accept the responsibility of “you” putting forth the necessary effort to be successful.

Good Luck and let’s all have a great year!

District Telephone Numbers

District Office.....	588-2896
High School.....	588-2262
High School Fax.....	588-2549
Elementary School.....	588-2834
Elementary Fax.....	588-2269
Vo Ag Shop Fax.....	588-3026

District Mission Statement

We, the community of the Mackay Joint School District #182, will empower each of our students to be successful and responsible citizens in a changing world.

Vision Statement

We, the community of Mackay Joint School District #182, believe that each of our students will proclaim, “I graduated from Mackay High School and I’m proud of it because.....”

The school system is committed to empowering each student to develop his/her highest potential so that he/she can enter into the work force, vocational school, or college.

I’ve been taught to become a responsible, caring individual who values life-long learning and is committed to a life-long contribution to a democratic society in which I live and to a changing world.

I experience a safe and nurturing environment to development self-esteem and a desire to succeed in whatever I choose to do.

I am well prepared to accept the challenges of an every-changing environment because I have been taught the skills, exposed to technology and have the confidence to succeed at whatever I choose to do.

Mackay School District

Personnel Listing 2011 – 2012

Administration

Rich Woodfin - Superintendent
Jess Johnson – Jr.H./H.S. Administrator
Spencer Larson – El. Administrator
Jodi Wasylyow – Dist. Business Manager
Lenie Wilkie – Dist. Business Manager
Valerie Tillotson – Admin. Assistant
Shauna Reynolds – Admin. Assistant

High School Staff

Troy DeBoard – History
Cynthia Holbrook – Special Education
Bridget Severe – Jr. High Teacher
Vernon Roche – Vo Ag
Jack McKelvey – P.E./Health/English
LaRue Lambert – Math
Pat Carlson – Technology
Phyllis Day – Spanish/Library
Michael McClur – Science
Stephanie Green – English/Reading
Stacey Moorman – Special Ed. Aide
Stephanie Woodbury - IDLA

Bus Drivers

Becki Hanni – Bus #11 – Leslie Route
(Head Bus Driver)
Heather Shosted – Bus #10– Alder Creek
Blaine Bohne – Bus #15 – Darlington Rt.
Linda Williams – Bus # 14 – Chilly Route
Myrna Taylor – Bus #16 – Barton Flat Route

Substitute Drivers

Brett Zollinger David Meeks
Boyd Burnett Cole Wilkie
Paul Lanier Cynthia Holbrook
Lynn Rothwell
Marie Lanier
Marlin Anderson
Lorraine Nuttall

School Board

Shane Rosenkrance - Chairman
Rick Smyer – Vice Chairman
Linda Foster
Bob Burroughs
Greg Bruley

Elementary Faculty

Gordon Seefried–Kindergarten
Karlene Hardy – 1st Grade
Bev Crawford – 2nd Grade
Chris Hoover – 3rd Grade
Cindy Gregory – 4th Grade
Michelle Peterson – 5th Grade/Music
Cindy Kimball – 6th Grade
Gordon Seefried – Spec. Ed.
Marty McKelvey – Pre-School
LaRue Lambert – Title I
LaVon Fullmer – Pre-School Aide
Marsha Sayer – Kindergarten Aide
Toni Thomas – Special Ed. Aide
Marie Guerrero – Special Ed. Aide
Billie Sherwood – Special Ed. Aide

School Lunch

Lisa Warner - Supervisor
- Assistant

Maintenance/Custodial

Doug Halterman - Supervisor
Max Wall – Bus Shop
Lisa Warner - Custodial
Tina Bethouille - Custodial
Harvey Roberts – Bus Maintenance

STAFF INTERCOM EXTENTIONS

HIGH SCHOOL

<u>Name</u>	<u>Position</u>	<u>Extension</u>
Rich Woodfin	Superintendent	
Jess Johnson	Principal	21
Jodi Wasylow/Lenie Wilkie	Assistant Business Manager	31/30
Valerie Tillotson	Admin. Assistant	10/23
Doug Halterman	Maintenance	10/23
Pat Carlson	Technology	
Troy DeBoard	Teacher	28
Cynthia Holbrook	Teacher/Special-Ed	33
Bridget Severe	Teacher	26
Vernon Roche	Teacher	14
Jack McKelvey	Teacher/Athletic Director	27/18
LaRue Lambert	Teacher	25
Phyl Day	Teacher/Library	12
Michael McClur	Teacher	29
Stephanie Green	Teacher	24
Stacey Moorman	Aide	33
Stephanie Woodbury	IDLA	16

ELEMENTARY SCHOOL

<u>Name</u>	<u>Position</u>	<u>Extension</u>
Spencer Larsen	Administration/Spec. Ed Coordinator	11
Shauna Reynolds	Admin. Assistant	10
Lisa Warner/	Lunch Room	12
Gordon Seefried	Kindergarten/Spec. Ed	13/18
Karlene Hardy	1 st Grade	14
Bev Crawford	2 nd Grade	15
Chris Hoover	3 rd Grade	16
Cindy Gregory	4 th Grade	17
Michelle Peterson	5 th Grade/Music	20/32 H.S.
Cindy Kimball	6 th Grade	24
Marty McKelvey	Pre-School	21
LaVon Fullmer	Pre-School Aide	21
Marsha Sayer	Kindergarten/Special Ed. Aide	13
Toni Thomas	Special Ed. Aide	18
Marie Guerrero	Special Ed. Aide	18

Elementary Daily Schedule

8:05am.....	First Bell Rings
8:10am.....	2 nd Bell Rings To Begin Class
8:10am – 11:30am.....	Kindergarten Student Hours
9:45am.....	First Recess
10:55am – 11:20am.....	Lunch Served (class times vary)
11:30am.....	Kindergarten Bus Departs
12:05pm.....	Begin Class
12:10pm.....	Tardy Bell
1:00pm – 3:30pm.....	Preschool Hours
1:45 – 2:00pm.....	Afternoon Recess
3:30pm.....	Elementary Dismissed
3:40pm.....	Buses Departs

Please Note: School will begin at 8:10am on Monday thru Thursday for Mackay Elementary students. School will not be in session on Friday. Classrooms will be opened for student use at 8:05am. Breakfast will be served Monday through Thursday.



DISTRICT CALENDAR
Mackay School District #182
2011 – 2012
(Four-Day Week)

Teacher Inservice	August 16 - 19
First Day of School	August 22
Labor Day – No School	September 5
State Teacher Inservice (Friday)	October 7
End of First Quarter (35 days)	October 20
Parent/Teacher Conference (1/2 Day)	November 3
Parent/Teacher Conference (Friday)	November 4
Thanksgiving Holiday (1/2 Day)	November 23
Thanksgiving Holiday – No School	November 24
End of 2 nd Quarter (33) & 1 st Semester (68)	December 20
Christmas Holiday – No School	Dec. 21 – Jan. 2
President’s Day – No School	February 20
End of 3 rd Quarter (39 Days)	March 8
Teacher Inservice (Friday)	March 9
Parent/Teacher Conference – (1/2 Day)	March 15
Parent/Teacher Conference – (Friday)	March 16
Spring Break/Easter – No School	April 4-8
Tentative Set Snow Days – If Needed	April 13&April 27
End of 4 th Quarter (44 Days)	
2 nd Semester (83 Days)	May 24
Graduation	May 22
Last Day of School (1/2 Day)	May 24

MEDICATIONS

Mackay Elementary will not supply medications of any kind. First aid supplies are available for emergency use and an advanced EMT is on staff at the elementary. If a student needs medication of any kind please send the medication with the student and instruct the student to give the medication to his or her teacher. The teacher will administer the proper dosage.

VISITORS

For the safety of the students and the faculty, **ALL** visitors must register with the office. Any person that does not have a pass will be instructed to register in the office. Any person that does not have a pass will not be allowed in any classroom, lunchroom or playground. This rule also applies if you are walking your child to class. Disruptions to the classroom must be kept to a minimum. **ONLY** school personnel will be allowed to remove a student from a classroom. Visitors are welcome to visit our school and speak with the teachers; however, prior arrangements must be made. Students that are not enrolled in the Mackay School District are not allowed on the school grounds without prior approval from the principal.

TELEPHONE USE

Students may use the class phone or the office phone only with permission from the classroom teacher only in the case of an emergency. If a parent desires to talk with a teacher, a message should be left on the teacher's voice mail. Telephone calls are not transferred into the classroom during regular school hours.

EMERGENCY DRILLS

Fire, earthquake and emergency drills are held at irregular intervals throughout the school year. Instructions are posted in each classroom and teachers will instruct the students how to leave the building in case of an emergency. Students need to remember to follow the direction of their teacher and stay with their class, walk, don't run, no talking and to move quickly and quietly to the designated area. The teacher will accompany the

students and take roll once safely outside.

SAFETY ISSUES AND EMERGENCY NUMBERS

To insure the safety of students, all students should have on file phone numbers where parents or guardians can be reached. We also request two other emergency contacts on file should we not be able to contact the parent or guardian. The other contacts need to be someone in the local area. Other information, such as medical issues, which may affect a student's performance or well being, should also be included. Idaho law requires birth certificates, proof of immunizations or a parent waiver to be on file in the school office for students to attend class.

PARENT INVOLVEMENT

The administration and staff of Mackay School District encourage participation by parents in their children's education. Perhaps the most effective way that parents can help their children succeed in school is to follow up to see that they are doing their homework and to give them encouragement and help. At the elementary level, reading with your children for 15 to 20 minutes a day is one of the best things you can do to help your child learn.

ATTENDANCE

In order to fully benefit from school, students need to attend and participate in the classroom every school day. Students will be able to "make-up" missed assignments when absent from school, but they lose the experience provided only through classroom interaction and cooperative learning with other students.

The district believes it is the parents' responsibility to see that their child attends school. Failure in seeing that your child attends school constitutes some degree of neglect when their absence is excessive and without due cause.

SCHOOL BREAKFAST/LUNCH PROGRAM

Breakfast (Adult)	\$1.45
Breakfast (Jr./Sr. High)	\$1.40
Breakfast (Elementary)	\$1.30
Milk	.35
Lunch (Adult)	\$3.05
Lunch (Jr./Sr. High)	\$2.25
Lunch (Elementary)	\$2.15

Students and adults are to pay in advance or as incurred. Each student/adult is assigned his/her lunch number and account number. Your student's payment shall be deposited into their account and the computer will withdraw money at the time a purchase is incurred. Your student shall be issued a receipt at the time of payment. A bill will be sent home with your child, if their balance is in the range of \$10.00 to a negative amount.

If a student is unable to pay for their lunch, the student will be allowed to charge up to \$10.00. If your personal check is returned for non-payment, a \$15.00 service fee will be assessed. If you have three checks returned for payment the school will not be able to honor your check and you will be required to pay on a cash basis, only.

Free and reduced applications for breakfast and lunch are available at any time during the school year and one is located in the back of this handbook. Lunch applications that were approved from last year will be in effect until September 30th. If a new and approved application has not been received by this time, your child/children will be charged full price. An application is not retroactive so if your application is late you will still be responsible for the fees incurred during the lapse in application.

CLASSROOM TREATS

Treats for special days (birthdays, holidays etc) cannot be homemade. All treats need to be store bought.

PARENT/TEACHER CONFERENCES

Parents are encouraged to attend and schedule conferences at the end of the first nine weeks and the third nine weeks grading period. Individual conferences can be scheduled at any time. Please contact the teacher to schedule individual conferences.

MEETINGS

School Board – 2nd Wednesday of every month. Meetings will be held in the boardroom located in the middle building at 7:00 p.m.

RESTROOMS

Students may use the restrooms before and after school, or during the morning, lunch or afternoon recess. At any other time the student is expected to ask permission from the teacher. All students are expected to assist in keeping the restrooms clean. Students are not to loiter in the restrooms, write on the walls, or damage the facility in any way.

ADVERSE WEATHER CONDITIONS

If weather conditions are such that school is cancelled, area radio stations will be notified and will broadcast information about closing as early in the morning as possible. Bus drivers will notify families on their route and teachers will notify the children in their classrooms that normally walk to school.

In the event that it becomes necessary to cancel school once started, teachers will make every effort to contact the parent of class members. If a parent cannot be contacted, a relative or neighbor on the same bus route should be pre-arranged for in case of emergency closure. These pre-arrangements should be on file at the school.

LEAVING SCHOOL

If it is necessary for a student to leave school with any individual other than his or her parent, the child must have a written or verifiable verbal permission from the parent. Siblings may check a student out of school only with written

or verbal permission from the parent. Students must be checked out through the front office and checked back in through the front office upon their return.

BUS SAFETY RULES

1. Follow the bus driver's direction the first time they are given.
2. Be courteous. Keep hands, arms, legs and objects to yourself.
3. Do not yell, swear, talk loud, use rude gestures or tease on the bus.
4. Do not eat or drink on the bus with the exception of water.
5. Keep the bus clean.
6. No pushing, shoving or fighting.
7. Keep all parts of your body inside the bus at all times.
8. Do not litter, write on or damage the bus in any way.
9. No animals are allowed on the bus.
10. For your own safety, remain seated and do not distract the bus driver.
The bus driver has the right to assign seating.
11. Teachers will be accompanying the buses.

BUS SAFETY CONSEQUENCES

Riding the school bus is a privilege. Improper conduct on the buses may result in that privilege being denied. A refocus sheet will be given to the child's teacher if a violation occurs. Also a bus conduct sheet will be given to the principal if violation occurs. Students will be sent home on their regular after school destination if the school is not notified in advance. **Students will not be allowed to make a change in their pick up or drop off destinations without a note or phone call from a parent. This must be done no later than 2:30 p.m.** Buses are only allowed to stop at Board approved stops.



Recess

Unless otherwise directed, elementary students are to go outside during recess time. Please send appropriate clothing, coats, hats and gloves, especially in the winter months when the weather conditions change suddenly.

DISCIPLINE

It is our belief that by working together as a team, your child will learn self discipline. It is our policy that students be held accountable for their actions. We involve and inform parents when inappropriate behavior occurs. We sincerely invite parents to come and talk with us about our concerns.

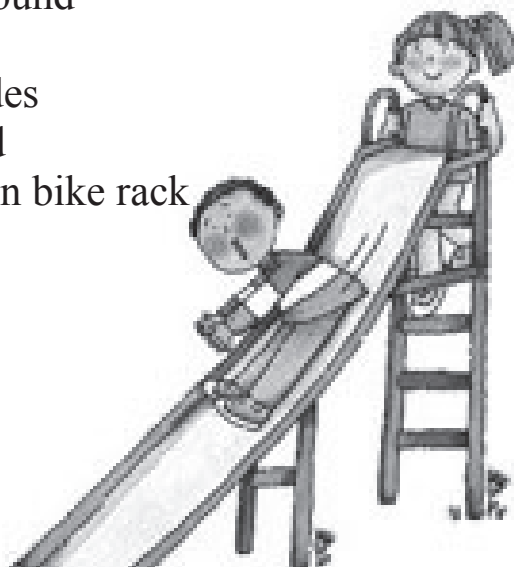
AREA GUIDELINES

Building Rules:

1. No beverages, water or food will be allowed in the building except in the following rooms: Teacher's lounge and lunchroom/multi-purpose room
2. Walk in the building
3. Sign out all library books
4. Do not bring toys from home (Exception for Kindergarten - Show N' Tell)
5. Do not bring gum or candy
6. Use phones only with permission

Outside Rules:

1. Play in assigned area
2. Leave sand, snow and other objects on the ground
3. Stay on school grounds
4. Slide in the direction of down only on the slides
5. Contact sports and rough play are not allowed
6. Walk bikes on the playground and park bike in bike rack
7. Avoid puddles, mud and icy areas



SCHOOL RULES

Mutual respect for each other and property

All students will use appropriate language

Come to school prepared and ready to learn

Keep a good attitude

All school staff will be treated with courtesy and respect

Yes! I will be self-disciplined

ELEMENTARY CELL PHONE POLICY

School:

Students may bring cell phones to school for emergency use after school hours. The phone must stay in their backpacks and turned off during school hours. If they take their phone out of their backpack or use it during school hours, it will be taken from the student and put in the office. The student may get it from the office at end of the day.

If a student is caught a second time using or playing with their cell phone, it will be turned in to the office, the parent/s will be called and instructed to come to the office and pick up the phone, and the student is told not to bring the phone again.

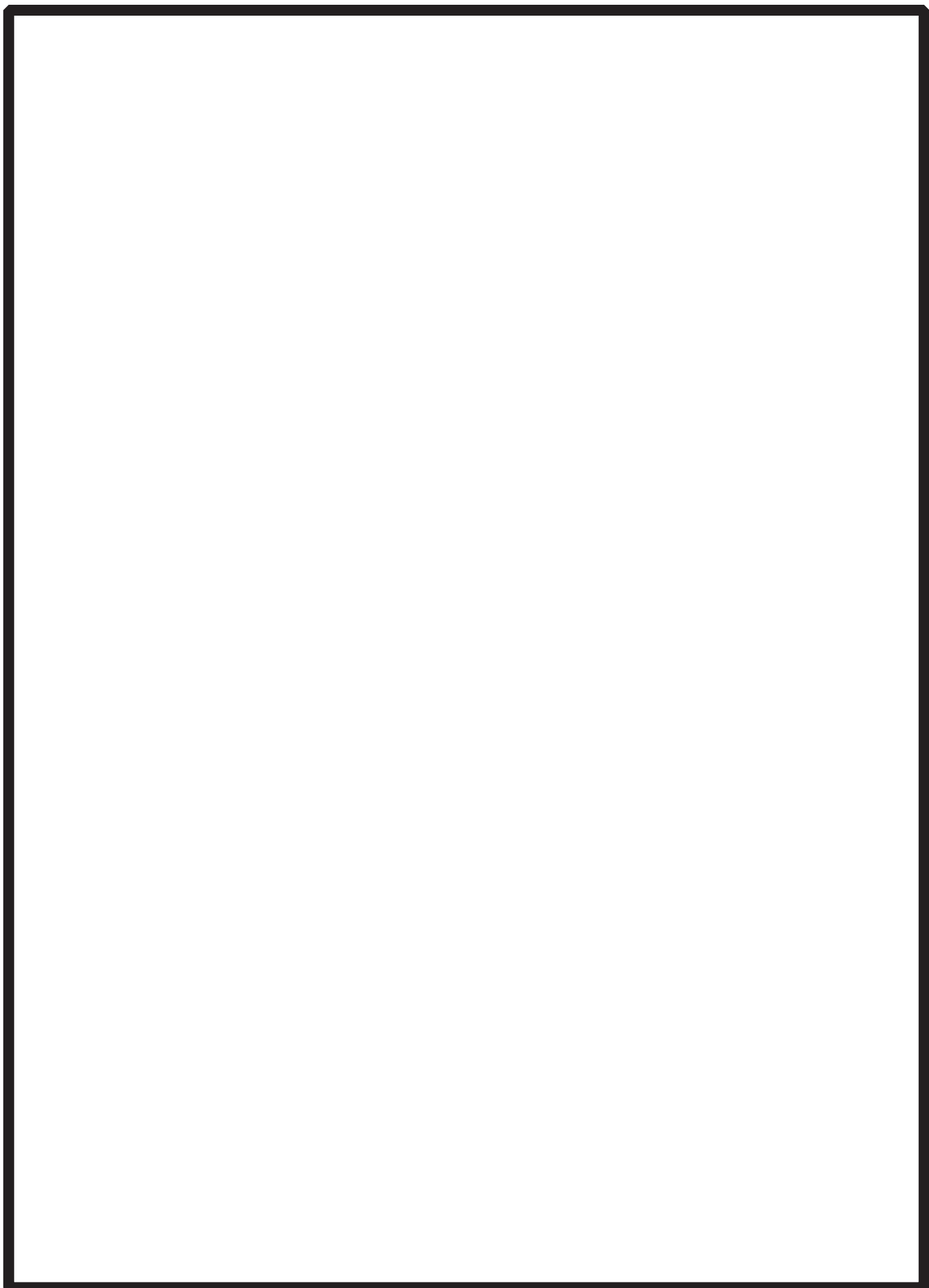
Bus:

Students are allowed to use the phone on the bus if necessary. They may play games on the phone if they don't cause a disturbance.

MACKAY SCHOOL DISTRICT IS



**NOT RESPONSIBLE FOR ANY
STUDENTS LOST, STOLEN OR
DAMAGED CELL PHONE.**



MACKAY SCHOOL DISTRICT #182

SEXUAL HARASSMENT REPORT FORM

General Statement of Policy Prohibiting Sexual Harassment

Mackay School District #182 maintains a firm policy against all forms of discrimination based upon sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male, or female, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe sexually harassed you: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____
