

Bickel Elementary Student & Family Handbook

2023-2024



Contact Information

Phone: 208.733.4116

Fax: 208.733.8926

When your child will not be at school remember to call!

Attendance Line: 208.733.4116

Address: 607 2nd Avenue East
Twin Falls, Idaho 83301

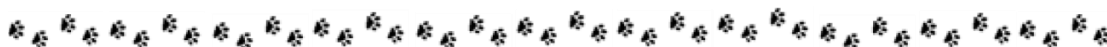
Website: <http://bi.tfsd.org>

Attendance Policy

In keeping with Twin Falls School Board Policy 3041, Harrison expects students to be in attendance on a regular basis. The board of trustees of this district recognizes that, because time on task is very important to the education of students, it is necessary to establish and enforce attendance requirements. Students are required to be in attendance at school at least ninety percent (90%) of the time that school is in session during each school term. In enforcing the attendance requirements, the board may deny a promotion to the next grade or deny credit to any student who is not in school at least ninety percent (90%) of the days that school is in session. If a student is determined to be a habitual truant, the board may expel or unenroll the student.

Students who are close to violating the attendance policy, whether attendance or excessive tardies (over 90%), will be notified by the school and may be referred to the Twin Falls County Youth Services Program.

Bickel Elementary



Bickel Bell Schedule					
Monday			Tuesday - Friday		
7:30		Breakfast bell	7:30		Breakfast bell
7:55		First bell	7:55		First bell
8:00		School Begins	8:00		School Begins
10:05-10:20		Recess (K, 1st, 2nd)	10:20-10:35		Recess (K, 1st, 2nd)
10:20-10:35		Recess (3rd, 4th, 5th)	10:35-10:50		Recess (3rd, 4th, 5th)
11:10-11:55		Lunch/recess (K)	11:10-11:55		Lunch/recess (K)
11:20-12:05		Lunch/recess (1st)	11:20-12:05		Lunch/recess (1st)
11:30-12:15		Lunch/recess (2nd)	11:30-12:15		Lunch/recess (2nd)
11:40-12:25		Lunch/recess (3rd)	11:40-12:25		Lunch/recess (3rd)
11:50 - 12:35		Lunch/recess (4th)	11:50-12:35		Lunch/recess (4th)
12:00-12:45		Lunch/recess (5th)	12:00-12:45		Lunch/recess (5th)
1:00-1:15		Recess (K, 1st, 2nd)	1:05-1:20		Recess (K, 1st)
1:15-1:30		Recess (3rd, 4th)	1:35-1:50		Recess (3rd)
1:30-1:45		Recess (5th)	1:50-2:05		Recess (2nd, 4th, 5th)
2:00		Dismissal	3:00		Dismissal

Breakfast is free for all Bickel students.
Lunch is free for all Bickel students.



2023-2024 Twin Falls School District Calendar



JULY 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30
31						

July	
4	Holiday - Independence Day - No School

August	
See School Websites for Registration Dates/Times	
7-8	Teacher Stipend Days
9-10	Summer Institute/In-Service
11	1/2 Opening Day & 1/2 Day Building Retreat
14-15	Teacher Work Days
16	First Day of School

September	
1	Early Dismissal for Students and Staff
4	Holiday - Labor Day - No School
15	Data Day - No School

October	
19	End of 1st Quarter (45 Student Days)
20	Teacher Workday - No School
23-26	Conference Week
26	No School - Conference Work Day (MVHS in Session)
27	No School

November	
20-21	Teacher Stipend/In-Service - No School
22-24	Thanksgiving Break - No School

December	
20	End of 2nd Quarter (36 Student Days)
	End of 1st Semester (81 Student Days)
	Early Dismissal 1/2 Day Report Cards
21-3	Christmas Break - No School (Students)

JANUARY 2024						
Su	M	Tu	W	Th	F	Sa
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28	29	30	31			

FEBRUARY 2024						
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MARCH 2024						
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31						

APRIL 2024						
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29	30					

MAY 2024						
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JUNE 2024						
Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January	
1	Holiday - New Years Day Observed - No School
3	Teacher Stipend Day - No School
4	School Resumes

February	
19	Holiday - Presidents' Day - No School
20	Teacher In-Service - No School

March	
8	End of 3rd Quarter (45 Student Days) - Early Dismissal 1/2 Day Report Cards
18-21	Parent/Student/Teacher Conferences/Registrations/Jr. Boards/Sr. Projects
21	No School - Conference Work Day (MVHS in Session)
22	No School
25-29	Spring Break - No School

April	
1	School Resumes
12	Teacher Stipend Day - No School

May	
3	Teacher Stipend Day - No School
15	12th Graders Last Day
20	TFHS Graduation
21	CRHS Graduation
22	MVHS Graduation
	Last Day of School - Early Release - 1/2 Day Report Cards
	End of 4th Quarter (44 Student Days/2nd Semester 89 Days)
	End of Year (170 Days)
23	1/2 Analyze Assessments and Goals
	1/2 Day Teacher Workday
27	Holiday - Memorial Day

June	
	See Website for Summer School Details

Board Approved 12-12-22

<https://www.vertex42.com/calendars/>

Contacts

Attendance Verification	Classroom teacher via Class Dojo, Email, or Voice Message calling 208-732-7500 and then the teacher's extension.
School Secretary	Christina Garcia garciach@tfsd.org 732-7500 ext. 5000
School Principal	Michelle Brewer brewermi@tfsd.org 208-732-7500 ext. 5001
Assistant Principal	Heather Murray murrayhe@tfsd.org 208-732-7500 ext. 5002
School Counselor	Lucy Wills willslu@tfsd.org 208-732-7500 ext. 5035

Special Education Information	Special Education Clerk Karla Florence florencenka@tfsd.org 208-732-7500 ext. 4051
Services for English Language Learners	EL Teacher - questions Cathy Turpin @tfsd.org 208-732-7500 ext. 5040
Title I Information	Title I teacher Sarah Cameron camersonsa@tfsd.org 208-732-7500 ext. 5031
Food Services Kitchen Manager	Florina Elimo elimofl@tfsd.org 208-732-7500 ext. 5005
Twin Falls School District At Risk Service Coordinator	Coordinator Jenni Herzog herzogje@tfsd.org 208-732-7500 ext. 1007

Staff Directory

		Extension			Extension
Building Principal	Mrs. Brewer	5001		Kindergarten	Mrs. Williams 5014
Assistant Principal	Mrs. Murray	5002			Ms. McNeil 5015
Secretary	Mrs. Garcia	5000		First Grade	5017
Instructional Coach	Mrs. Turpin	5037		Second Grade	Mrs. Black 5013
Counselor	Mrs. Wills Mrs. Keegan	5035 5036			Mrs. Hill 5011
				Third Grade	Mrs. Idso 5023
PE		5038			Mrs. McGowen 5026
Music	Mrs. Tureman	5021		Fourth Grade	Mrs. Fisher 5033
Library	Mrs. Boone	5019			5030
				Fifth Grade	Mrs. Green 5028
Title 1	Miss Cameron	5031			
ELL		5040			
K - 5 Resource	Mrs. Rahe	5018			
SpEd Clerk	Mrs. Florence	5018			
Speech	Mrs. Reichel	5008			
Mentor/Food Pantry	Mrs. Milligan	5012			

Twin Falls School District Standards

Our mission will be accomplished when students are characterized by the following.

✓ **ACADEMIC ACHIEVERS**

leaders who demonstrate competency within measurable learning standards,

✓ **CLEAR COMMUNICATORS**

leaders who can effectively transfer information by listening, speaking, reading, and writing,

✓ **RESPONSIBLE CITIZENS**

leaders who understand the roles and duties of citizens and how to improve the quality of life in their communities,

✓ **COMPLEX THINKERS**

leaders who use resources, apply academic knowledge to reason, solve problems, and make decisions; and

✓ **QUALITY PRODUCERS**

leaders whose work, individually or within a group setting, displays creativity, high standards, and demonstrates excellence across the curriculum.



Twin Falls School District Mission

Our mission is to provide a quality education necessary for students to be successful in life.

TFSD VISION STATEMENT

2023 2024 TFSD Vision

Fully Engaged Learning Community: Students, Staff, and Parents

Raise the bar and close the gap - Focus on foundational skills

- Protect instructional time
- Focused interventions
- Commitment to best practices
- Increased achievement at all levels
- Reduce student absenteeism and increase graduation rates
- Promote personal responsibility
- Effective use of resources to support ALL students
- Teaming and collaboration at all levels

Programs of excellence - Seek excellence in all we do

- Evaluate programs for continuous improvement

Opportunities for students - STEM, Fine Arts, CTE

- School-based programs for all students
- Maximization of advanced opportunities
- Continue to focus on expanding CTE/advanced opportunities

Community engagement - Partnerships with parents

- Promote parent/school collaboration
- School events for parents
- Increase opportunities for parental involvement - school and district level
- Foster a warm and welcoming school environment
- Celebrate and showcase our students

Student engagement - Academics and activities

- Promote athletics, activities, and clubs to foster relationships-something for every student
- School-level programs to increase focus on academic success and involvement
- Student/school connection

Safe, secure, and supportive learning environments

- Prioritize school safety
- Establish and maintain school wide behavior programs
- Mental health support - students, staff, and families
- Positive school climate-shared responsibility
- Prioritize kindness and citizenship
- Positive and caring student relationships
- Promote student and staff wellness

TWIN FALLS SCHOOL DISTRICT #411

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. The School District Office is accessible to the physically disabled. Interpreters for persons with hearing impairments, and Braille or taped information for persons with visual impairments, can be provided upon five days' notice. For arrangements, contact the Director of Support Services, 733-6900.

Our Discipline Policy

We believe that all students deserve the opportunity to attend a safe school. We believe that all students should be treated fairly and that policies should be enforced consistently. We believe that rules exist for the following purposes:

- to create an environment which is conducive to learning;
- to create an environment in which all feel safe;
- to develop a sense of responsibility in all students;

In order to fulfill the above beliefs, we have developed a discipline policy, which addresses our expectations for all students. Our procedures are grounded in a spirit of safety and assist students in determining what behaviors are appropriate in various school settings.

Expectations

- We expect all to strive towards being the best possible each day, "Your Best Self".
 - Body Posture
 - Eye Contact
 - Speech (using words)
 - Tone of Voice
- We expect all to adhere to Twin Falls School District and Bickel policies and procedures.

Bickel School Policies and Procedures

Students are to demonstrate safe, respectful behavior that is conducive to supporting a safe and secure learning environment.

Violations of this expectation could be considered minor or major. Failure to engage in safe and respectful conduct will be evaluated on a case-by-case basis and consequences such as punishment, safety restrictions, and/or mandatory retraining lessons will result according to repetition and severity.

General Protocols for Addressing Violations

1. Supervising adult(s) will deal with minor disputes and rule infractions using redirection and/or the referral process.
2. Should a student violate the safety of another student, or engage in repeated violation of the rules, the supervising adult may refer to classroom teacher and administration. The student's teacher will conduct a brief investigation. The office will be notified of the infraction. The number of previous referrals, as well as the severity of the infraction impacts the resulting consequences. Consequences may include counseling, school community service, restitution, loss of privileges, in school suspension, and/or out of school suspension.
3. Should a student violate Idaho Code, they will be referred immediately to the office and may be referred to the School Resource Officer (SRO). The supervising adult(s) may choose to ask for office and/or SRO assistance with students who are defiant and/or physically aggressive.

Playground

Students will:

- Keep your hands and feet to yourselves. NO TOUCHING!
- Stay within the fenced playground area.
- Stay off the emergency fire exits—it is for emergencies, not for play.
- When ice and snow are present, do not pick up, kick, throw, toss or slide on the ice and snow.
- Be responsible for all playground equipment, returning it to the cage when you are done playing. Each grade level has their own color.
- Use only school equipment. (Do not bring toys/balls of any kind to school).
- Respect and follow all directions given by adults on the playground.
- Immediately report any unsafe play, conditions or behaviors to the playground aides.
- Seek out help with conflicts as soon as it happens.
- Stay on the playground unless given permission by a playground aide to enter the building.
- Be quiet and walk as you enter the building to go to the bathroom, get a drink or come to the office.
- Immediately stop playing and line up at their designated area when the bell rings.
- Stand quietly in line and wait for your teacher to bring them in from recess.
- Enjoy your recess time and allow other students to enjoy their recess time.

Playground Equipment:

All equipment is meant to be used to play a game. Equipment should not be thrown at each other, kicked up on the roof or thrown over the fence.

- Soccer ball—to be used on the field ONLY—not to be kicked over a fence or on the blacktop
- Football—to be used on the field ONLY—two hand touch or flag—NO TACKLE
- Basketball—to be used on the blacktop ONLY
- Jump rope—to be used on the blacktop ONLY—in the manner it was intended

Tire Swing: Sit in the swing (on your bottom) and swing back and forth—no twisting or climbing on the tire. No running in or out, passing behind the tire when swinging.

Slides: Sit down on your bottom, slide down feet first and move out of the way for the next person to come down—do not climb up the slide, do not cut in line, do not go down more than one person at a time.

Lining up

Before school, and during recess. Students will line up at the designated line. Parents are asked not to enter the playground. Students will be taught this the first week of school.

Hallways & Stairs

- Students take their coats with them to lunch as they are not allowed to return to the classroom during recess or lunch periods.
- Students walk quietly in hallways and other common areas, staying to the right in the hallways and on the stairs.
- Students are encouraged to use the handrails when on the stairs.
- Students take off their hats when indoors.

Elevator

The elevator will be used as needed. This is not a toy or device to play with. We have people that need assistance within the building.

Cafeteria

- Students follow the directions of supervising adults in the lunchroom.
- Students talk quietly while in the lunchroom.
- Students clean up after themselves (and helpfully each other) while in the lunchroom.
- Students walk at all times in the lunchroom.
- Students eat their food in the lunchroom or the classroom (at the discretion of the teacher) and do not take food from the building to the playground.

Assemblies

- Students will maintain volume level 1, whisper, while entering and waiting.
- Students will follow directions provided during the assembly, including changing volume to zero on cue.
- Students will sit on their bottom facing the speaker area.
- Students will model respectful behavior at all times.

Before / After School

Students should not arrive at school before 7:30 a.m. and should immediately go to breakfast upon

arrival and immediately leave school upon dismissal. There is no adult supervision on the playground prior to 7:30 a.m. or after 3:10 p.m. Families are requested not to use the playground until after 4:00 p.m.

Drinking Fountains

Students may get a drink as needed. Some teachers will provide water bottles and allow students to fill them. This will be done during non-teaching times. Please ask your teacher what will happen in the individual classrooms. During recess students will not be able to enter the building for a drink of water.

Office

Students that are sent to the office will need to be their “BEST”. They need to be courteous and respectful. Students can be sent to the office for a number of reasons.

Bathrooms - FLUSH

Floor stays dry
Leave it clean
Use quickly
Soft Voices
Hands washed

Toys

Toys of any kind are not to be brought to school. This includes playground balls, knick knacks etc.. Students are encouraged to only have supplies needed to learn. Staff members may take anything that is distracting the student or others from making good choices or learning.

Heelys Shoes

These shoes are not safe for students to wear during school hours. The student will be asked to remove the wheel while they are on school property and leave with the classroom teacher. All staff may request this.

School Parties

Special afternoons will be set aside for Halloween, Christmas, and Valentine’s Day parties. Healthy snacks are encouraged. Please contact your child’s teacher if you are interested in helping with these activities.

Student/Parent/School Compact

We want your child to be successful. In order for that to happen, we know that we must work together and support one another in that effort. All families are requested to read and sign this agreement, signifying your support.

Student Responsibility

Responsibilities

- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ I will strive for 100% attendance, including no tardies or early pick-ups. ✓ I will treat all school staff with respect. ✓ I will treat my fellow students with respect. ✓ I will follow all school rules and procedures responsibly. | <ul style="list-style-type: none"> ✓ I will give my best effort at schoolwork, even when it seems difficult. ✓ I will pay attention in my classes and participate in class activities. ✓ I will ask for help when I need it. ✓ I will complete all homework assignments. |
|--|--|

Parent Responsibility

Communication

- ✓ Attend scheduled conferences and meetings with staff.
- ✓ Let the school know about any characteristics, problems, or medical concerns pertinent to your child.
- ✓ Read notes and respond in a timely manner.
- ✓ When you have a concern or problem; contact the persons involved and discuss the matter.

Support Learning

- ✓ Check for homework and progress reports on a regular basis.
- ✓ Provide a time and place to do homework, and check to see that it is being done.
- ✓ Guide and encourage your child to do well.
- ✓ Strive for my child to have 100% attendance, including no tardies or early pick-ups.

Provide Mutual Support

- ✓ Volunteer and visit the school as often as possible, as well as attending parent-teacher conferences.
- ✓ Attend organized events.
- ✓ Speak positively about the school and staff.
- ✓ Parents will be invited to attend curriculum training.

Bickel Elementary

School Responsibility

Communication

- ✓ Rules and expectations will be sent home at the first of the year, both school-wide and classroom.
- ✓ Academic progress reported regularly—formal reports at midterm and the end of the quarter.
- ✓ Phone calls and emails returned in a timely manner. (The same day if possible.)
- ✓ Correspondence sent home in parents' home language if necessary and when possible.

Support Learning

- ✓ Teachers will teach the district curriculum as has been developed and will provide a progressive and quality education with technology integration.
- ✓ Provide a safe, respectful, and responsive school environment.
- ✓ Teachers will use effective instructional strategies.
- ✓ When needed and when possible, students will have additional instructional time in the form of summer school and Title One teachers.

Provide Mutual Support

- ✓ Survey parents for volunteering interests.
- ✓ Make phone calls when there is a problem or concern.
- ✓ Provide programs, activities, and events that encourage learning and are of interest to students and families.
- ✓ Parents will be provided training on the classroom subjects when requested.

GENERAL INFORMATION

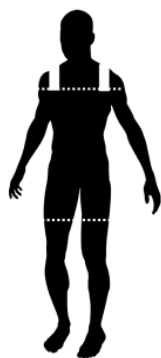
Computer Use Policy

The Twin Falls School District has a computer use policy that all parents must sign at registration to allow the student to use school computers. Parents can access the entire policy on the Bickel website at <http://bi.tfsd.org> and then select the computer. Our computer teacher is available to answer questions that you may have. The computer lab can be reached at 732-7500 ext. 5538.

DRESS CODE

It is the desire and intent of the Twin Falls School District to adopt a dress code to create an environment in our schools that is conducive to learning. The student dress code supports the idea that students should learn to follow guidelines related to their apparel and appropriate attire, as they would in a workplace. This means students are to dress in such a manner that their clothing or grooming does not jeopardize the health and/or safety of themselves or others and does not interfere with the educational mission of the District. It is our belief that schools are professional learning environments that necessitate appropriate attire. Students are to observe the following guidelines regarding their attire:

1. In general, clothing should cover the torso from armpit to armpit and extend down to mid-thigh. Tops must have shoulder straps that are at least two inches in width. Undergarments must be covered. See the illustration below for reference:
2. See-through, torn, or mesh garments must have appropriate coverage underneath that meets the minimum requirements described above.
3. Pants must be worn at hip-level or higher. Clothing should not drag on the floor.
4. Appropriate footwear depending on the educational setting is required. Classes and activities that may have more stringent requirements include but are not limited to PE, Science, and CTE classes.
5. Students are prohibited from wearing or displaying any clothing, accessories, jewelry, piercings or tattoos, that depict allude to, or promote any of the following: 3260-2
 - Drug usage, including alcohol and tobacco;
 - Controlled substances of any kind;
 - Drug paraphernalia;
 - Gangs;
 - Violence, hate groups, racial separation;
 - A hate group is defined as a group whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, or ethnicity/national origin which differs from that of the members of the organization.
 - Sexually explicit, lewd, indecent, profane or offensive material; or
 - Illegal acts.
6. Excessive or extreme make-up, jewelry, accessories, or piercings that become a distraction or are prohibitive to the learning environment are not allowed.
7. Gloves, mittens or other garments that cover the hands are not allowed to be worn in the school building.



8. No pajamas or sleepwear are allowed.
9. Hats, head coverings of any kind (including wearing the hood of a garment on one's head) and sunglasses are not allowed to be worn within the school building.
10. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe are not allowed at school.

Building principals and/or IEP/504 teams may grant accommodations to the dress code policy for religious or health reasons.

The Board of Trustees recognizes that it may be necessary for alternative placement schools, i.e., Bridge Academy or Magic Valley High School to have a different dress code. This is allowed; however, the building-specific dress codes must be approved by the Board of Trustees.

Cell Phones and Personal Devices

Students are discouraged from bringing cell phones/devices to school. The school is not responsible for missing devices. The teacher may take a device and lock it in a safe place. If a device turns up missing there will be minimal attempts to find the device.

If a staff member sees a device they will take it and turn it into the office.

- First offense the student may pick it up.
- Second offense parents will pick up from administration
- Third offense the student will be checked daily at the office before entering the school.

Lost and Found

Many items are lost and found during the school year. When items of clothing are found, they are placed in the cafeteria. Smaller items are placed in the office. When your student loses an item, we encourage them to look in these areas. Please, check the lost and found frequently, as items are boxed up approximately once a month, and are taken to charity. We cannot be responsible for lost or stolen items.

Telephone Usage

Students may use the telephone at the office in case of emergencies or illness with permission of the teacher or the office staff. After school arrangements should be made at home before coming to school.

Visiting the Counselor

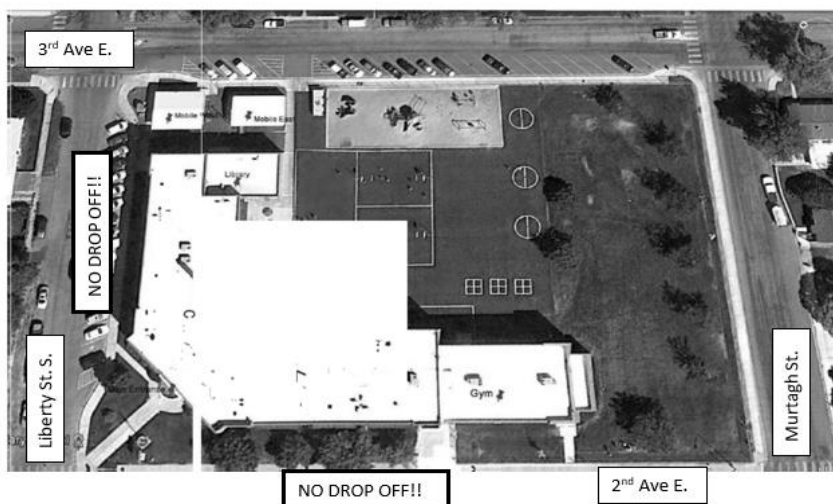
If you want to see the counselor, ask your teacher and the teacher will contact the correct counselor. The counselor will arrange to meet with you as soon as possible.

Drop Off / Pick Up Procedures

Please do not drop your students off on 2nd Ave. or Liberty Street. Our designated drop-off zone is at the back of the school on 3rd Street where the students can easily enter the playground. Additionally, please do not block any of the crosswalks around our building. We have a large number

of students who walk to school and the crosswalk is the safest place for the students to cross the street.

Our Security Aide will be outside to ensure the safety of the students. Please understand that part of her job is to help maintain an organized and safe school drop-off zone. If she sees parents or students practicing unsafe drop offs, she will provide guidance to them so that everyone can get to school safely. If you and your child arrive after 8:15 please drop the student off at the front office.



Emergency School Closure

Occasionally, we are forced to close school because of unforeseen circumstances. A sudden storm that threatens to close the roads, power outages, or maintenance problems are some of the reasons school could be closed. You will have the option of having your child go directly home or stay at school where they will be picked up by a parent/guardian. In the event of school closure while school is in session, your child's teacher will consult the emergency closure plan that you completed at registration and help your child follow your plan. In most cases the school buses will transport those students who normally ride a bus home. A school official will contact local radio and television stations and request that they post a special "school closure" bulletin.

****Remember that we have several hundred children in our school and the phone system cannot allow all of them to use the phone quickly, so we will follow the plans provided by parents when the child is registered. If you want to change your information, contact the school office.**

Student Records: TFSD Policy 3570

School student records are confidential, and information from them shall not be released other than as provided by law. Federal and state laws grant certain rights to parents and students, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Superintendent or designee shall implement this policy consistent with state and federal law and may develop administrative procedures to assure compliance with state and federal law. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents, as well as their rights regarding student school records.

For more information about FERPA and how to request records visit tfstd.org.

Title IX

WHAT IS TITLE IX

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education

Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

TITLE IX OFFICERS

Pursuant to Idaho Code 92-318, notice is hereby given that the Title IX officer for the Twin Falls School District is:

Ryan Nesmith, Associate Superintendent of
Schools and Shannon Swafford, Human
Resources Director

201 Main Avenue
West Twin Falls,
ID 83301 208-
733-6900.

Inquiries, complaints and information regarding Title IX should be directed to the Title IX Officers at the address above.

Video Surveillance: TFSD Policy 3560

The Board believes that the use of videotaping equipment can make positive contributions to the health, safety, and welfare of all students, staff, and visitors to the District, as well as safeguard District facilities and equipment. Having carefully weighed and balanced the rights of privacy of students, staff and visitors against the District's goal of ensuring the safety of every student, employee and visitor while they are on school district property and also accomplish the goal of safeguarding District facilities and equipment, the Board hereby authorizes the use of video cameras on District property as follows:

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Additionally, notices shall be posted on or about School District property alerting those on School District property that the district is utilizing the use of Video Surveillance.

Review of any video recordings is restricted to those who have a security, a safety or a legitimate educational interest.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Video tapes that are records of student and/or staff behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student and/or staff record and shall be subject to current law for the release of student record information and/or personnel record.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School District to investigate violations of School District policy.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video cameras may be installed in public locations as deemed appropriate by the Superintendent, and shall not be installed in areas with a reasonable expectation of privacy.

Audio shall not be part of the video recordings made, reviewed, or stored by the District.

HARRISON ELEMENTARY



2023 - 2024

Family Handbook



Dear Harrison Huskies and families,

Welcome to the 2023 - 2024 school year! My name is Mrs. Michelle Larson and it is my great honor to be the Principal at Harrison Elementary. I am looking forward to getting to know all of you and working together to make this an amazing year!

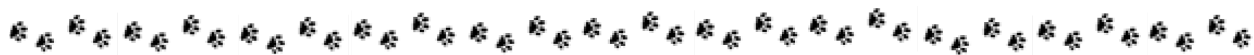
Big things have been happening at Harrison and we can't wait for all of you to come back to school. Our building got a lot of fabulous updates over the summer and is ready to greet you all for Open House on Monday, August 14th from 4:30 - 6:00 PM. We will have representatives from several Magic Valley businesses and community support resources available and information about a variety of organizations. So, come to Open House, meet your teacher and then come out to the playground for a popsicle with the principal and talk to our visitors to get helpful information.

School starts at 8:00 AM on Wednesday, August 16th. This year we are really focusing on attendance and being to school on time. We will have a daily drawing and weekly prizes possible for students who are on time and in their classrooms ready to learn before the tardy bell rings. So make sure to be here and ready to go at 8:00.

Things may be done differently this year and open communication is at the forefront of our efforts. We don't want anyone to be surprised by these changes, so attached to this letter is the 2023 - 2024 Harrison Family Handbook. You will also be receiving a copy for each family to keep at home this year. Please read through the handbook as a family and discuss how things will look and make a plan for being successful. If you have any questions, or concerns, please reach out to me at 208-733-4229 and set up a time to meet. I would love to meet with you and discuss you and your child's plan for success!

I cannot begin to express how happy I am to be a Harrison Husky, and I cannot wait to start the school year and get to know all of you. Please stop in and say hello and make sure to join me for a popsicle on August 14th. See you soon!

Mrs. Michelle Larson



Harrison Elementary

Student & Family Handbook

	Monday	Tuesday - Friday
School Hours	8:00 - 2:00	8:00 - 3:00
Breakfast	7:20 - 7:50	7:20 - 7:50
Before school outside Supervision	7:40 - 8:00	7:40 - 8:00
After school outside Supervision	2:00 - 2:15	3:00 - 3:15
Crossing Guards at Harrison & Wirsching	7:40 - 7:55 2:00 - 2:15	7:40 - 7:55 3:00 - 3:15

Breakfast and Lunch are free for all Harrison students.

Contact Information

Phone: 208-733-4229

Fax: 208-733-4256

When you are not at school, help your parents remember to call!

Attendance Line: 208-732-7500

My teacher is _____

Teacher's Phone Number is 208-732-7500 extension _____

Our room number is _____

Address: 600 Harrison St.
Twin Falls, Idaho 83301

Website: <http://ha.tfsd.org>

Harrison Attendance Policy

In keeping with Twin Falls School Board Policy 3041, Harrison expects students to be in attendance on a regular basis. The board of trustees of this district recognizes that, because time on task is very important to the education of students, it is necessary to establish and enforce attendance requirements. Students are required to be in attendance at school at least ninety percent (90%) of the time that school is in session during each school term. In enforcing the attendance requirements, the board may deny a promotion to the next grade or deny credit to any student who is not in school at least ninety percent (90%) of the days that school is in session. If a student is determined to be a habitual truant, the board may expel or unenroll the student.

Students who are close to violating the attendance policy, whether attendance or excessive tardies (over 90%), will be notified by the school and may be referred to the Twin Falls County Youth Services Program.

Contacts

Attendance Verification	Classroom teacher via Class Dojo, Email, or Voice Message calling 208-732-7500 and then the teacher's extension.
School Secretary	Cathi Smith smithca@tfstd.org 208-733-4229 Or 208-732-7500 ext. 5100
School Principal	Michelle Larson larsonmi@tfstd.org 208-732-7500 ext. 5101
Assistant Principal	Amy Kenyon kenyonam@tfstd.org 208-732-7500 ext. 5102
School Counselor	Counselor Mari Nelson nelsonma@tfstd.org 208-732-7500 ext. 5106

Special Education Information	Special Education Clerk Rebekah Ruhter ruhterre@tfstd.org, 208-732-7500 ext. 5126
Services for English Language Learners	EL Teacher Renee Manning manningre@tfstd.org 208-732-7500 ext. 5129
Title I Information	Title I teacher Jenni Holcomb holcombje@tfstd.org 208-732-7500 ext. 5124
Food Services Kitchen Manager	Whitnee Ward wardwh@tfstd.org 208-732-7500 ext. 5105
Twin Falls School District At Risk Service Coordinator	Coordinator Jenni Herzog herzogje@tfstd.org 208-732-7500-1007

Staff Directory

		Extension
Building Principal	Mrs. Larson	5101
Assistant Principal	Mrs. Kenyon	5102
Secretary	Mrs. Smith	5100
Instructional Coach	Ms. McCollum	5113
Counselor	Mrs. Nelson	5106
PE	Ms. May	5139
Music	Mr. Mitchell	5136
Library	Mrs. Brown	5138
Title 1	Mrs. Holcomb	5124
ELL	Ms. Manning	5129
K - 2 Resource	Ms. Russell	5137
3 - 5 Resource	Mrs. Trammel	5127
SpEd Clerk	Mrs. Ruhter	5126
ERC	Ms. Bradley	5110
Speech	Ms. Dayley	5149
Mentor/Food Pantry	Mrs. Ballard	5143

		Extension
Kindergarten	Ms. Pauley	5132
	Miss Harder	5130
	Miss Skinner	5112
First Grade	Mrs. Rodriguez	5131
	Mrs. Gonzalez	5111
	Mrs. Yañez	5114
Second Grade	Miss Franz	5118
	Miss Brutke	5135
	Ms. Stansell	5146
Third Grade	Mr. Gonzalez	5123
	Mrs. Topić	5116
Fourth Grade	Mr. Parker	5141
	Ms. Johns	5120
Fifth Grade	Ms. Khatewoda	5125
	Mrs. Potthoff	5145
Preschool	Ms. Rose	5152
	Ms. Robison	5151
Preschool Speech	Ms. Williams	5153

Harrison Vision & Mission Statements

Our vision is that Harrison Elementary will be a school of choice.

At Harrison, our mission is to create a place where we all feel safe, valued and know we can and will learn. We model respect, trust, and responsibility. We persevere, show empathy for others and celebrate our differences.

Guidelines for Success:

RESPECT

SAFETY

RESPONSIBILITY

Students will be explicitly taught this mission and all of our procedures, routines and rules will be based upon our guidelines for success.

Twin Falls School District Vision - Mission - Standards

Vision

The Twin Falls School District will be the “district of choice” in Idaho for both students and employees.

Our mission is to provide a quality education necessary for students to be successful in life.

Our mission will be accomplished when students are characterized by the following.

★ **ACADEMIC ACHIEVERS**

who demonstrate competency within measurable learning standards,

★ **CLEAR COMMUNICATORS**

who can effectively transfer information by listening, speaking, reading, and writing,

★ **RESPONSIBLE CITIZENS**

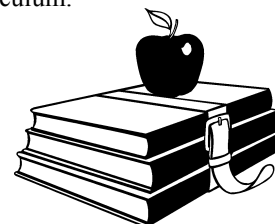
who understand the roles and duties of the citizens and how to improve the quality of life in their communities,

★ **COMPLEX THINKERS**

who use resources, apply academic knowledge to reason, solve problems, and make decisions; and

★ **QUALITY PRODUCERS**

whose work, individually or within a group setting, displays creativity, high standards, and demonstrates excellence across the curriculum.



Daily Bell Schedule


Monday Early Release Schedule

Breakfast Begins	7:20
AM Duty	7:40 – 8:00
PM Duty	2:00 – 2:15
School Begins	8:00
Tardy Bell	8:05
AM Recess:	
Kindergarten	9:45 – 9:55
First Grade	9:55 – 10:05
Second Grade	10:20 – 10:30
Third Grade	10:30 – 10:40
Fourth Grade	10:05 - 10:15
Fifth Grade	10:40 - 10:50
Lunch	
Kindergarten	10:50 – 11:30
1 st Grade	11:05 – 11:45
2 nd Grade	11:20 – 12:00
3 rd Grade	11:30 – 12:10
4 th Grade	11:40 – 12:20
5 th Grade	11:50 - 12:30
PM Recess:	
Kindergarten	12:35 – 12:45
First Grade	12:45 – 12:55
Second Grade	1:05 – 1:15
Third Grade	12:55 - 1:05
Fourth Grade	1:15 - 1:25
Fifth Grade	No PM recess
Dismissal	2:00


Tues, Wed, Thurs & Fri

Breakfast Begins	7:20
AM Duty	7:40 – 8:00
PM Duty	3:00 – 3:15
School Begins	8:00
Tardy Bell	8:05
AM Recess:	
Kindergarten	9:45 – 9:55
First Grade	9:55 – 10:05
Second Grade	10:20 – 10:30
Third Grade	10:30 – 10:40
Fourth Grade	10:05 - 10:15
Fifth Grade	10:40 - 10:50
Lunch	
Kindergarten	10:50 – 11:30
1 st Grade	11:05 – 11:45
2 nd Grade	11:20 – 12:00
3 rd Grade	11:30 – 12:10
4 th Grade	11:40 – 12:20
5 th Grade	11:50 - 12:30
PM Recess:	
Kindergarten	1:45 – 1:55
First Grade	12:45 - 12:55
Second Grade	12:55 – 1:05
Third Grade	1:35 - 1:45
Fourth Grade	1:25 - 1:35
Fifth Grade	1:15 - 1:25
Dismissal	3:00

2023-2024 District Calendar



2023-2024 Twin Falls School District Calendar



JULY 2023

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July

4

Holiday - Independence Day - No School

AUGUST 2023

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

See School Websites for Registration Dates/Times

7-8 Teacher Stipend Days

9-10 Summer Institute/In-Service

11 1/2 Opening Day & 1/2 Day Building Retreat

14-15 Teacher Work Days

16 First Day of School

SEPTEMBER 2023

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September

1 Early Dismissal for Students and Staff

4 Holiday - Labor Day - No School

15 Data Day - No School

OCTOBER 2023

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October

19 End of 1st Quarter (45 Student Days)

20 Teacher Workday - No School

23-26 Conference Week

26 No School - Conference Work Day (MVHS in Session)

27 No School

NOVEMBER 2023

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November

20-21 Teacher Stipend/In-Service - No School

22-24 Thanksgiving Break - No School

DECEMBER 2023

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December

20 End of 2nd Quarter (36 Student Days)

End of 1st Semester (81 Student Days)

Early Dismissal

1/2 Day Report Cards

21-3 Christmas Break - No School (Students)

JANUARY 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

1 Holiday - New Years Day Observed - No School

3 Teacher Stipend Day - No School

4 School Resumes

FEBRUARY 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February

19 Holiday - Presidents' Day - No School

20 Teacher In-Service - No School

MARCH 2024

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March

8 End of 3rd Quarter (45 Student Days) - Early Dismissal

1/2 Day Report Cards

18-21 Parent/Student/Teacher Conferences/ Registrations/Jr. Boards/Sr. Projects

21 No School - Conference Work Day (MVHS in Session)

22 No School

25-29 Spring Break - No School

APRIL 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April

1 School Resumes

12 Teacher Stipend Day - No School

MAY 2024

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May

3 Teacher Stipend Day - No School

15 12th Graders Last Day

20 TFHS Graduation

21 CRHS Graduation

22 MVHS Graduation

22 Last Day of School - Early Release - 1/2 Day Report Cards

End of 4th Quarter (44 Student Days/2nd Semester 89 Days)

End of Year (170 Days)

23 1/2 Analyze Assessments and Goals

1/2 Day Teacher Workday

27 Holiday - Memorial Day

JUNE 2024

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June

See Website for Summer School Details

Calendar Templates by Vertex42.com

<https://www.vertex42.com/calendars/>

Calendar Templates by Vertex42.com

<https://www.vertex42.com/calendars/>

Board Approved 12-12-22

Harrison Student Success Policy

We believe that all students deserve the opportunity to attend a safe school. We believe that all students should be treated fairly and that policies should be enforced consistently.

We believe that:

- All students must be treated with respect.
- Students can and should be taught the skills and behavior needed for success.
- Motivation and responsibility should be encouraged through positive interactions and building relationships with students.
- Student misbehavior provides a teaching opportunity.
- Collaboration is critical! All school staff members must work together and with home to help students behave responsibly and to meet student needs.

Expectations

We expect all students, staff and school visitors to strive to follow the Harrison mission.

To be respectful
To be responsible and
To be safe

We also expect all staff and students to adhere to Twin Falls School District and Harrison policies and procedures.

Being Respectful

RESPECT at Harrison is:

- CHOOSING to be kind even if you don't like someone or what they have done
- CHOOSING to follow expectations when an adult asks
- CHOOSING to follow the rules even if you don't agree with them
- CHOOSING to take care of our school and property
- CHOOSING to think about our school community, other's feelings, their right to learn and do their job

Examples of breakdowns in this area

- Disrupting the learning of others
- Abusive or inappropriate language, teasing, tattling
- Obscene behavior
- Defiance of authority, insubordination
- Lying, cheating
- Property damage/theft
- Harassment, verbal altercation, bullying*

Being Responsible

RESPONSIBILITY at Harrison is:

- CHOOSING to make sure you get your job done.
- CHOOSING to be a person that others can count on.
- CHOOSING to be honest and accountable for your actions and words
- CHOOSING to accept consequences/outcomes.
- CHOOSING actions that are good for myself and others in the school.
- CHOOSING to ask for help when I need help.

Examples of breakdowns in this area

- Refusal to engage in assignments/tasks
- Rule infractions, such as violating dress-code, being loud in the hallway, cutting in line.
- Playing conflict games involving fighting, army play, tackling, or rough physical contact.
- Participating in gossip, social bullying, or exclusionary attitudes.
- Giving up when things get hard
- Excessive absences / tardiness

Being Safe

SAFETY at Harrison is:

- CHOOSING to manage strong emotions in healthy ways
- CHOOSING to be aware of other people's personal boundaries
- CHOOSING to communicate my personal boundaries
- CHOOSING to report (helper telling) unsafe behavior to adults
- CHOOSING to use school and personal property/equipment the way it is supposed to be used
- CHOOSING to follow staff directions during any drill or safety situation

Examples of breakdowns in this area

- Excessive risk taking/causing harm/being unsafe
- Fighting, playing conflict games involving fighting, army play, tackling, or rough physical contact
- Leaving supervised areas
- Harassment, verbal altercation, bullying*
- Disregarding what the adults say

**Bullying is defined to be behaviors that cause harm to another, in a relationship that is characterized by an imbalance of power; and either have been, or have indicated the potential to be, repeated over time.*

Harrison School Policies and Procedures

Students are responsible for safe, respectful, behavior that supports a safe and secure learning environment. We have total success when every Harrison student can be trusted in any situation because they are safe, show respectful behavior and take responsibility for correcting mistakes and learning from experience.

Violations of rules and expectations are evaluated on a case-by-case basis. Consequences such as punishment, safety restrictions, and/or mandatory reteaching and retraining will result. Repetition and severity of violations are considered when determining imposed consequences.

General Protocol for Addressing Violations

- Adults will ensure safety in the immediate situation or do what is necessary to make the situation secure.

Levels 1 – 3 behaviors

- Adult dialogues with the student regarding expectations, and assigns disciplinary consequences as required.
- Next steps depend upon the student's response to the dialogue and previous history of infractions.
- Level 3 behaviors and Level Red responses require documentation and parent communication.

Level 4 behaviors

- Immediately referred to the administration
- Violations of Idaho Code will be referred to the School Resource Officer (SRO).
- Level 4 behaviors require documentation and parent communication.

See chart on following page for Levels of Misbehavior and Levels of Compliance

Level of Misbehavior, Consequences and Levels of Compliance

Level of Misbehavior, Consequences and Level of Compliance

Misbehavior		Response – Immediate Office Referral.			Level of Compliance	
Was the behavior...	L E V E L 4	Consequences are directed by an administrator or designee. (Examples below.)			<i>Green – Compliance</i> The student is cooperative and works well with the adult in resolving the issue and achieving closure. This is the appropriate response.	
<ul style="list-style-type: none">Illegal?Extreme?Level 4 for other reasons?		<ul style="list-style-type: none">Loss of PrivilegesCommunity serviceRestitution	<ul style="list-style-type: none">Parent MeetingBehavior ContractSuspension in/out of schoolExpulsion	<ul style="list-style-type: none">Referred to SRO possible Status Offense Ticket or charges filed		
Misbehavior		Response – Office is Informed.				
Did the behavior ...		L E V E L 3	Consequences may be directed by teacher, case manager, administrator or designee. (Examples below.) *Requires Administrator involvement.			
<ul style="list-style-type: none">Cause harm?Pose a safety threat?Cause of a major disturbance?Level 3 for other reasons?	<ul style="list-style-type: none">Check in/Check outCommunity serviceLoss of privilegesRestitution		<ul style="list-style-type: none">Parent meetingBehavior contract*Functional Behavior Assessment*Suspension in/out of school	<ul style="list-style-type: none">Increased structureMentoring*Recovery RoomStructured breaks		
Misbehavior			Response – Correction			
Was the behavior ...	L E V E L 2		Consequences are directed by the staff member who corrects the behavior. (Examples below.)			
<ul style="list-style-type: none">Toward another person?A blatant violation of procedure or expectations?A source of a minor disturbance?Level 2 for other reasons?		<ul style="list-style-type: none">ApologizingAlternate seatingStructured breaks, send on errand	<ul style="list-style-type: none">Loss of privilegesRecess DetentionPass Room referralWork completed at recess	<ul style="list-style-type: none">Academic supportIncentives/rewardsPre-teach, pre-correct		
Misbehavior		Response - Redirection				
Did the behavior ...		L E V E L 1	Consequences are directed by the staff member who corrects the behavior. (Examples below.)			
<ul style="list-style-type: none">Require adult redirection?	<ul style="list-style-type: none">CueingNatural ConsequencesMaking eye contact		<ul style="list-style-type: none">ReteachSandpaper BlockTime out	<ul style="list-style-type: none">ProximityRedirecting attentionPre-teach, pre-correct		

<i>Orange – Moderate Noncompliance:</i> The student struggles through the process and may resist in some form but eventually is willing and able to work with the adult to resolve the issue and achieve closure.	<i>Red – Severe Noncompliance:</i> The student is unable to work with the adult, despite the adult's best effort, and the student <u>earns</u> a <i>Behavior Referral</i> . Student is escorted to the Pass Room. Steps toward closure will depend on the student's Response-Ability after processing with the Pass Room aide. Note: Resisting has consequences, such as a time-out, relocation, or temporary loss of choice.
--	---

**Bullying is defined to be behaviors that cause harm to another, in a relationship that is characterized by an imbalance of power, and either have been, or have indicated the potential to be, repeated over time.*

Harrison Expectations for Common Areas

Before / After School

Students should not arrive at school before 7:20 a.m. and should immediately go to breakfast upon arrival. If students are not eating breakfast, arrive when adult supervision on the playground begins at 7:40 a.m. Adult supervision is present during scheduled recesses, and ends 15 minutes after dismissal. Students are expected to immediately leave school upon dismissal.

Crossing the Street

- Students can cross at Harrison St. in front of the main sidewalk and/or at the corner of Wirsching and Harrison Street. DO NOT use the crosswalk in front of the gym.
- Look both ways - twice - before deciding if it is safe to cross and wait for the safety patrol if they are present.
- Walk across the street within the crosswalk.
- Walk your bike across the street and while on campus.
- Be respectful to the safety patrol.

Hallways

- Arms crossed or straight to your sides.
- Eyes forward.
- Stand directly behind the person in front of you without touching.
- Walk on the right side of the hallway
- Voice level 0 or 1.
- Silent wave if you see someone you know in the hall.

Assemblies

- Voice level 1 and walking in an orderly way as you enter the gym.
- Sit crisscross applesauce on your pockets.
- Voice level 0 unless asked to speak.
- Eyes and attention on the speaker or performance.
- Applaud respectfully.
- Watch the teacher for directions when assembly is finished.

Bus Riders

- In the morning, move in an orderly line from the bus to the cafeteria or playground.
- Stay in the cafeteria until at least 7:40.
- In the afternoon when you are dismissed from class, move silently through the hall to the buses.
- Walk with purpose. It is expected that all students are on the way to the buses as soon as they arrive.

On the bus...

- Follow all rules and safety procedures of the bus company.
- Follow adult directions immediately and be courteous to the bus driver. (for example: say hello and thank you)
- Take your seat quickly and stay seated until the bus comes to a complete stop at your bus stop.
- Voice level 0 or 1.
- Keep arms inside the bus at all times.
- Keep food and drinks off the bus.
 - Water bottles are to remain closed.

Bathrooms

- Voice level 0.
- Be Quick – The bathroom is not a place to hang out.
- One person in the stall at a time.
- Make sure toilet paper goes into the toilet.
- Flush.
- Wash your hands with soap – soap is for hands only on not on the floor.
- Clean up any water mess you may have made while washing your hands.
- Make sure paper towels go into the garbage.

Writing utensils do not belong in the bathroom.

Lines

- Line up promptly when directed to line up (including bells and other routine school signals).
- Face forward.
- Voice level 0.
- Leave personal space between you and the next person.
- Pay attention.

Cafeteria

- If it is cold outside wear your coat and put hats and gloves in your coat pockets or in the hood of your coat.
- Arms crossed or straight to your sides while waiting in line.
- Eyes forward.
- Stand directly behind the person in front of you without touching.
- If you have a cold lunch, walk into the cafeteria and sit at the next available spot.
- Tray Position – 3 (compartments) to me, 2 to you.
- If you eat a hot lunch, stay in line.
- Take your napkin, silverware, and tray.
- Take 1 milk if you will drink it. If you do not want one, do not take it.
- Follow the adult directions and/or arrows and sit in your assigned seat.
- Stay in your seat unless given permission to leave.
- Food stays on your own plate – sharing food can be dangerous for some of our students.
- Clean up your area and raise your hand. Wait for an adult to release you.
- Dump your tray, and put your silverware in the bucket.
- Place the tray on the counter. Make sure your tray is going the same direction as all the other trays so they stack neatly.
- If you have a cold lunch, leave your lunchbox in the bin that your teacher has assigned for your class.
- Exit along the stage and out the end of the student support hallway.
- Remember the expectations for the hallway.

Playground/Outside

All Grade Levels Playground

Swings

- Swing front and back while sitting on your bottom or belly.
- Wait until the swing is stopped in order to get off – No jumping off the swings.
- No twisting.

Tetherball

- Two people playing at one time.
- Four people in line waiting.
- First person in line is the mediator.

Four Square

- Four players, one in each square.
- Four people waiting in line.
- First person in line is the mediator.
- One ball at a time.

K - 2 Playground

Slides

- Go up the stairs and down the slide.
- Slide down feet first on your bottom only.
- One person on the slide at a time.
- No climbing up or on top of the slide.

Teeter-Totter

- Only two people on the teeter-totter at a time.
- No standing on the teeter-totter
- No jumping off the teeter-totter.

Field

- Follow the rules of the game.
- If you are not a part of the game, find somewhere else to be.
- Do not climb on or hang off the goals, frisbee nets, fences or trees.

Playground Miscellaneous

- Use your hands, feet, and body safely and responsibly.
- Be aware and safe around and with the equipment.
- Do not throw balls against the building. No wall ball.
- Follow Husky rules for games and equipment use.
- Use appropriate school language.
- Include others who would like to play with you.
- Helper telling – NOT tattling.
- When the bell rings, put equipment away and line up immediately.
- Use the restroom before you go outside for recess or when you go back inside depending on your classroom expectations.

Outbox

- When directed, go immediately to the outbox.
- Stay until dismissed, you can sit or stand.

No equipment, toys or balls should be brought from home.

Evacuation Drill

- Know where your meeting spot is.
- Follow your teacher's directions.
- Voice level 0.
- Move safely with purpose.
- Get your coat if it is in the same room as you.
- Get into a straight line.
- Walk at all times.
- At your meeting spot, look toward the road away from the building.
- Listen to your teacher for directions.

Lock Down

- When you hear "Lock Down!", quickly assess the situation and use your ALICE training to decide what to do.
- Voice Level 0.

Harrison Information

Support Services

Special Education

Students who qualify academically in the areas of Reading, Mathematics, and/or Written Language are eligible to receive special education assistance. Many federal and state regulations govern special education, and there is a process, which needs to be followed if a student is to be referred for assistance. If you are concerned about your child's academic progress, please, contact his/her teacher or the special education teacher for your child's grade level. The resource department can be reached at 732-7500 ext #5126.

Speech and Language

Speech and Language therapy are available for any student who shows a need through testing. Unlike private practitioners, students only qualify for speech and language assistance through the school if it is demonstrated that the child's difficulties with speech and/or language are affecting his/her ability to perform at school. The speech pathologist is available at 732-7500 ext # 5149.

Visiting the Counselor

Harrison has a full time counselor available to work with students. Students who want to see the counselor, write a note and ask their teacher or the secretary to put it in the counselor's mailbox. The counselor arranges to meet with the student as soon as possible. She also assists with skills groups and teaches lessons to all students. If you have any questions, you may reach out to out counselor at 208-732-7500 ext # 5106.

TITLE I

Harrison Elementary is a Title I School. The Title I Federal Program helps ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. This means that at Harrison we work together with our parents and students to make sure that every child is successful. Every student has the right to receive academic assistance. Questions about Title I should be directed to Mrs. Holcomb at 208-732-7500 ext # 5124.

English Language Learners - ELL

Also as part of our Title Programs, we have access to an ELL program. The purpose of this federal grant program is to provide funds to improve the education of limited English proficient students, including immigrant children and youth, by assisting the children and youth to learn English and meet challenging state academic content and student academic achievement standards. Questions about ELL should be directed to Ms.Manning at 208-732-7500 ext # 5129.

<p><u>Birth Certificates and Immunization Records</u></p> <p>Idaho Code Section 33-512 requires that every child entering school shall show, by legal birth certificate, his/her age. We must contact the Department of Health and Welfare and local law enforcement when this law is violated.</p> <p>All students attending Idaho public schools must show proof of meeting the current immunization guidelines required by the State of Idaho, or complete a waiver.</p>	<p><u>Bicycles</u></p> <p>Bicycles are to be placed in the bike racks and shall remain there throughout the school day. Children riding bicycles should have locks to prevent theft. The school cannot be responsible for lost, stolen, or damaged bicycles.</p> <p>Bicycles are not to be ridden while using the crosswalks or on school property. Students need to walk their bikes on the sidewalks and blacktop when on school grounds.</p> <p>SKATEBOARDS, IN-LINE SKATES, HEELIES and SCOOTERS are not allowed on school property.</p>	<p><u>Bus Transportation</u></p> <p>Students who are eligible to ride the bus to school are expected to comply with bus rules designed to ensure the safety of all students. These rules and regulations may be found on the TFSD website. Questions about bus transportation may be directed to Mid-Columbia Bus Company at 208-733-8003.</p>
<p><u>Child Abuse Reporting Requirement</u></p> <p>Any school district employee or volunteer having reason to believe that any child under the age of eighteen (18) has been abused, abandoned, or neglected, or who observed the child being subjected to conditions or circumstances which had recently resulted in abuse, abandonment, or neglect, will report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare. Failure to report abuse, abandonment, or neglect will be a misdemeanor.</p>	<p><u>Crossing Guards/Safety Patrol</u></p> <p>To ensure students arrive and leave school safely, a crossing guard/safety patrol will be stationed at the intersection of Wirsching and Harrison Streets and in front of the school crossing Harrison Street. Crossing Guards/Safety Patrol will be at these locations from 7:30-7:55 a.m. and from 3:00-3:15 p.m.. Students who need to use a crosswalk to get home need to get there as soon as possible after school releases.</p>	<p><u>Field Trips</u></p> <p>Field trips to community agencies, businesses, or other locations can provide valuable information that coincides with a teacher's curricular goals. Teachers will inform parents of upcoming events and will send permission slips home. NO STUDENT will be permitted to participate in a field trip without written permission or a signed note from a parent or guardian.</p>
<p><u>Fire Drills/Lockdown Drills</u></p> <p>Harrison will conduct fire drills at a minimum of one per month. Lockdown drills will be conducted at least twice per year.</p> <p><u>Food Services</u></p> <p>Breakfast and Lunch are free for all Harrison students. Adult Breakfast is \$3.30 and Adult Lunch is \$4.55. Milk for students not eating hot lunch is \$0.45.</p>	<p><u>Head Lice Policy</u></p> <p>“Head Lice is defined as a communicable disease, but a non-reportable disease. As a result, the Twin Falls School District is enforcing a “nit free” policy that indicates any student found to possess head lice or their “nits (eggs)” will be excluded from school until the situation is treated and the “nits” removed. This means that there are no nits (eggs) left on the hair shafts after shampooing with a pediculicide and removing the nits. Students are not allowed to be at school when head lice are discovered and are not allowed to return to school until they are nit free. Parents will need to follow the directions on the pediculicide shampoo and also do the appropriate cleaning of nits from the hair. Students returning to school with nits in the hair will be sent home repeatedly until the nits are gone. Students who are removed from school must be checked before re-entry to assure that all the nits and lice have been removed and the student has been treated. The parent must bring the student to school and remain while the student is checked. If it is necessary for a student to leave school during school hours, a parent or guardian must sign the student out in the school office.</p>	

<p><u>Lost and Found</u></p> <p>Many items are lost and found during the school year. When items of clothing are found, they are hung on the racks in the corner of the cafeteria, near the stage. Smaller items are placed in the office. When your student loses an item, we encourage them to look in these areas. Please, check the lost and found frequently, as items are boxed up each semester, and are taken to charity. We cannot be responsible for lost or stolen items.</p>	<p><u>Parent Teacher Conferences</u></p> <p>Parent-Teacher conferences are scheduled for students after 1st and 3rd quarters, however, we welcome conferences with parents any time during the year.</p> <p><u>Public Displays of Affection</u></p> <p>No Public Displays of Affection are allowed on school property such as holding hands, kissing or hugging.</p>	<p><u>Recess Policy</u></p> <p>Please make sure children are dressed appropriately for the weather. Students will only be kept inside for recess if they have a doctor's note stating they must stay in. In extreme weather, we will either keep all students in at recess or shorten recess.</p> <p>Do not bring toys, sporting equipment, balls, blankets, etc. to school. They will not be allowed at recess and will be sent home.</p>
<p><u>Release of Student Information</u></p> <p>The biological parents of our students are entitled to information regarding their children. The exception to that school policy would be if the legal system has issued an order, restricting that exchange of information. If there is such an order on your child/children, you will need to provide the school office with a copy of that order so that we may act accordingly. Information will be released to a third party only with written parental consent or due to court order.</p>	<p><u>Telephone Usage</u></p> <p>With staff member's permission, students may use the telephone in the classroom or at the office in case of emergencies or illness. After school arrangements should be made at home before coming to school.</p> <p><u>Transfer Students</u></p> <p>Parents need to complete the Student Transfer request and submit it to the requested school. Applications for in-district transfers will be accepted beginning January 1st for the subsequent school year. Parents will be informed if space is available two days prior to the start of school.</p>	<p><u>Telephone or Address Changes</u></p> <p>It is essential the school office maintains accurate address, telephone numbers, and name information on students and parents/guardians. When a change in directory information occurs, notify the school office as soon as possible. Many school communications are time sensitive, and inaccurate school directory information can delay important school information from reaching students and parents.</p> <p><i>**Please make sure that your contact information is current at the school so that you do not miss out on important communications.</i></p>
<p><u>Visitors</u></p> <p>Parents are welcome and encouraged to visit school. We do ask that you sign in at the office. If you need to conference with your child's teacher, please send a note or call in to request an appointment. Schedule the appointments in advance, as it is impossible for a teacher to confer with a parent during class time. We do invite and encourage you to visit, however, it is not generally acceptable to visit the classroom, day after day, or for an extended period of time on a given day without making prior arrangements. If you have a question, consult the principal.</p>	<p><u>Volunteers</u></p> <p>If you are interested in volunteering in any area at school, please contact the office or your child's teacher. Volunteers are required to complete a background check that can be found on the TFSD website. Volunteers are required to sign in at the office each time they visit the school. We appreciate your willingness to volunteer and help our staff and students, however for the safety of your younger children and for the best educational opportunity for our students, we ask that preschool children not be brought while you are doing volunteer work.</p>	<p><u>Weapons</u></p> <p>Absolutely no weapons are allowed on school grounds. Weapons include: all knives, firearms, pellet guns, cap guns, play guns, B.B. guns, bows and arrows, darts, brass knuckles, ammunition etc. The Twin Falls School District may expel students who have a dangerous weapon on campus or during the time they are using school transportation pursuant to Idaho Code 18-332d and the Gun Free School Act, as amended in Elementary and Secondary Education Act of 1965 (ESEA). Discipline will be administered according to Idaho Code Section 33-205, Part B of the Individuals with Disabilities Act (IDEA), and Section 504 of the Rehabilitation Act.</p>

Student Injuries and Insurance

Even with great precautions and close supervision, students do have accidents at school. It is necessary for us to have current, accurate address and phone numbers to call in case of an emergency. Remember, our ability to contact someone immediately may be critical to your child's health.

Parents need to be prepared for possible medical expenses that may arise should their child be injured at school. The school district does not provide medical insurance to automatically pay for student medical expenses. This is the responsibility of the parents. An independent insurance company does make student medical insurance available to families for their individual purchase. Brochures are given to students at the beginning of the school year and are available in the school office.

Student Pick Up and Drop Off

There are a limited number of parking spaces in front of Harrison Elementary. If these spaces are all taken, DO NOT double park or pull up alongside the road. Please park in the church parking lot across the street and your child can use the crosswalk to get to the school or your vehicle. It is not safe for our students to walk between parked cars to get to you. This policy will be strictly enforced to protect our students.

Also, please be extra attentive and follow the direction of our safety patrol on duty in the crosswalk. They are there to ensure students can safely cross the street. Do not block the crosswalk or handicap parking spaces.

Cell Phones & Smart Watches

Students are discouraged from bringing cell phones or wearing watches that can place calls to school. Students who bring cellphones/watches to school must turn them off at school and leave them in their backpack or put them in a safe place agreed upon with their teacher for the day. At the end of the school day the student may get their cell phone and/or watch back and turn it on. If a student has a cell phone and/or watches with them or out during class time, in any common area, or recess, the phone will be surrendered to an adult and parents will be notified. If a cell phone is lost or stolen the school is not responsible. If you have questions or concerns about this policy, please contact the principal.

Medication Policy

According to state policy, we are required to dispense medications only for students with long-term chronic illness or disability where failure to take the medication would jeopardize the child's health. In order to do so: A physician's order for administration of medication must be on file in the school. These forms are available at the school office.

The medication must be in the original container with the student's name, physician's name, drug name, schedule of administration, dosage, and date clearly marked.

No medications can be kept in the classroom. All medication must be stored in a lockable area in the office.

School/Home Communication

The staff and administrators make every effort to keep in close communication with our parents for the benefit of our students. As a result, you will receive communications from the school informing you of various activities that affect your child. Information will be sent home with students via their blue communication folder, via the school callout, email and text system and/or Class Dojo. Teachers and school personnel can be reached via email using the following format: full last name and first two letters of first name @ tfstd.org i.e. John Doe would be doejo@tfstd.org

School Parties and Birthdays

Three special afternoons will be set aside for Halloween, Christmas, and Valentine's Day parties. Healthy snacks are encouraged. Please contact your child's teacher if you are interested in helping with these activities.

Students are allowed to bring birthday treats for the class to celebrate if they choose to do so. These treats need to be store purchased and classes will celebrate at the end of the day. If you plan to bring treats, please make arrangements with the teacher prior to coming. If you bring treats you will need to sign in as a visitor to be in the classroom.

Emergency School Closure

Occasionally, we are forced to close school because of unforeseen circumstances. A sudden storm that threatens to close the roads, power outages, or maintenance problems are some of the reasons school could be closed. You will have the option of having your child go directly home or stay at school where they will be picked up by a parent/guardian.

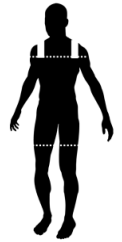
In the event of school closure while school is in session, your child's teacher will consult the emergency closure plan that you completed at registration and help your child follow your plan. In most cases the school buses will transport those students who normally ride a bus home. A school official will contact local radio and television stations and request that they post a special "school closure" bulletin.

****Remember that we have several hundred children in our school and the phone system cannot allow all of them to use the phone quickly, so we will follow the plans provided by parents when the child is registered. If you want to change your information, contact the school office.**

Student Dress: TFSD Policy 3260

It is the desire and intent of the Twin Falls School District to adopt a dress code to create an environment in our schools that is conducive to learning. The student dress code supports the idea that students should learn to follow guidelines related to their apparel and appropriate attire, as they would in a workplace. This means students are to dress in such a manner that their clothing or grooming does not jeopardize the health and/or safety of themselves or others and does not interfere with the educational mission of the District. It is our belief that schools are professional learning environments that necessitate appropriate attire. Students are to observe the following guidelines regarding their attire:

- 1. In general, clothing should cover the torso from armpit to armpit and extend down to mid-thigh. Tops must have shoulder straps that are at least two inches in width. Undergarments must be covered. See the illustration for reference.
- 2. See-through, torn, or mesh garments must have appropriate coverage underneath that meets the minimum requirements described above.
- 3. Pants must be worn at hip-level or higher. Clothing should not drag on the floor.
- 4. Appropriate footwear depending on the educational setting is required. Classes and activities that may have more stringent requirements include but are not limited to PE, Science, and CTE classes.
- 5. Students are prohibited from wearing or displaying any clothing, accessories, jewelry, piercings or tattoos, that depict allude to, or promote any of the following:
 - Drug usage, including alcohol and tobacco;
 - Controlled substances of any kind;
 - Drug paraphernalia;
 - Gangs;
 - Violence, hate groups, racial separation;
 - A hate group is defined as a group whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, or ethnicity/national origin which differs from that of the members of the organization.
 - Sexually explicit, lewd, indecent, profane or offensive material; or
 - Illegal acts.
- 6. Excessive or extreme make-up, jewelry, accessories, or piercings that become a distraction or are prohibitive to the learning environment are not allowed.
- 7. Gloves, mittens or other garments that cover the hands are not allowed to be worn in the school building.
- 8. No pajamas or sleepwear are allowed.
- 9. Hats, head coverings of any kind (including wearing the hood of a garment on one's head) and sunglasses are not allowed to be worn within the school building.
- 10. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe are not allowed at school.



Building principals and/or IEP/504 teams may grant accommodations to the dress code policy for religious or health reasons. The Board of Trustees recognizes that it may be necessary for alternative placement schools, i.e., Bridge Academy or Magic Valley High School to have a different dress code. This is allowed; however, the building-specific dress codes must be approved by the Board of Trustees.

Interpretation and Implementation of Policy

The building principal/designee(s) shall use reasonable discretion in implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building principal/designee shall be final.

Enforcement

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

Temporary Exceptions

In order to allow appropriate attire for a particular educational or school activity, the building principal/designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a scheduled school event requires a group of students to dress unusually on a particular day.

Student Drug, Alcohol and Tobacco Use: TFSD Policy 3321

The Board of Trustees recognizes that student use of chemical substances, including alcohol, tobacco, nicotine, and e-cigarettes, is a serious problem of utmost concern. Drug, alcohol, tobacco, and nicotine use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The District seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco, nicotine, and controlled substances—creates educational, economic, and legal problems.

Non-Students

Law enforcement officials will be notified of non-students on school property using, possessing, or distributing a controlled substance/drug.

POLICY

Students attending school in this District will not use, possess, sell, buy, or distribute drugs.

Drugs are all controlled chemical substances including, but not limited to alcohol, tobacco, nicotine, controlled substances, as well as related paraphernalia, on school premises.

Any students will be in violation of this policy when:

1. They are on school premises, evidencing behavior that creates a reasonable suspicion that they may be illegally under the influence of drugs;
2. They admit to using, possessing, selling, buying, or distributing drugs on school premises;
3. They are found to use, possess, sell, buy, or distribute drugs, or related paraphernalia, on school premises;
4. They are found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
5. They are found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises; and/or
6. They are found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises.

For the entire policy and disciplinary procedures please visit [tfsd.org](https://www.tfsd.org)

Student Records: TFSD Policy 3570

School student records are confidential, and information from them shall not be released other than as provided by law. Federal and state laws grant certain rights to parents and students, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Superintendent or designee shall implement this policy consistent with state and federal law and may develop administrative procedures to assure compliance with state and federal law. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents, as well as their rights regarding student school records.

For more information about FERPA and how to request records visit [tfsd.org](https://www.tfsd.org).

Title IX

WHAT IS TITLE IX

The U.S. Department of Education's **Office for Civil Rights (OCR)** enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

TITLE IX OFFICERS

Pursuant to Idaho Code 92-318, notice is hereby given that the Title IX officer for the Twin Falls School District is:

Ryan Nesmith, Associate Superintendent of Schools and
Shannon Swafford, Human Resources Director

201 Main Avenue West
Twin Falls, ID 83301
208-733-6900.

Inquiries, complaints and information regarding Title IX should be directed to the Title IX Officers at the address above.

Video Surveillance: TFSD Policy 3560

The Board believes that the use of videotaping equipment can make positive contributions to the health, safety, and welfare of all students, staff, and visitors to the District, as well as safeguard District facilities and equipment. Having carefully weighed and balanced the rights of privacy of students, staff and visitors against the District's goal of ensuring the safety of every student, employee and visitor while they are on school district property and also accomplish the goal of safeguarding District facilities and equipment, the Board hereby authorizes the use of video cameras on District property as follows:

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Additionally, notices shall be posted on or about School District property alerting those on School District property that the district is utilizing the use of Video Surveillance.

Review of any video recordings is restricted to those who have a security, a safety or a legitimate educational interest.

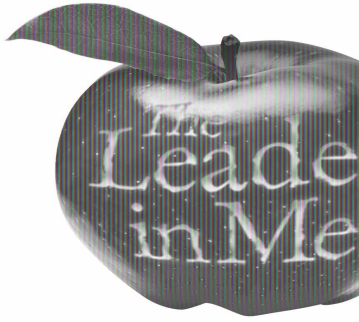
Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Video tapes that are records of student and/or staff behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student and/or staff record and shall be subject to current law for the release of student record information and/or personnel record.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School District to investigate violations of School District policy.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video cameras may be installed in public locations as deemed appropriate by the Superintendent, and shall not be installed in areas with a reasonable expectation of privacy.

Audio shall not be part of the video recordings made, reviewed, or stored by the District.



Dear Lincoln Families,

Lincoln Elementary strives to create an environment where all who enter our doors feel welcomed and included. All students have genius in them, and we are here to guide them in finding their academic and social strengths while we raise student achievement. We urge you to communicate regularly with your students and teachers to stay current with educational progress. Clear communication is the key to strong relationships. This handbook is the first step in providing that clarity.

The staff at Lincoln Elementary is committed to high expectations for all students. We are here to set the bar high, make sure students understand their target, and hold them accountable for continuing to strive towards the goal of making the most of their education in every opportunity they are given! We appreciate your partnership in this endeavor, and thank you for your continued support. Please become actively involved in your child's education. The time you spend will pay dividends in your child's future, as parent involvement makes a big difference in student achievement.

We appreciate you and our Lincoln family anticipates a terrific year.

Sincerely,

Mrs. McKenzie
Principal

Ms. Mauch
Assistant Principal

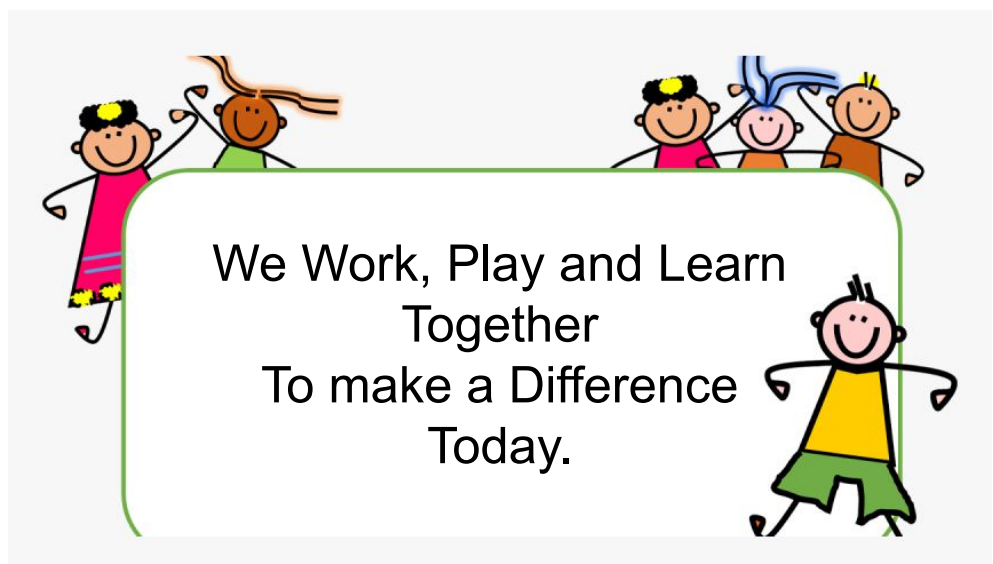
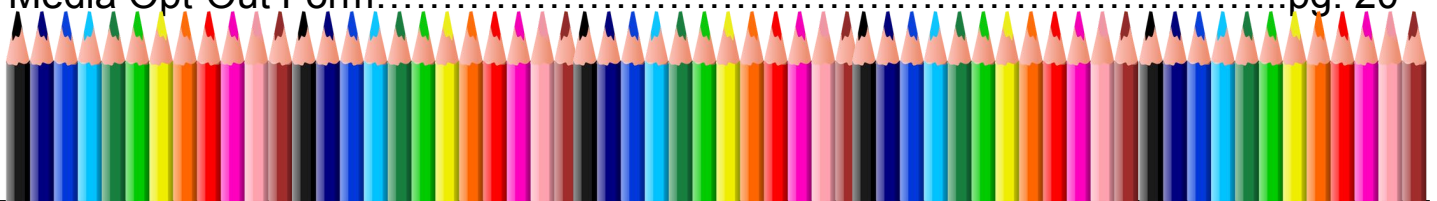


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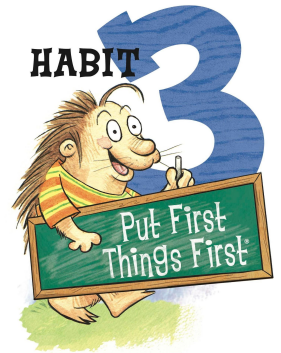


The Leader in Me



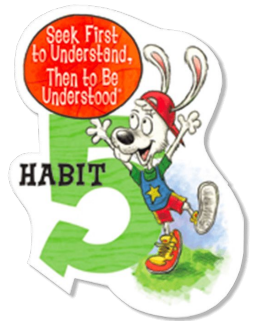
The Leader In Me is based on the 7 Habits of Highly Effective People, by Stephen Covey.

All students are taught the 7 Habits and we refer to them throughout the day as students learn their regular academic subjects.

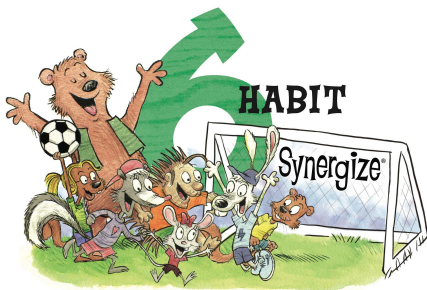


We encourage parents to learn about the habits and how to incorporate them at home. Families using the 7 Habits have reported that their children are more responsible and help out more.

Children like to feel needed and to have a purpose. By using the leadership model, we hope to develop confidence and responsibility in all of our Lincoln students.

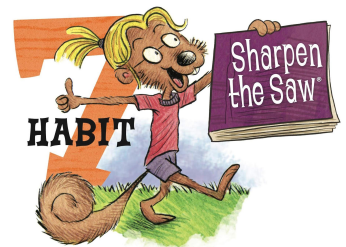


*All adults at Lincoln are committed to following the 5 Leader in Me paradigms.



**Everyone can be a leader.
Everyone has genius.
Change starts with me.
Empower students to lead their own learning.**

Educators and families partner to develop the whole person.



For more information, look on our school website for The Leader In Me section.
<http://li.tfsd.org>

Lincoln Elementary Mission

We work, play, and learn TOGETHER to make a difference today!

TFSD Mission

Our Mission is to provide a quality education necessary for students to be successful in life.



Twin Falls School District #411 An Affirmative Action/Equal Opportunity Employer

We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. The School District Office is accessible to the physically disabled. Interpreters for persons with hearing impairment, Braille or taped information for persons with visual impairments, can be provided upon five days' notice. For arrangements contact Kindel Mason, Director of Support Services, 733-8456, ext. 3753.

Special Needs

Lincoln Elementary School does not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap.

All interested persons, including those with impaired vision, or hearing, may obtain information concerning the existence and location of Twin Falls School District services, including Section 504, special education, activities, and facilities that are accessible to and usable by persons with disabilities by contacting Kindel Mason, Director of Support Services, 733-8456 ext. 3753. To access TDD/TTY relay call 733-8456 and ask for the TDD/TTY phone number and state the approximate time the message will be sent for call 733-6900 and ask for the ADA Coordinator. 540 questions about Lincoln students should be directed to Ms. Samantha, Asst. Principal 733-1321.

Lincoln Elementary Staff
School website: <http://li.tfsd.org>

Principal: Mrs. Cheri McKenzie
mckenziech@tfsd.org
Secretary: Gina Aguilar
aguilarsh@tfsd.org

Asst. Principal: Ms. Samantha Mauch
mauchsa@tfsd.org
Counselor:

Kindergarten

Mrs. Ali Seamons Rm 1
seamonsal@tfsd.org
Ms. Hannah Blair Rm 2
blairha@tfsd.org
Mrs. Jeni Mussio Rm 3
mussioje@tfsd.org
Rm 4

Second Grade

Ms. Jessica Agundez Rm 11
agundezje@tfsd.org
Ms. Amy Valentiner Rm 12
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Ms. Abigail Stevens Rm 23
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Mrs. Kristen Bloxham - Physical Education
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Ms. Cleo Keener - Music
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Ms. Lodie Steen - Newcomer Liaison
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Mrs. Michelle Lythgoe - Title 1 Reading/Math
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Mrs. Stephanie Clark - Instructional Coach
clarkst@tfsd.org
Mrs. Nicole Hernandez - Resource K-2
hernandezni@tfsd.org
Leo Fontana - Resource 3-5
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Speech/Language Therapists
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Hollie Hieb hiebho@tfsd.org

First Grade

Mrs. Nicole Mix Rm 5
mixni@tfsd.org
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Mrs. Amy Lent Rm 8
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Third Grade

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schnittkerjo@tfsd.org
Mrs. Ashley Shobe Rm 19
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Mrs. Courtney Mette Rm 20
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Fifth Grade

Rm 13
Mrs. Peggy Nickerson Rm 14
nickersonpe@tfsd.org
Mrs. Krysta Morrison Rm 15
morrisonkr@tfsd.org

Mrs. Rebecca Emery - Library
emeryre@tfsd.org
Mrs. Shay Nolan - Technology

Mrs. Shawna Murri - ELL
murrih@tfsd.org
Mrs. Martha Fiala - ELL
filama@tfsd.org



Twin Falls School District Dress Code Policy

It is the desire and intent of the Twin Falls School District to adopt a dress code to create an environment in our schools that is conducive to learning. The student dress code supports the idea that students should learn to follow guidelines related to their apparel and appropriate attire as they would in a workplace. It is our belief that schools are professional learning environments that necessitate discipline by the individual student in all areas such as language, behavior, attendance, and dress.

Students are to observe the following guidelines regarding student attire:

1. In general, clothing should cover the area from one armpit across to the other armpit down to mid-thigh. Tops must have shoulder straps that are at least two inches in width. Undergarments must be covered.
2. See-through, torn, or mesh garments must have appropriate coverage underneath that meets the minimum requirements described above.
3. Pants must be worn at hip-level or higher. Clothing should not drag on the floor.
4. Appropriate footwear depending on the educational setting is required. Classes and activities that may have more stringent requirements include but are not limited to PE, Science, and CTE.
5. Students are prohibited from wearing or carrying clothing, accessories or jewelry, or displaying piercings or tattoos, which by picture, symbol, or word, depict or allude to any of the following
 - Drug usage, including alcohol and tobacco;
 - Controlled substances of any kind;
 - Drug paraphernalia;
 - Gangs;
 - Violence, hate groups, racial separation;
 - A hate group is defined as a group whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, or ethnicity/national origin which differs from that of the members of the organization.
 - Sexually explicit, lewd, indecent, or offensive material; or
 - Illegal acts.
6. Excessive or extreme make-up, jewelry, accessories, or piercing, that become a distraction or prohibitive to the learning environment are not allowed.
7. Gloves, mittens, or other garments that cover the hands are not allowed to be worn in the school building.
8. No pajamas or sleepwear of any kind are allowed.
9. Hats, head covering of any kind (including wearing the hood of a garment on one's head) and sunglasses are not allowed, within the school building.
10. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe are not allowed at school.

There may be accommodations to the dress code policy for religious or health reasons.

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire.

The building administrator or designee may determine appropriate attire options for special activity days.

LEGAL REFERENCE: Idaho
Code Section 33-512
Adopted: 08/11/14



Очень важно. Пожалуйста, найдите переводчика.

Hii ni muhimu sana
Tafadhali tafuta m
wa kutafsiri.

Esto es muy importante. Por favor encuentre a alguien que lo traduzca.

Ovo je vrlo važno. Molimo vas, nađite nekoga da vam ovo prevede.

C'est important. Si vous plaît,

這非常重要

이 것은 매우 중요한 내용입니다. 영어를 하시는 분에게 반드시 번역을 해달라고 하십시오.

Lincoln Elementary

Parent/Student/School Compact

Parent Responsibility

- **Communication-** Attend scheduled conferences and meetings with staff. Let the school know about any characteristics, problems, or medical concerns pertinent to your child. Read notes and respond in a timely manner. When you have a concern or problem, contact the persons involved and discuss the matter.
- **Support Learning-** Check for homework and progress reports on a regular basis. Provide a time and place to do homework, and check to see that it is being done. Guide and encourage your child to do well. Strive for your child to have 100% attendance, including no tardiness or early pick-ups.
- **Provide Mutual Support-** Volunteer and visit the school as often as possible. You are always welcome! Attend Parent-Teacher Student-Led conferences. Attend organized events.

Student Responsibility

- **Responsibilities-** I will strive for 100% attendance, including no tardiness or early pick-ups. I will treat all school staff with respect. I will treat my fellow students with respect. I will follow all school rules and procedures responsibly. I will give my best effort at schoolwork, even when it seems difficult. I will pay attention in my classes, and participate in class activities. I will ask for help when I need it. I will complete all homework assignments.

School Responsibility

- **Communication-** Rules and expectations will be sent home at the start of the year, both school-wide and classroom. Academic progress reported regularly- formal reports at midterm and the end of the quarter. Phone calls and e-mails will be returned in a timely manner. (The same day if possible.) Important correspondence will be sent home with "Translation Border". The school will provide home language options on school and district webpages.
- **Support Learning-** Teachers will teach the district curriculum, as developed, and will provide a progressive and quality education with technology integration. Teachers will provide a safe, respectful, and responsive school environment. Teachers will use effective instructional strategies. When needed, and when possible, teachers will provide students will receive additional instructional time in the form of summer school and Title One teachers.
- **Provide Mutual Support-** The school will survey parents for input. The school will make phone calls when there is a problem or concern. The school will provide programs, activities, and events that encourage learning and are of interest to students and families. The school will provide training to parents, on the classroom subjects, when requested.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Toto je velmi důležité. Najděte prosím někoho, kdo to přeloží.

これは大変重要なものです。
どなたかに翻訳して頂いて下さい。

Tài liệu này rất quan trọng.
Xin tìm người thông dịch dùm.

請找人翻譯

هذا هام جداً

من فضلك ابحث عن شخص لترجم لك.

By request from the community

این خیلی مهم است. لطفاً یک نفر را پیدا کنید تا ترجمه کند.

Lincoln Elementary School

2022-2023 Bell Schedule

7:35 am Doors Open for Breakfast
Teacher Contract Day Begins
Playground Supervision Begins

7:55 am First Bell Rings - Students in line and escorted to class.
8:00 am Teaching and Learning begins

2:00 pm Dismissal on MONDAYS for Collaboration
3:00 pm Dismissal on Tuesday-Friday
3:45 pm Teacher Contract Day Ends



Lincoln Drop Off and Pick Up Protocol

In an effort to keep Lincoln a safe place for all students, we would like to clarify procedures for dropping off and picking up students from school:

- Supervision on the playground is provided at 7:35 am. There will be 3-4 staff members available to assist students on the playground until school begins. Students should not show up before this time. They may enter through the school's back doors (black top) at 7:35 to have breakfast in the cafeteria. Students must arrive by 7:50 to receive breakfast.
- Thank you for minimizing congestion by staying off the playground. If students are arriving or leaving by car, please drop them off or pick them up behind the school, on Castleford Street or by one of the crosswalks where crossing guards can assist them (Castleford). Older students (3-5) that don't have younger siblings, may be picked up or dropped off by the breakfast doors or on 2nd. Students will then play on the playground or go inside for breakfast through the back doors (black top).
- Please do not park or pick up students in the bus lane on Castleford. We have 4 school buses and we need to keep the bus area open.
- Thank you for not using our staff parking lot. We have limited space, and our teachers need to be able to park there in the mornings.
- Parents entering the school for appointments will need to check in at the office for a visitor pass. Please complete a background check if you haven't done so: <https://apps.raptortech.com/Apply/MjYyOmVuLVVT>
- To keep our school and playground safe, please drop off and pick up your children at one of the designated areas and then allow the staff to provide supervision:
 - ☐ Sidewalk by Kinder and First Grade Classrooms
 - ☐ Crosswalk on Castleford and 3rd
 - ☐ Brown Storage Shed on the black top (meeting place for parents, students, siblings)
- Leave toys at home. Some toys might be construed as unsafe or threatening, such as toy guns, knives, etc... Help us keep this unneeded worry from our school grounds by reminding your children.
- We understand that plans change during the day. Please call the office before 2:30 with any communication for your children to change after school plans. This provides us time to get messages to them.

Thank you for your assistance in keeping your children safe. If you have any questions, please talk to the office.

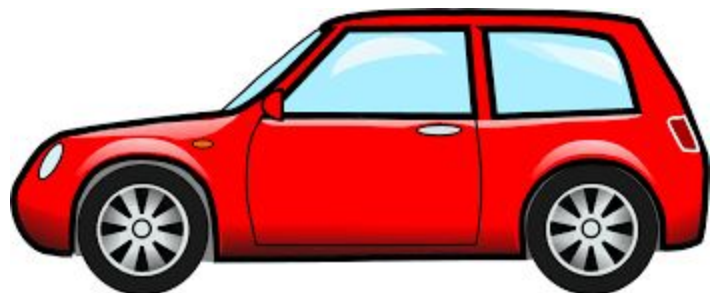
Our staff is happy to help!

Mrs. McKenzie, Principal

Ms. Honas, Assistant Principal

Counselor

Mrs. Gina Aguilar, Secretary



Behavior Intervention Support Plan

Student Behavior

The Lincoln Elementary School's behavior intervention plan is based on reinforcing positive behavior. Staff, Student Leaders, and Parent Leaders all play a vital role in developing and maintaining a positive and productive atmosphere. The implementation of this behavior plan will focus on educating Student Leaders about making the right choices. Fair, firm, and consistent application of the policy is expected and Student Leaders will be made aware of the consequences of poor choices. However, it is equally important that each situation be carefully evaluated. In dealing with each incident, Adult Leaders will keep in mind that the purpose of discipline is to strengthen positive behaviors, empowering the child to learn to choose appropriate behavior in the future.

The steps we take to carry out our school-wide behavior intervention plan include the following:

Step 1: Define Common Behavioral Expectations

*All staff will define behavioral expectations and provide "the why" behind our expectations.

*All staff will acknowledge that behavior expectations are not occurring due to "skill deficits," but instead due to one or more of the following:

Students do not have appropriate skills yet.

Students have not been taught specific procedures and/or routines.

Skills have not been taught in context.

Students don't know when to use skills.







Skills have not been reinforced.

Students are trying to communicate something and/or meet a need.

General Student Expectations

- Students will keep non-school items at home (i.e., toys, games, skateboards, make-up, etc...).
- Real, realistic-looking, and toy weapons are prohibited.
- Students who bring a cell phone or smartwatch to school are required to turn it in to the teacher at the beginning of the day and pick it up at the end of the day. The school is not responsible if it is stolen or broken. If it is seen or heard during school hours, it will be stored in the office until after school. Phone calls home can be made from the classroom or office.
- Takis, chips, candy, soda, etc. are prohibited unless previously authorized by administration. Food is not permitted on the playground.
- Students are not to be in the halls or office without a hall pass. This is for everyone's safety.

Student Expectations

Expectations	Lunchroom 	Playground 	Hallway/Stairs 	Restroom 	Bus 	Assemblies 
Learner Habit 1 Be Proactive Habit 2 Begin With the End in Mind Habit 7 Sharpen the Saw	-Use good manners -Raise hand and wait to be excused by an adult	-Play games fairly -Invite friends to play	-TEAM Line -Have a hall pass	-Respect the privacy of others -Stay in your personal space	-Lead by example	-Participate respectfully
Empowered Habit 1 Be Proactive Habit 8 Find Your Voice	-Clean up your area -Be respectful to your neighbors	-Have fun -Be a kind friend -Use equipment appropriately -Pick up trash	-See the good -Keep hallways clean -Show kindness and patience -Encourage others	-Flush -Wash with soap and dry hands with a paper towel -Report problems or vandalism to an adult	-Show respect with your voice, body, and attitude	-Support the participants -Celebrate appropriately
Attentive Habit 1 Be Proactive Habit 5 Seek First to Understand, Then to Be Understood	-Voice Level 1 or 2 -Dump tray carefully -Be aware of your surroundings	-Voice Level 4 -Line up when the bell rings -Listen for adult directions	-Voice Level 0 -Listen to and acknowledge adults in hallway	-Voice Level 0 -Throw away trash in the garbage can -Keep water and soap inside the sink	-Voice Level 2 -Voice Level 0 when bus driver is talking	-Voice Level 0 -Eyes and ears on the speaker
Determined Habit 2 Begin With the End in Mind Habit 3 Put First Things First	-Get seated quickly -Eat	-Choose a fun activity -Try something new	-Be where you are supposed to be -Walk with purpose	-In and out -Act, flush, wash, dry, and leave	-Get on and off the bus quickly and quietly	-Enter/exit quietly -Sit appropriately
Safe Habit 1 Be Proactive Habit 4 Think Win Win Habit 6 Synergize	-Walk in a TEAM line -Stay seated while eating -Keep hands and body to yourself	-Stay in personal space -Follow the rules of the games -Line up in TEAM lines	-Walk on the right side -Walk up/down one stair at a time -Use handrails appropriately	-Walk -Use stalls appropriately	-Sit on the seat with feet on floor -Keep hands to yourself	-Stay in your own personal space -Enter and exit in TEAM line

We work, play, and learn TOGETHER to make a difference TODAY.

Parent Expectations

	Resources	Communication	Health and Safety
Be Proactive:	<ul style="list-style-type: none"> Counseling services r 208-733-1321 ext. 5203 	<ul style="list-style-type: none"> Join PTO to have a voice in decision making. Attend and participate in student-led conferences in October and March. 	<ul style="list-style-type: none"> Bring photo identification when checking out students or visiting the school.
Begin with the End in Mind:	<ul style="list-style-type: none"> Lincoln Facebook Page Lincoln Elementary Webpage TFSD Website 	<ul style="list-style-type: none"> Make appointments with teachers and administration. Know your teachers' plans for parties and celebrations. Teach your child appropriate use of technology. Read and sign technology agreements. 	<ul style="list-style-type: none"> Keep emergency contact information updated in powerschool. Soda and candy are reserved for celebrations. Chips may be packed in lunches only.
Think Win-Win:	<ul style="list-style-type: none"> Write your students' names on coats/jackets. Frequently check lost and found. Unclaimed items are donated at the end of semester. 	<ul style="list-style-type: none"> Get a background check to be a volunteer for various activities and field trips. Read grade level newsletters, emails, dojo, or remind Listen to school messages sent from the office 	<ul style="list-style-type: none"> Video surveillance is used for safety and security purposes. Parents are not allowed to see footage if other students are in view.
Seek First to Understand	<ul style="list-style-type: none"> Mid-Columbia Bus Company 733-8003. Contact bus company for routes, rules, and issues. 	<ul style="list-style-type: none"> Communicate concerns with the teacher first before making an appointment with the administration. 	<ul style="list-style-type: none"> Only authorized individuals can check out students. Read and follow drop-off and pick-up protocols.

Step 2: Provide Positive Reinforcement

*All adults at Lincoln are committed to following the 5 Leader in Me paradigms.

**Everyone can be a leader.
Everyone has genius.
Change starts with me.
Empower students to lead their own learning.
Educators and families partner to develop the whole person.**

*All staff members work to have a 5:1 positive to corrective ratio with students.

*All staff members commit to positively responding to student demonstrations of school wide expectations.

*All staff members recognize that reinforcement systems do the following:

- *Focus attention on desired behaviors
- *Increase the repetition of desired behaviors
- *Foster a positive school culture
- *Reduce amount of time on discipline
- *Increase instructional minutes

School wide positive reinforcement methods include

- *Golden Lions
- *Individual and whole classroom systems (i.e. token economies, dojo points, class bank account, calling out the gold, etc.)
- *Administrative rewards (i.e. time with adults, golden lion lunches, activities, extra recess, assemblies, etc.)

Step 3: Use Interventions to Redirect Behavior

*We use a Multi-tiered system of support to meet the unique and diverse needs of each student.

*We use researched based interventions including:

- *Proactive Classroom Management Strategies such as leadership jobs and morning meetings.
- *Restorative practices
- *Tier 2 and 3 supports

*We define staff managed versus administrator managed behavioral support.

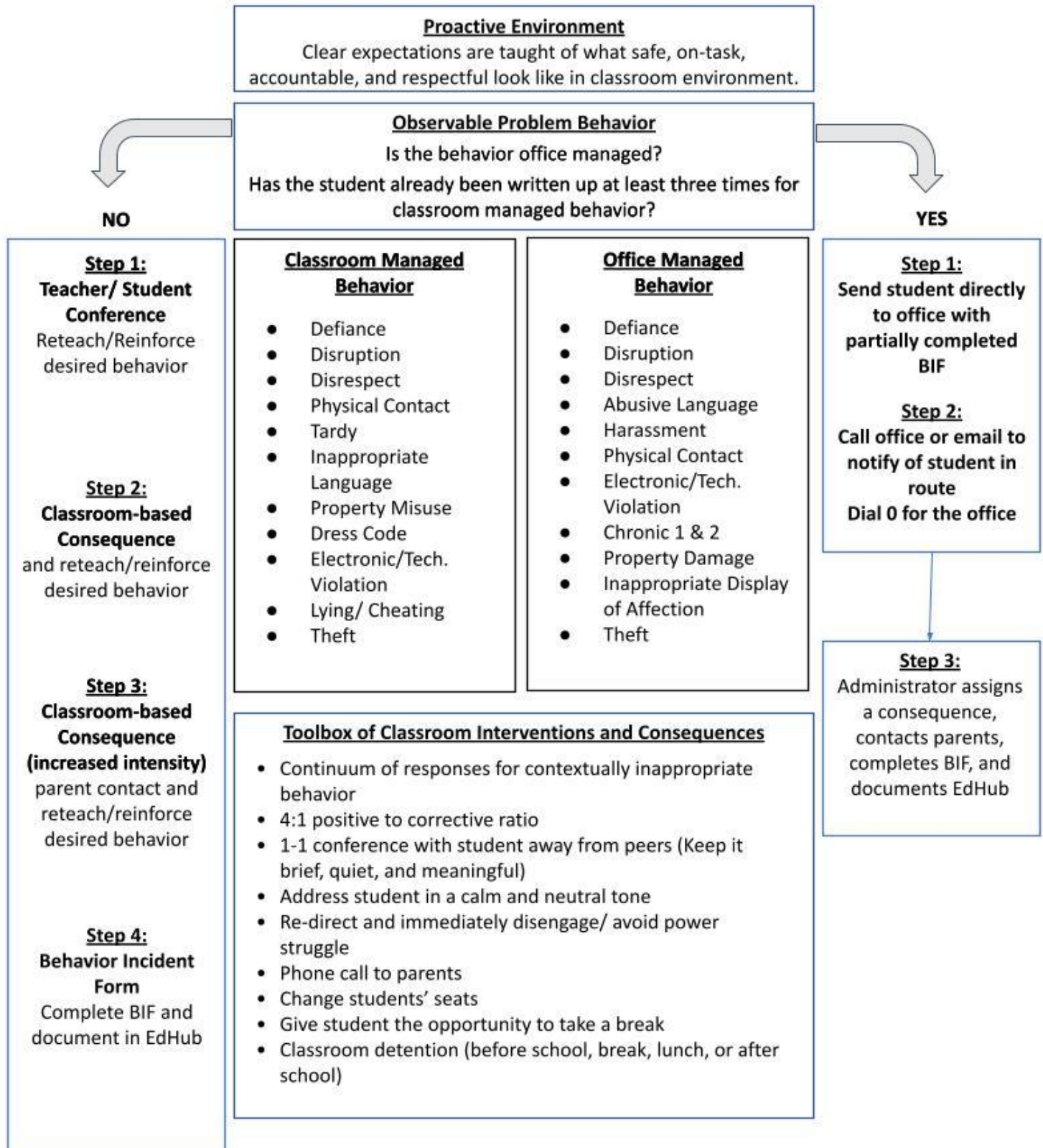
Anytime a student's safety is at risk, we call on an administrator for support to prevent escalation.



Lincoln Elementary

Behavior Process

Flowchart





Minor and Major Behavior Definitions



- **Defiance:** Student engages in brief or low-intensity failure to follow directions or talks back.
- **Disruption:** Student engages in low-intensity, but inappropriate disruption.
- **Disrespect:** Student delivers low-intensity, socially rude or dismissive messages to adults or students.
- **Physical Contact:** minor pushing, shoving, horseplay
- **Tardy**
- **Inappropriate Language**
- **Property Misuse**
- **Dress Code**
- **Electronic/Tech. Violation:** 1st time
- **Lying/ Cheating:** Student delivers message that is untrue and/or deliberately violates rules.
- **Theft:** 1st time

- **Defiance:** Student engages in refusal to follow directions or talks back.
- **Disruption:** Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
- **Disrespect:** Student delivers socially rude or dismissive messages to adults or students.
- **Abusive Language:** Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
- **Harassment:** The delivery of disrespectful messages in any format: gender, ethnicity, sexual, race, religion, disability, physical characteristics, or other protected class. These subtypes are based on documentation from the U.S. Office of Civil Rights.
- **Physical Contact:** Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
- **Electronic/Tech. Violation:** 2nd and following times
- **Property Damage:** Student participates in an activity that results in destruction or disfigurement of property.
- **Inappropriate Display of Affection**
- **Theft:** Documented 2nd and following times

Attendance Policy and Expectations

Studies have shown students who miss nine days of each year are at far greater risk of academic failure and dropout than students who attend regularly.

Students should arrive on time each day ready to work and engage with learning. Students who are struggling to meet this expectation will be given appropriate supports to make changes and find success. We will partner with families to develop goals and plans to support all students, regardless of their learning challenges. Please review the following information as it pertains to attendance and academic achievement.

Why It Matters

If children don't show up for school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers.

Preliminary data from a California study found that children who were chronically absent in kindergarten and 1st grade were far less likely to read proficiently at the end of 3rd grade.

Who Can Read on Grade Level After 3rd Grade?³



64%

of kids with good attendance in K and 1st
(missed 9 or fewer days both years)



43%

of kids with at-risk attendance
(missed more than 9 days both years)



41%

of kids chronically absent in K or 1st
(missed 18 or more days one year)



17%

of kids chronically absent in K and 1st
(missed 18 or more days both years)

³ Attendance in Early Elementary Grades: Association with Student Characteristics, School Readiness and Third Grade Outcomes, Applied Survey Research, May 2011.

How Sick is Too Sick for School?

In general, children are too sick to come to school when:

- They are contagious.
- Their symptoms are serious enough to prevent them from focusing on the tasks they need to do there.

Use the Checklist to determine whether to keep your child home from school.

	YES	NO
1. Does your child have a fever of 100 or higher?	_____	_____
2. Has your child vomited two or more times in 24-hour period?	_____	_____ a
3. Does your child have diarrhea?	_____	_____
4. Are your child's eyes crusty, bright red, discharging yellow or green fluid?	_____	_____ and/or
5. If your child complains of a sore throat, is it accompanied by fever, headache, stomachache, or swollen glands?	_____	_____
6. If your child complains of a stomach ache, is it accompanied by fever, vomiting, diarrhea, lethargy, sharp pain, and/or hard belly?	_____	_____
7. Does your child have a persistent, phlegmy cough?	_____	_____

If you have answered yes to any of these questions, please keep your child home from school and consider seeking medical attention.

Your child could have a serious or contagious illness.

Keep your child home until he or she has been symptom free for at least 24 hours or until the doctor indicates that he or she can return to school.

If children have a cold, headache, or stomach ache that is not accompanied by fever, vomiting, or diarrhea, they can probably come to school.

If children have a rash, it could be contagious. Please seek medical advice before allowing your child to come to school.

Earaches are not contagious. Children can come to school as long as they can concentrate on their work.

Once your child has been treated for lice, he or she can return to school.

ATTEND TODAY, ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...



PRESCHOOLERS
build skills and develop good habits for showing up on time

ELEMENTARY STUDENTS
read well by the end of third grade

HIGH SCHOOLERS
stay on track for graduation

COLLEGE STUDENTS
earn their degrees

WORKERS
succeed in their jobs

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.





Lincoln Elementary

A National Schoolwide Title I Distinguished School
238 Buhl St. N. Twin Falls, Idaho 83301
208-733-1321



Attendance Contract

As established by Idaho Code 33-206 and Twin Falls School District policy, it is the parents' responsibility to make sure their child is in school and on time every day. Excessive absences and tardies without the consent of the student's parent/guardian or school officials or without the consent of the parent for an invalid reason, will be considered truant. District policy states, "Valid reasons for being absent from school include illness and purposes considered essential to the family operation (e.g. death, divorce).

Excessive absences and tardies affect your child's education, therefore, you will be notified when your child has reached 7 absences and/or 10 tardies. If you child continues to be absent, you will be contacted again at 10 absences and/or 14 tardies and expected to set up a meeting to come and discuss the problem with us. If you do not respond to the letter, the case may be turned over to the Juvenile Prosecuting Attorney.

We have read the above information and also discussed _____ excessive tardies and absences. We will do everything we can to ensure that he/she is at school and on time every day. We also understand that if the excessive absences and tardies continue further action will be taken and we will be turned over to truancy court.

Date _____

Administrator

Date _____

Teacher

Date _____

Parent

Date _____

Student

Student Medication Policy

See Board Policy 3510 for details

<https://www.tfsd.org/school-board-2/policy-manual/>



While immunization records are required for school enrollment, Idaho law (IC 39-4802) allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or other reasons. All exemptions must be made in writing; parents/guardians may submit a signed statement or complete an immunization exemption form if they do not wish to have their child immunized. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition that prevents them from receiving required vaccinations. A parent or legal guardian must complete the following document and follow all guidelines outlined in policy 3510.



Twin Falls School District #411 Support Services
301 Main Ave. W
Twin Falls, ID 83301

P 208.733.6900
F 208.733.4861
www.tfsd.org

MEDICATION ORDER FORM

SCHOOL:

GRADE:

TEACHER:

DATE RECEIVED:

It is the policy of our school district to maintain signed orders for each prescription or non-prescription drug that school personnel are asked to dispense to students during school hours. This must be renewed each school year. The following form must be completed, signed, and returned to the child's school office before any medication can be dispensed.

STUDENT NAME:

DATE OF BIRTH:

PARENT/GUARDIAN NAME:

DIAGNOSIS (OR REASON FOR MEDICATION):

PHYSICIAN'S NAME:

OFFICE PHONE:

MEDICATION NAME:

ROUTE OF ADMINISTRATION:

ORAL

TOPICAL

INJECTION

DROPS

DOSAGE TO BE TAKEN:

HOW OFTEN (OR AT WHAT TIMES):

POSSIBLE SIDE EFFECTS (IF SIGNIFICANT):

SPECIAL INSTRUCTIONS:

I give my permission for my child to self-administer under the supervision of school personnel the medication described above. I shall indemnify and hold harmless the District and its employees or agents for legal fees, costs, and any potential damages concerning self-administration of this medication arising out of any claims brought by the above-named child or anyone else.

PARENT/GUARDIAN SIGNATURE:

DATE:

.....

THE FOLLOWING MUST BE COMPLETED BY A PHYSICIAN FOR PRESCRIPTION MEDICATION

I am recommending that the above-named student be allowed to self-administer or have the medication administered to them by trained school personnel the medication described above.

CONDITIONS UNDER WHICH SELF-MEDICATION WILL TAKE PLACE (IN THE INSTANCE OF EMERGENCY RESCUE MEDICATION):

- ☐ Independently (the students must have had training and be proficient in self-administering medication, the student will be allowed to carry the medication with them)
- ☐ Under the supervision of school personnel (medication will be stored in the school office)

PHYSICIANS SIGNATURE:

DATE:

Twin Falls School District

Substance Abuse Policy & Procedures

The complete policy is available at
<https://www.tfsd.org/school-board-2/policy-manual/>

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the school environment.

The District may initiate discipline according to the District's Student Discipline policy and/or prosecution of a student who possesses or uses tobacco in violation of this policy.

Definition For the purposes of this policy, tobacco use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

THE FOLLOWING IS A BRIEF DESCRIPTION OF THE DISTRICT POLICY:

Students attending school in this District will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises. Any student will violate the District's drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
2. He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs, or related paraphernalia, on school premises;
4. He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
5. He or she is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises;
6. He or she is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises.

ALCOHOL OR CONTROLLED SUBSTANCES: VOLUNTARY DISCLOSURE

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis; and
2. Notification of the disclosure and availability of counseling is provided to the student's parent/guardian.

ALCOHOL OR CONTROLLED SUBSTANCES: REFERRAL TO LAW ENFORCEMENT

Once a student is reasonably suspected of being in violation of the law and this policy regarding alcohol or controlled substances, regardless of any previous voluntary disclosure, the building principal or designee will immediately notify the student's parent or guardian and report the incident to the local law enforcement agency.

ENFORCEMENT PROCEDURES

1. Suspension/Expulsion
2. Referral to Law Enforcement
3. Search and Seizure
4. Parent Contact
5. Conduct Contract
6. Drug, Alcohol, and Tobacco Assessment/Treatment

NON-DISCIPLINARY PROCEDURES

Non-disciplinary procedures will apply to students who self-refer or who are referred by parents, peers, staff, or through other referrals. Students who voluntarily reveal to professional staff members that they have been or are involved in the use of controlled substances/drugs, and students who turn in controlled substances/drugs to a staff member for disposal will have the confidentiality and anonymity of their communications fully respected. Individuals who are concerned about a student's behavior or possible chemical involvements should contact the Student Assistance Specialist and/or school administration.

Twin Falls School District
Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. The full FERPA document can be found at <https://www.tfsd.org/school-board-2/policy-manual/>

Twin Falls School District Student Opt-Out Form

This form must be completed and returned to the Twin Falls School District in order for your child to be excluded from having his/her directory information released. This form must be completed and returned to the Twin Falls School District Office, 201 Main Ave. W.

I request to exclude the release of directory information (name, address, phone number, participation in school activities and sports, honors and awards, height and weight of athletic team members, dates of attendance, school, grade, photographs, and other images) about my student. I understand this means exclusion:

*from school documents that typically are made public, such as: yearbooks, alumni directories, graduation programs, honor roll and other recognition lists, and sports activity and theatrical programs;

*of my student's directory information from other documents relating to school-related organizations and activities and from county agencies;

*from any Twin Falls School District videotape, motion picture, audio recording, television, website and still photograph productions.

Student's Name (Please Print): _____

School Name (Please Print): _____

Parent's Signature: _____ **Date:** _____

Media Opt-Out

I would like to request to exclude my student from involvement in television, newspaper articles or other forms of media.

Student's Name (Please print): _____

School Name: _____

Parent's Signature: _____ **Date:** _____

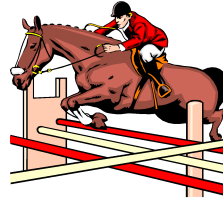
STUDENT HANDBOOK

2023-2024



MORNINGSIDE
MUSTANGS

**Morningside Elementary School
Student Handbook
2023-2024**



Dear Morningside Parents and Students:

On behalf of the Morningside staff, we would like to welcome new and returning students to our school.

To help make things easier for you, we have provided you with a school handbook full of information on the workings at Morningside Elementary School. Please read it thoroughly, and then keep it where you can refer to it throughout the year. The school calendar, complete with holidays, is on page 4. If you have questions that are not answered here, please feel free to call us at 733-6507. You may also get updated information on our website: <http://ms.tfsd.org/>

Morningside Elementary is a Title 1 school which means every student is eligible for extra reading and math help. Our teachers will use the IRI, Espark, Istation, Core Phonics Survey, Imagine Learning, Classworks, and Fluency passages tests to gauge student performance.

If a student is struggling in reading or math the Title 1 team will work with these students to bridge the learning gap. The team is made up of one teacher and four para educators that work with students in small groups.

We encourage parents to visit Morningside often and become actively involved in your child's education. Our PTA as well as the classroom teachers are always looking for volunteers. The time you spend at Morningside is valuable to your child's successful education.

We appreciate you and all the things you do to make this school a wonderful place.

Sincerely,

Morningside Elementary Staff

OUR PHILOSOPHY

We believe all students should have the opportunity to achieve the skills needed to succeed in life. This includes being academic achievers, clear communicators, responsible citizens, complex thinkers, and quality producers, with the realization that learning is a lifelong process. It is our belief students achieve self-esteem by experiencing successes and meeting educational challenges. Students should have the confidence to make reasonable and responsible choices.

OUR MISSION

**Our mission is to provide a
quality education necessary
for students to be
successful in life.**

Morningside Elementary Staff
2023-2024

<u>Kindergarten</u> Mrs. Swafford Mrs. Walker <u>Grade 1</u> Mrs. Olson Mrs. Eller Mrs. Castaneda <u>Grade 2</u> Mrs. Wolden Ms. Heileman Ms. Myers <u>Grade 3</u> Mrs. Egbert Mrs. Spencer Ms. Zamora <u>Grade 4</u> Mrs. Adams Ms. Dahl Ms. Galloway Mrs. Wallace <u>Grade 5</u> Mrs. Isaacs Mrs. Loya Mrs. Allen Mr. Arenz	<u>Instructional Coach</u> Mrs. Dickinson <u>Special Education</u> Mr. Rahe <u>Title 1</u> Ms. Gingell <u>ESL</u> Ms. White <u>Counselor</u> Ms. Martens <u>Music</u> Mrs. Jensen <u>Physical Education</u> Mr. Parrott <u>Security Aide</u> Mr. Hodges <u>Assistant Principal</u> Ms. Simson <u>Principal</u> Mrs. Stokesberry	<u>Classified Staff</u> Mrs. Tanner, Secretary Mrs. Fish, Librarian Mrs. Wilcox, Computer Assistant Mrs. Stonebraker, Resource Clerk Ms. King, Para-educator Mrs. Blastock, Para-educator Mrs. Larson, Title 1 Para Ms. Kumm, Title 1 Para Ms. Anderson, Title 1 Para Mrs. Furr, Title 1 Para Ms. Lyons, Behavior Para Mrs. Newman, Crossing Guard Mrs. Turner, Playground Aide Mrs. Garner, Playground Aide <u>Custodians</u> Mr. Price, Head Custodian Mr. Duke Mr. Turner <u>Food Service</u> Ms. Hendriks, Manager Mr. Kelm, Cashier Ms. McCandless Mrs. Martin Mrs. Black <u>Support Services</u> Mr. Mason – Gifted/Talented Facilitator Mrs. Mooney – School Psychologist Mrs. Hieb – Speech/Lang Pathologist
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OUR LEARNING STANDARDS

Our mission will be accomplished when students are:

☀ **ACADEMIC ACHIEVERS**

Who demonstrate competency within measurable learning standards,

☀ **CLEAR COMMUNICATORS**

Who can effectively transfer information by listening, speaking, reading, and writing,

☀ **RESPONSIBLE CITIZENS**

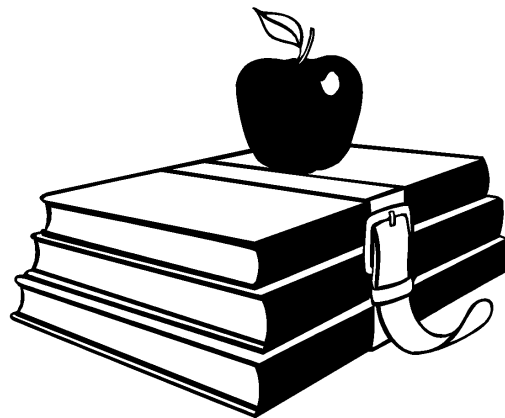
Who understand the roles and duties of the citizens and how to improve the quality of life in their communities,

☀ **COMPLEX THINKERS**

Who use resources, apply academic knowledge to reason, solve problems, and make decisions; and

☀ **QUALITY PRODUCERS**

Whose work, individually or within a group setting, displays creativity, high standards, and demonstrates excellence across the curriculum.



**MORNINGSIDE ELEMENTARY SCHOOL CALENDAR
2023-2024**

August

16

First Day of School



September

1

Early Dismissal - 12:45.

4

Labor Day – No School

15

Data Day – No School

October

19

End of the First Quarter – (42 days) No School

20

Teacher Workday- No School All Grades

26-27

Parent/Teacher Conferences – No School All Grades



November

20 - 21

Teacher In-Service – No School

22 - 24

Thanksgiving Break

27

School Resumes

December

20

Early Dismissal – 12:45.

End of Second Quarter (38 days)

20 - Jan 3

Christmas Vacation – No School



January

4

School Resumes

February

19

President's Day – No School

20

Teacher In-Service – No School



March

4

End of Third Quarter - (43 days) - Early dismissal 12:45

18 - 21

Elementary Parent/Teacher Conferences

22

No School All Grades

25-29

Spring Break – No School

April

1

School Resumes

May

22

Last Day of School (47 days fourth quarter) 170 days – Early dismissal 12:45



Morningside Elementary

2023-2024 Bell Schedule

Monday Early Release Schedule	
Breakfast Begins	7:30
AM Duty	7:45 – 8:00
PM Duty	3:00 – 3:15
School Begins	8:00
Tardy Bell	8:05
AM Recess (2,3)	9:40 – 9:55
AM Recess (K, 1)	9:55 – 10:10
AM Recess (4)	10:10-10:40
AM Recess (5)	10:25 – 10:40
Lunch	
2 nd Grade	11:00 – 11:40
Kindergarten	11:15 – 11:55
1 st Grade	11:30-12:10
3 rd Grade	11:45 – 12:25
4 th Grade	12:00 – 12:40
5 th Grade	12:15 – 12:55
PM Recess (K, 1)	1:00 – 1:15
PM Recess (2, 3)	1:15 – 1:30
PM Recess (4)	1:30 – 1:45
Dismissal	2:00

Tues, Wed, Thurs & Fri Schedule

Breakfast Begins	7:30
AM Duty	7:45 – 8:00
PM Duty	3:00 – 3:15
School Begins	8:00
Tardy Bell	8:05
AM Recess (K, 2)	9:40 – 9:55
AM Recess (1, 4)	9:55 – 10:10
AM Recess (3)	10:10-10:25
AM Recess (5)	10:25 – 10:40
Lunch	
2 nd Grade	11:00 – 11:40
Kindergarten	11:15 – 11:55
1 st Grade	11:30-12:10
3 rd Grade	11:45 – 12:25
4 th Grade	12:00 – 12:40
5 th Grade	12:15 – 12:55
PM Recess (1)	1:00 – 1:15
PM Recess (2)	1:15 – 1:30
PM Recess (K)	1:30 – 1:45
PM Recess (3)	1:45-1:55
PM Recess (4)	1:55-2:05
PM Recess (5)	2:05-2:15
Dismissal	3:00

Morningside SCHOOL RULES

There are a few general rules that are necessary for maintaining safety and order in the school. Each classroom has additional classroom rules designed by the teacher and students.

The areas of misconduct that we consider most serious are: fighting, unnecessary roughness, harassment or injury to another student, defiance of authority and flagrant disregard of school rules, abuse and destruction of school or personal property, misuse of playground equipment, and truancy from school. A major offense may lead to in or out of school suspension.

GENERAL RULES

1. Students will play safely so they do not hurt themselves or others. Some examples of unsafe activities include: fighting, kicking, spitting, throwing objects, tackling, dog-piling, cracking-the-whip, climbing trees or fences, going outside of school property, having weapons (including toy weapons), etc.
2. Students will be courteous and respectful to others. Swearing and back talking are not allowed.
3. Students will not bring gum and candy to school. Food will not be taken from the lunchroom.
4. Students will respect the property of the school. Writing on desks, walls, books, and damaging or defacing school property are not allowed.
5. Hats will not be worn in the building, classroom, lunchroom, or halls.
6. Students who bring knives or weapons to school may be subject to expulsion or suspension.
7. Students are not allowed to bring electronic devices to school (e.g., iPod, iPad, Kindle, video games, etc.).
8. Students cannot ride bicycles, scooters or skateboards on the campus after 7:30 AM or before 3:45 PM.
9. Students who wear "Heelys" to school must remove the "wheels" while wearing the shoes in the building.
10. Students are not to bring Pokémon cards to school. The cards may be confiscated.
11. Students are discouraged from bringing cell phones to school. Students who bring cell phones to school must turn them off at school and give them to their teacher. At the end of the school day the student may get their cell phone back. If a cell phone is lost or stolen the school is not responsible.
12. Students are to place all bikes and scooters in the bike rack before school. All bikes and scooters must be secured with a chain and lock. If an unlocked bike is lost or stolen the school is not responsible.

STUDENT BEHAVIOR

The staff at Morningside Elementary School is continuing a school-wide discipline plan, called "Time to Teach."

Our school-wide plan is a positive one that reinforces good behavior. Most discipline problems are small and can be handled by the classroom teacher with the cooperation of the parent. When the disturbance is severe or continuing, the principal or assistant principal will become involved.

"Time to Teach" involves teaching expected behaviors to students, rewarding those who follow those behaviors and holding those accountable who misbehave. Your child may use the term REFOCUS. This is when he/she has chosen not to follow expected behaviors and when we have asked him/her to tell us how and what might have been a better way to act. Thus, we are helping them to become responsible citizens and promoting independent thinking skills. When a child is in Refocus, he /she will be seated in a quiet area, either in their classroom, another teacher's classroom, or the office, and asked to think about the inappropriate behavior and asked to come up with a positive alternative.

Three Refocuses in one day will lead to an office administration referral. Other action may be taken by the principal or assistant principal depending on the severity of the misbehavior.

If your child has been in Refocus, it does not mean that they have been bad. It means that they are working to identify those behaviors which were beginning to affect their academic performance.

Twin Falls Dress Code

It is the desire and intent of the of the Twin Falls School District to adopt a dress code to create an environment in our schools that is conducive to learning and free of potential distraction or danger. It is our belief that schools are in the business of learning which necessitates discipline by the individual student in all areas such as language, behavior attendance, and dress.

Students are to observe the following guidelines regarding student attire:

1. Shirts must have a modest neckline (no cleavage) and be long enough to cover the midriff (front and back). No spaghetti straps, tank tops, tube, off the shoulder, halter tops, or muscle shirts will be allowed. No backless, strapless, or half tops are to be worn.
2. Clothes must conceal undergarments (boxers, thongs, undergarment straps, etc.) at all times. No see-through, excessively tight, or revealing attire is permitted.
3. Shorts and skirts must be no shorter than mid-thigh in length. No spandex clothing is allowed.
4. Pants must be worn at hip-level or higher (no excessive bagging or sagging).
5. No pajamas, slippers, or sleep wear of any kind is allowed.
6. Hats or head coverings of any kind are not allowed. Health and religious reasons are exceptions.
7. Shoes must be worn at all times.
8. Clothing, accessories, and visible tattoos with words/pictures that contain any of the following are prohibited: alcohol, tobacco, drugs, sex, death, destruction, hate groups, racial separation, or obscenity.
9. Visible body piercing and magnetic/glued jewelry on face, eyes, arms, hands, tongue, and feet are prohibited. Earrings and nose studs are allowed. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, and other jewelry deemed unsafe are not allowed at school.
10. Excessive or extreme make-up is not allowed.

Volunteers

Parents are welcome to visit classrooms and volunteers are encouraged. All volunteers must be cleared through the district office and will be asked to fill out a district volunteer form, provided in our office, and provide a copy of their driver's license. No one can volunteer with our students until this process has been completed.

Student Drop Off

All doors, other than the middle front door, remain locked during the school day for student safety. Parents/guardians are asked to not drop off students on the west side, playground area, of the school after the entry bell has rung at 8:00 AM.

Student Pick Up

Parents/guardians must be present in the office to check out a student. Students will not be released unless the parents/guardians are present in the office.

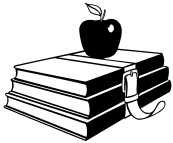
VISITORS

All visitors must register at the school office upon arrival. We ask that all visitors sign in and out at the office so we know who is in the building in case of an emergency. Visitors must wear a printed visitor's pass in the building and on the playground so supervising adults will know they have permission to be present. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor shall be required to confer with the teacher before or after the observation to enhance understanding of the activities. The principal may withhold approval if particular events, such as testing, would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal may withdraw approval. Disruption to the education process will not be permitted and you will be asked to leave the campus. In either case, the administrator shall give reasons for his/her action.



ATTENDANCE

Good attendance is necessary to ensure learning. We ask that parents be responsible to see that children are in school daily and on time. If an absence is necessary due to illness or emergency, please send a note or call the school to excuse your child. Excessive absences could result in referral to Attendance Court. For your child's safety, please call the office in the morning if you know your child won't be at school that day.



TEXTBOOKS AND SUPPLIES

Textbooks are provided by the Twin Falls School District for student use during the school year. Students are responsible for care of textbooks, library books, and other school equipment and property. Students will be charged for lost and damaged books and equipment.

Students are expected to furnish pencils, paper, and other items used on a regular basis in the classroom. Each grade provides a supply list at the start of the school year.



MEDICATION POLICY

According to state policy, we are required to dispense medications only for students with long-term chronic illness or disability where failure to take the medication would jeopardize the child's health. In order to do so:

1. A physician's order for administration of medication must be on file in the school. These forms are available at the school office.
2. The medication must be in the original container with the student's name, physician's name, drug name, schedule of administration, dosage, and date clearly marked.
3. No medications can be kept in the classroom. All medication must be stored in a lockable area in the office.

TELEPHONES

Telephones are located in each classroom. Student use is at the discretion of the classroom teacher. Students are discouraged from calling parents for permission to go to another location after school. Those activities should be planned before school. Please try to keep calls to your children during school hours to a minimum, emergency basis only.



STUDENT INJURIES AND INSURANCE

Even with great precautions and close supervision, students do have accidents at school. **It is necessary for us to have current, accurate address and phone numbers to call in case of an emergency.** Remember, our ability to contact someone immediately may be critical to your child's health.

Parents need to be prepared for possible medical expenses that may arise should their child be injured at school. **The school district does not provide medical insurance to automatically pay for student medical expenses. This is the responsibility of the parents.** An independent insurance company does make student medical insurance available to families for their individual purchase. Brochures are given to students at the beginning of the school year and are available in the school office.

TELEPHONE OR ADDRESS CHANGES

It is essential the school office maintains accurate address, home and work telephone numbers, and name information on students and parents/guardians. **When a change in directory information occurs, notify the school office as soon as possible.** Many school communications are time sensitive, and inaccurate school directory information can delay important school information from reaching students and parents.

TRANSFER POLICY

Twin Falls School District has a district-wide transfer policy. It is based on class size, attendance, special services, and student behavior. Students are accepted from other school attendance zones in the district if the criteria are met as outlined in the transfer request. Transfer request forms may be obtained at any school building office.



BUS TRANSPORTATION

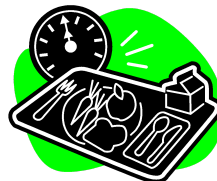
Students who are eligible to ride the bus to school are expected to comply with bus rules designed to ensure the safety of all students. We want to remind parents to make transportation decisions with their students before school. We discourage frequent calls by parents/guardians during the school day to remind students of transportation plans. Parental written permission must be given for students to ride a different bus or alter his/her regular schedule. We want to remind the students to be courteous at all times, when waiting for the bus and when riding the bus. Questions concerning bus transportation may be directed to the Mid-Columbia Bus Company by calling 733 - 8003.

HOT LUNCH

Morningside provides both breakfast and lunch programs in our cafeteria (phone number: 733-4492). Breakfast and lunch is free to all students. Adult breakfast is \$3.30 and lunches are \$4.55. Milk for students not buying hot lunch is \$.45.

Lunchroom behavior should not detract from a safe and enjoyable mealtime. Students should practice good manners and be neat and quiet in the lunchroom.

1. Talk quietly.
2. Observe good manners at the table.
3. Leave the area clean and orderly.
4. Walk.
5. Keep all food in the lunchroom.



CONFERENCES

Parent/teacher conferences will be scheduled for all students at the end of the first and third quarter. Conferences may be arranged at any other time by contacting the teacher.



LOST AND FOUND

Many items are lost and found during the school year. When items of clothing are found, they are hung in the coat rack across from the office. Smaller items are placed in the office. If your child loses an item, we encourage them to check those areas. Periodically, please come to the school's lost and found rack and check it for your child's belongings. **We strongly recommend that you put your child's name inside of his/her clothing,** especially coats, gloves and other expensive items.



COUNSELING SERVICES

Counseling is provided at all elementary schools in Twin Falls to help students deal with problems that may interfere with their educational success. Miss Martens is available at Morningside School on a full-time basis to provide individual and group counseling, classroom presentations, and consultations with teachers and parents. Teachers or parents may refer students for counseling. Parents may contact Miss Martens by calling the school office at 733-6507.

HOMEWORK

Homework will be part of your student's learning and it is your responsibility. Each student should have a specific place at home for doing homework away from distractions. A student should have extra materials (pens, pencils, ruler, dictionary, paper, etc.) on hand. The amount of homework will be decided by each grade level team. Students are expected to do all homework assignments and turn them in on time.

504 POLICY STATEMENT

Morningside Elementary School does not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap.

All interested persons, including those with impaired vision or hearing, may obtain information concerning the existence and location of Twin Falls School District services, including Section 504, special education, activities, and facilities that are accessible to and usable by persons with disabilities by contacting Kindel Mason, Director of Support Services, 733-4861, or Bill Brulotte, ADA Coordinator, 733-6900, 201 Main Avenue West. To access TDD/TTY relay call 733-8456 and ask for the TDD/TTY phone number and state the approximate time the message will be sent or call 733-6900 and ask for the ADA Coordinator.

Title IX

The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX Officers

Pursuant to Idaho Code 92-318, notice is hereby given that the Title IX officer for the Twin Falls School District is:
Bill Brulotte, Associate Superintendent of Schools and
Shannon Swafford, Human Resources Director
201 Main Avenue West
Twin Falls, ID 83301
208-733-6900.

Inquiries, complaints and information regarding Title IX should be directed to the Title IX Officers at the address above.

TWIN FALLS SCHOOL DISTRICT #411 AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. The School District Office is accessible to the physically disabled. Interpreters for persons with hearing impairments, and Braille or taped information for persons with visual impairments, can be provided upon five days' notice. For arrangements contact the district office at (208) 733-6900.

WEB SITE

Morningside School maintains pages on the Twin Falls School District web site. Information there includes the lunch menu, school calendar, PTA Officers, reading lists, and much more. The Twin Falls School District web site address is www.tfsd.org and the Morningside web site address is <http://ms.tfsd.org/>

TESTING AND ACCOUNTABILITY

A variety of tests are required by the state and district to assure students are achieving. Kindergarten, First, Second, and Third grade students participate in the Idaho Reading Indicator (IRI) three times each year. It is a ten minute, individually assessed test. Students in grades 3-5 must take the Smarter Balanced Assessment Consortium test (SBAC) at least once each year and it is administered by computer. The fifth grade students must take the science ISAT test once a year. Summative assessments in various subjects are required by the district at all grade levels. Summatives are paper and pencil tests aligned to the district curriculum.

**Twin Falls School District
Substance Abuse Policy and Procedure**

2023-2024

The threat of substance abuse is most menacing when it involves young people who, because of their developmental stage, are the most vulnerable members of our society in regard to health and safety issues. The purpose of this policy is to enforce Idaho law in regards to the use or possession of illegal substances by minors and to ensure that students have access to the Student Assistance Program available in the district.

The following is a brief description of the district policy:

Non-disciplinary procedures will apply to students who self-refer or who are referred by parents, peers, staff, or through other referrals for assistance.

Students who voluntarily reveal to professional staff members that they have been involved in the use of drugs or narcotics and students who turn in drugs or narcotics to a staff member for disposal shall have the confidentiality and anonymity of their communications fully respected. However, it is not the intention of a policy on confidentiality to protect students who are deliberately breaking the law by using, selling or pushing drugs on school grounds, but to protect the student who is actively involved in some kind of counseling relationship and who is working toward becoming free from chemical dependency.

STUDENTS SEEKING HELP SHOULD CONTACT THE STUDENT ASSISTANCE SPECIALIST OR COUNSELOR IN THEIR BUILDING.

Disciplinary procedure:

First Offense – If a student is under the influence and/or in possession of alcohol, a tobacco product or controlled or dangerous substance/drug while on or near district property during school hours or at a school-sponsored activity:

- a) A legal citation will be issued by a law enforcement official.
- b) Parents/guardians will be notified by a phone call or in writing.
- c) The student will receive a minimum two-day in-school suspension.
- d) The student's name will be referred to the building Student Assistance Specialist or intervention trained professional who is responsible for implementing a plan to offer assistance to the student.

A second and/or subsequent offense will result in citation, suspension and possible expulsion by the Board of Trustees.

If a student is involved in transmitting, trafficking in or distributing alcohol or controlled or dangerous substance on school grounds or at any school sponsored function, law enforcement officials will be asked to intervene. If it is determined that the presence of said student is a detriment to the safety of the student body or self, there shall be mandatory recommendation made by the school administrator to the Superintendent and the Board of Trustees for expulsion.

Federal Law (Drug-Free Schools and Communities Act) requires that the school district inform students, parents/guardians annually of our policy.

Dear Morningside Families,

We want your child to be happy and successful at school. We know that as parents and guardians, you play a major role in your child's education. We have created guidelines for success to help create an environment of courtesy and kindness. We want your child to work on the following five guidelines. We want every child at Morningside to be a Mustang RACER!

RESPONSIBLE- Being responsible means making the right choices even when no one is looking.

ACT SAFELY- Behavior is safe, hands, feet, and body are to yourself

COOPERATIVE- Being polite, following directions, and getting along with others.

ENGAGED- Full attention, participating, and being involved.

RESPECTFUL- listening to others, following directions, being nice, choosing kind words.



I.B. Perrine Elementary

Student & Family Handbook



Noell Bautista
Principal

Eric Bauman
Associate Principal

452 Caswell Ave. W.
Twin Falls, ID 83301
www.pe.tfsd.org

School Hours

	Monday	Tuesday - Friday
School Hours	8:00 - 2:00	8:00 - 3:00
Breakfast	7:30 - 7:55	7:30 - 7:55
Before school outside Supervision	7:40 - 8:00	7:40 - 8:00
After school outside Supervision	2:00 - 2:15	3:00 - 3:15
Crossing Guards at Falls & Sparks	7:40 - 7:55 2:00 - 2:15	7:40 - 7:55 3:00 - 3:15

Breakfast is free for all Perrine students.

Lunch is free for all Perrine students.

Contact Information:

Phone: 208.733.4288

Fax: 208.733.7881

When you are not at school, help your parents remember to call!

Attendance line: 208.733.7500

My teacher is: _____

Teacher's Phone Number: 208-733-7500 Ext. _____

Our room number is: _____

Address: 452 Caswell Ave. West
Twin Falls, ID 83301

Website: <http://pe.tfsd.org>

Bell Schedule

Monday (Early Release @ 2:00 pm)	
Breakfast Begins	7:30
AM Duty	7:35–8:00
PM Duty	2:00–2:15
School Begins	8:00 am
Tardy Bell	8:05 am
AM Recess:	
Kindergarten	10:05–10:15
1 st Grade	9:55–10:05
2 nd Grade	10:35–10:45
3 rd Grade	10:45–10:55
4 th Grade	10:25–10:35
5 th Grade	10:15–10:25
Lunch:	
Kindergarten	10:55–11:35
1 st Grade	11:10–11:50
2 nd Grade	11:25–12:05
3 rd Grade	12:10–12:50
4 th Grade	11:40–12:25
5 th Grade	11:55–12:35
Dismissal:	2:00

Tuesday – Friday	
Breakfast Begins	7:30
AM Duty	7:35–8:00
PM Duty	3:00–3:15
School Begins	8:00 am
Tardy Bell	8:05 am
AM Recess:	
Kindergarten	9:50–10:00
1 st Grade	10:00–10:10
2 nd Grade	10:35–10:45
3 rd Grade	10:45–10:55
4 th Grade	10:20–10:30
5 th Grade	10:10–10:20
Lunch:	
Kindergarten	10:55–11:35
1 st Grade	11:10–11:50
2 nd Grade	11:25–12:05
3 rd Grade	12:10–12:50
4 th Grade	11:40–12:25
5 th Grade	11:55–12:35
PM Recess:	
Kindergarten	2:00–2:10
1 st Grade	1:50–2:00
2 nd Grade	1:10–1:20
3 rd Grade	1:40–1:50
4 th Grade	1:30–1:40
5 th Grade	1:20–1:30
Dismissal:	3:00

Contacts

Need	Contact
Attendance Verification	Classroom teacher via Remind, Email, or Voice Message calling 208-732- 7500 and then the teacher's extension.
School Secretary	Gayle Johnston, Secretary johnstonga@tfstd.org 208-733-4288 Or 208-732-7500 ext. 5500
School Principal	Noell Bautista, Principal bautistano@tfstd.org 208-732-7500 ext. 5501
Assistant Principal 504 Information Attendance, Letters, Truancy, etc.	Eric Bauman, Assistant Principal baumaner@tfstd.org 208-732-7500 ext. 7502
School Counselor	Ethan Stokes, Counselor Stokeset@tfstd.org 208-732-7500 ext. 5503
Special Education Information	Lydia Timousiana, Special Education Clerk EMAIL@tfstd.org 208-732-7500 ext. 5029
Services for English Language Learners	NAME, EL Teacher EMAIL@tfstd.org 208-732-7500 ext. 5535
Title I Information	Carli Moffitt, Title Teacher moffittca@tfstd.org 208-732-7500 ext. 5523
Food Services	Lyllia McGlochlin, Kitchen Manager EMAIL@tfstd.org 208-732-7500 ext. 5506
Twin Falls School District At-Risk Service Coordinator	NAME, Coordinator EMAIL@tfstd.org 208-732-7500-1007

Staff Directory

		Extension			Extension
Building Principal	Mrs. Bautista	5501	PE	Mrs. Lusk	5537
Assistant Principal	Mrs. Bauman	5502	Music	Miss Wilkinson	5504
Secretary	Mrs. Thompson	5500	Library	Mrs. Barrow	5536
Instructional Coach	Ms. Crystal	5543	Computer Lab/STEAM	Mrs. Sackmaster	5549
Counselor	Mr. Stokes	5506	Title 1	Mrs. Moffitt	5523
			ELL		5535
Kindergarten	Mrs. Lierman	5510			
	Mrs. Skeele	5527	K - 2 Resource	Mrs. Metts	5533
	Mrs. Hanners	5517	3 - 5 Resource	Mrs. Bronson	5534
			Special Ed Clerk	Ms. Timousiana	5529
First Grade	Mrs. Adamson	5516	Speech	Raeli Prescott	5544
	Mrs. Dickard	5515			
	Mrs. Alexander	5514	Cafeteria	Ms McGlochlin	5506
			Custodian	Mr. Johnson	5505
Second Grade	Mrs. Ruiz	5519			
	Mrs. Kolar	5538	Fourth Grade	Mrs. Brown	5542
	VACANCY	5525		Mrs. Waugh	5526
	VACANCY	5548		Mrs. Lehman	5546
Third Grade	Mrs. Easterday	4425	Fifth Grade	Mrs. Smith	5531
	Mrs. Young	5518		Mrs. Bryan	5528
	VACANCY	5521		Mrs. Finch	5520
	VACANCY	5522			

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Philosophy & Mission Statement

All students should have the opportunity to achieve the skills needed to succeed in life. This includes being academic achievers, clear communicators, responsible citizens, complex thinkers, and quality producers, with the realization that learning is a lifelong process. At Perrine Elementary, we do hard things. Students develop self-esteem by experiencing successes and meeting educational challenges. Perrine students develop the confidence to make reasonable and responsible choices.

Our mission statement is written in the first person to remind each of us that we are individually important and that we each have a responsibility for not only our own success but also the success of all. Look for our mission posted around the school.

Perrine Mission Statement

As a Perrine Panther my mission is to be respectful, responsible and to inspire positive pride so we all can learn, be safe and have fun.

Perrine Guiding Principles

1. *All demonstrate respectful behavior.*
2. *All demonstrate responsible behavior.*
3. *All recognize and celebrate behaviors that inspire positive pride.*

Be Respectful	Be Responsible	Be Safe
RESPECT at Perrine is: <ul style="list-style-type: none">• CHOOSING to be kind even if you don't like someone or what they have done• CHOOSING to do what is asked of you by every staff member (teach red flags)	RESPONSIBILITY at Perrine is: <ul style="list-style-type: none">• CHOOSING to make sure you get your job done.• CHOOSING to be a person that others can count on.• CHOOSING to accept consequences/outcomes.	SAFETY at Perrine is: <ul style="list-style-type: none">• CHOOSING to be aware of other people's personal boundaries• CHOOSING to communicate my personal boundaries• CHOOSING to report (helper telling) unsafe behavior to adults

<ul style="list-style-type: none"> • CHOOSING to follow the rules even if you don't agree with them • CHOOSING to take care of our school and property • CHOOSING to think about our classmates, their feelings, and their right to learn • CHOOSING to be kind to yourself 	<ul style="list-style-type: none"> • CHOOSING actions that are good for myself and others in the school. • CHOOSING to ask for help when I need help. 	<ul style="list-style-type: none"> • CHOOSING to use school and personal property/equipment the way it is supposed to be used • CHOOSING to follow staff directions..... Drills, etc. • CHOOSING to manage strong emotions in healthy ways
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Twin Falls School District Mission

Our mission is to provide a quality education necessary for students to be successful in life.

TWIN FALLS SCHOOL DISTRICT #411

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. The School District Office is accessible to the physically disabled. Interpreters for persons with hearing impairments, and Braille or taped information for persons with visual impairments, can be provided upon five days' notice. For arrangements, contact the Director of Support Services, 733-6900.

Twin Falls School District Standards

Our mission will be accomplished when students are characterized by the following:

- ✓ **ACADEMIC ACHIEVERS:** leaders who demonstrate competency within measurable learning standards,
- ✓ **CLEAR COMMUNICATORS:** leaders who can effectively transfer information by listening, speaking, reading, and writing,
- ✓ **RESPONSIBLE CITIZENS:** leaders who understand the roles and duties of citizens and how to improve the quality of life in their communities,
- ✓ **COMPLEX THINKERS:** leaders who use resources, apply academic knowledge to reason, solve problems, and make decisions; and
- ✓ **QUALITY PRODUCERS:** leaders whose work, individually or within a group setting, displays creativity, high standards, and demonstrates excellence across the curriculum

Perrine Discipline Policy

We believe that all students deserve the opportunity to attend a safe school. We believe that all students should be treated fairly and that policies should be enforced consistently. We believe that rules and structured consequences exist for the following purposes:

- to create an environment which is conducive to learning;
- to create an environment in which all feel safe;
- to develop a sense of social responsibility in all students;
- to assist students in developing school appropriate social skills;
- to assist students in developing ownership for their actions and behavior.

In order to fulfill the above beliefs, we have developed a discipline policy, which addresses our expectations for all students. Our procedures are grounded in a spirit of safety and assist students in determining what behaviors are appropriate in various school settings.

Expectations

- We expect all to strive towards the Perrine mission.
 - To be respectful
 - To be responsible and
 - To inspire positive pride in our school and its people.
- We expect all to adhere to Twin Falls School District and Perrine policies and procedures.

Being Respectful

How families can support success.

- Practice taking turns and waiting without interrupting
- Discuss self-regulation strategies and practice self-regulation in difficult situations
- Practice connecting actions and consequences of actions (e.g. I cleaned my room, so I now can find my stuff more easily.)

Examples of breakdowns in this area

- Disrupting the learning of others
- Abusive or inappropriate language, teasing, tattling
- Obscene behavior
- Defiance of authority, insubordination
- Lying, cheating
- Property damage/theft
- Harassment, verbal altercation, bullying*

**Bullying is defined to be behaviors that cause harm to another, in a relationship that is characterized by an imbalance of power, and either have been, or have indicated the potential to be, repeated over time.*

Being Responsible

How families can support success.

- Practice pausing before acting or reacting.
- Practice recognizing choices.
- Practice finding alternatives to 'my way or no way.'
- Practice recognizing what triggers you into being less than your best self. Then, practice managing your responses.
- Get enough sleep, water, and health foods.
- Practice seeing what is in your circle of control and in your circle of influence.

Examples of breakdowns in this area

- Refusal to engage in assignments/tasks
- Excessive risk taking/causing harm/being unsafe
- Fighting, playing conflict games involving fighting, army play, tackling, or rough physical contact
- Leaving supervised areas
- Harassment, verbal altercation, bullying*
- Excessive absences / tardies

Inspiring with Positive Pride

How families can support success.

- Practice recognizing the positive contributions of self and others.
- Avoid put downs.
- Practice supporting the efforts of others.
- Practice celebrating successes.
- Practice seeing positive consequences for actions taken.
- Practice being an active part of the school – get involved.
- Practice being appreciative and saying thank you.

Perrine School Policies and Procedures

Students are responsible for safe, respectful, behavior that supports a safe and secure learning environment. We have total success when every Panther can be trusted in any situation because they show respectful behavior with integrity and take responsibility for correcting mistakes and learning from experience.

Violations of rules and expectations are evaluated on a case-by-case basis. Consequences such as punishment, safety restrictions, and/or mandatory retraining will result. Repetition and severity of violations are considered when determining imposed consequences.

General Protocol for Addressing Violations

Level 4 behaviors

- Adult secures safety in the immediate situation.
- Immediately referred to the administration
- Violations of Idaho Code will be referred School Resource Officer (SRO).

Levels 1 – 3 behaviors

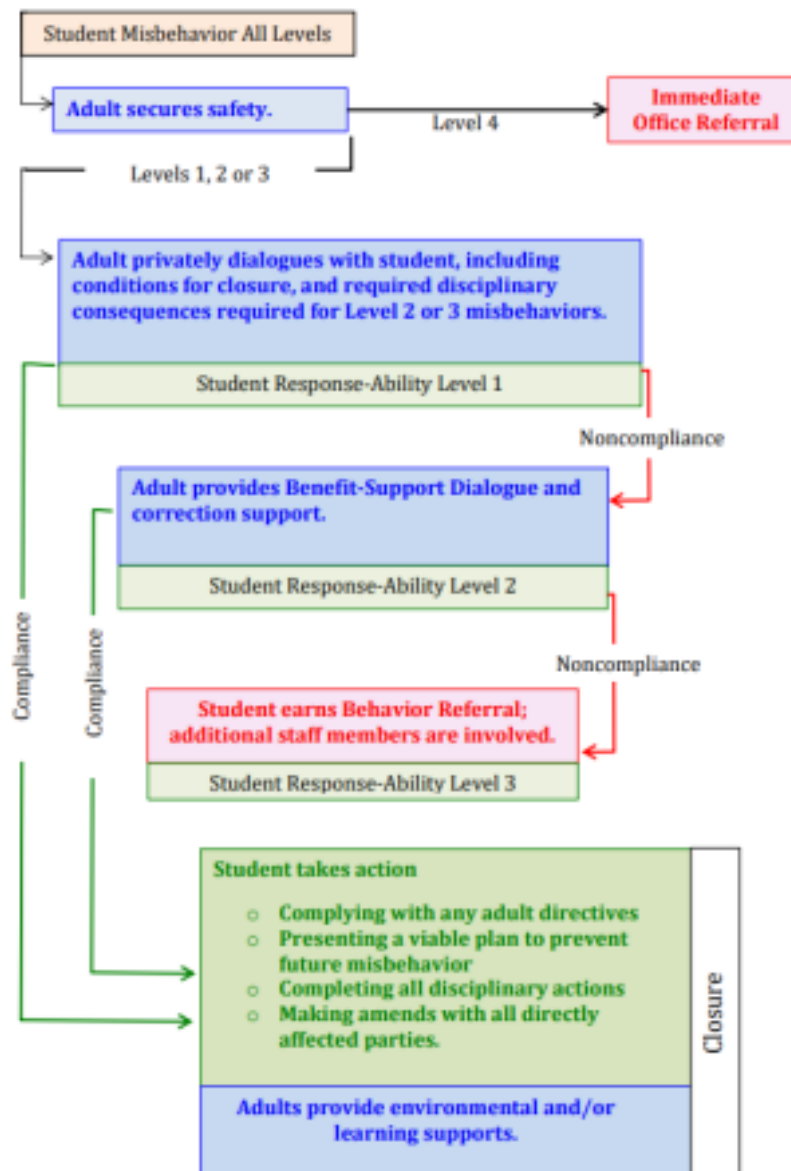
- Adult dialogues with student regarding expectations, and assigns required disciplinary consequences.
- Next steps depend upon the student's Response-Ability, that is their ability to appropriately respond to correction. (See flowchart on the right.)
- Level 3 behaviors and Level Red responses require documentation and parent communication.

See charts on following page for Levels of Misbehavior, Levels of Compliance, and Categories of Misbehaviors with Examples

Examples of breakdowns in this area

- Excessive absences / tardiness.
- Rule infractions, such violating dress-code, being loud in the hallway, cutting in line.
- Playing conflict games involving fighting, army play, tackling, or rough physical contact.
- Participating in gossip, social bullying, or exclusionary attitudes.
- Giving up when things get hard

Response to Misbehavior Flow Chart



Level of Misbehavior, Consequences and Levels of Compliance

Level of Misbehavior, Consequences and Level of Compliance

Misbehavior		Response – Immediate Office Referral.				Level of Compliance
Was the behavior ...		Consequences are directed by an administrator or designee. (Examples below.)				
<ul style="list-style-type: none">Illegal?Extreme?Level 4 for other reasons?	L	<ul style="list-style-type: none">Loss of PrivilegesCommunity serviceRestitution	<ul style="list-style-type: none">Parent MeetingBehavior ContractSuspension in/out of schoolExpulsion	<ul style="list-style-type: none">Referred to SROStatus Office TicketCharges filed	<p>Green – Compliance</p> <p>The student is cooperative and works well with the adult in resolving the issue and achieving closure. This is the appropriate response.</p> <p>Orange – Moderate Noncompliance:</p> <p>The student struggles through the process and may resist in some form but eventually is willing and able to work with the adult to resolve the issue and achieve closure.</p> <p>Red – Severe Noncompliance:</p> <p>The student is unable to work with the adult, despite the adult's best effort, and the student earns a <i>Behavior Referral</i>. Student is escorted to the Pass Room. Steps toward closure will depend on the student's Response-Ability after processing with the Pass Room aide.</p> <p>Note: Resisting has consequences, such as a time-out, relocation, or temporary loss of choice.</p>	
	E					
	V					
	E					
	L					
4						
Misbehavior		Response – Office is Informed.				
Did the behavior ...		Consequences may be directed by teacher, case manager, administrator or designee. (Examples below.) *Requires Administrator involvement.				
<ul style="list-style-type: none">Cause harm?Pose a safety threat?The cause of a major disturbance?Level 3 for other reasons?	L	<ul style="list-style-type: none">Check in/Check outCommunity serviceLoss of privilegesRestitution	<ul style="list-style-type: none">Parent meetingBehavior contract*Functional Behavior Assessment*Suspension in/out of school	<ul style="list-style-type: none">Increased structureMentoring*Recovery RoomStructured breaks		
	E					
	V					
	E					
	L					
3						
Misbehavior		Response – Correction				
Was the behavior ...		Consequences are directed by the staff member who corrects the behavior. (Examples below.)				
<ul style="list-style-type: none">Toward another person?A blatant violation of procedure or expectations?A source of a minor disturbance?Level 2 for other reasons?	L	<ul style="list-style-type: none">ApologizingAlternate seatingStructured breaks, send on errand	<ul style="list-style-type: none">Loss of privilegesRecess DetentionPass Room referralWork completed at recess	<ul style="list-style-type: none">Academic supportIncentives/rewardsPre-teach, pre-correct		
	E					
	V					
	E					
	L					
2						
Misbehavior		Response - Redirection				
Did the behavior ...		Consequences are directed by the staff member who corrects the behavior. (Examples below.)				
<ul style="list-style-type: none">Require adult redirection?	L	<ul style="list-style-type: none">CueingNatural ConsequencesMaking eye contact	<ul style="list-style-type: none">ReteachSandpaper BlockTime out	<ul style="list-style-type: none">ProximityRedirecting attentionPre-teach, pre-correct		
	E					
	V					
	E					
	L					
1						

Categories of Misbehavior with Examples

<p>Disruption</p> <p>Definition: disturbance or problem that interrupts an event, activity or process</p> <p>Examples</p> <ul style="list-style-type: none">• Volume level too high for the environment• Rummaging in desk• Blurting• Attention-getting behaviors like silly answers, class clowning• Tantrum• Disorderly conduct requiring room evacuation• Other	<p>Safety</p> <p>Definition: any action that poses a risk to the safety of self or others</p> <p>Examples</p> <ul style="list-style-type: none">• Jumping stairs• Playing in the restroom• Swinging the jump rope overhead• Failure to follow procedure instructions in Gym class• Throwing pencil in class• Self-Destructive Behavior• Leaving school grounds• Other
<p>Disrespect</p> <p>Definition: acts that demonstrate such attitudes as contempt, scorn, disregard of authority, disdain for another student or adult and/or lack of courtesy</p> <p>Examples</p> <ul style="list-style-type: none">• Brief delayed response to adult request• Passive refusal to participate• Sleeping in class• Complaining• Failing to clean up after one's self• Talking to neighbor when another student is presenting to the class• Interrupting the conversation of others without the courtesy of saying, "Excuse me." and waiting for recognition to speak• Inappropriate language not directed at others (Saying "F#@%!" In response to shutting fingers in the door.)• Refusing/ignoring reasonable requests leading to escalation that presents an unsafe situation• Making criticizing, denigrating, vilifying, belittling, or derogatory comments to or about another (Recurring incidents with an imbalance of power is bullying, without an imbalance of power is harassment. See Non Physical Altercation/Aggression below.)• Other	

<p>Verbal Altercation / Aggression</p> <p>Definition: harming or attempting to harm others via non-physical means</p> <p>Examples</p> <ul style="list-style-type: none"> • Silly name calling such as altering another's name (Hannah/Banana) • Offensive remarks or gestures used in a casual manner, inappropriate sexual connotations and/or put downs to others or about others • Swearing used to harass, intimidate, show defiance, or create an unsafe climate • Harassment without power imbalance (with imbalance is bullying) • Hostile threats • Encouraging others to engage in nonphysical aggression/altercations/retaliation • Other 	<p>Physical Altercation / Aggression</p> <p>Definition: harming or attempting to harm others by physical means</p> <p>Examples</p> <ul style="list-style-type: none"> • Rough play • Not keeping hands/feet to self in line • Aggressive posturing • Wrestling • Pushing others • Hitting, kicking, biting, or tackling • Encouraging another to fight or to seek physical retaliation • Other
---	---

*Bullying is defined to be behaviors that cause harm to another, in a relationship that is characterized by an imbalance of power, and either have been, or have indicated the potential to be, repeated over time.

Perrine Specific Rules

Everywhere

- Be respectful and responsible.
- Follow staff members' directions promptly.
- Be still and quiet immediately when the attention signal is given. (The schoolwide signal for Volume level 0 is a closed fist in the air. The signal for Volume Level 1 is a raised hand with the index finger raised.)
- Be where you are supposed to be at all times, getting staff member permission before leaving where you are expected to be.
- Use of personal phones, computers, smart watches, and other devices that can connect to the internet are prohibited on school grounds from 30 minutes prior to school starting to 20 minutes after school ends. Staff members may grant temporary permission for use while in the staff member's presence. Devices seen during restricted times will be confiscated and turned into the office for parent pick up.

Before / After School

- Students should not arrive at school before 7:30 a.m. and should immediately go to breakfast upon arrival. Adult supervision on the playground begins at 7:40 a.m., is present during scheduled recesses, and ends 15 minutes after dismissal. Students are expected to immediately leave school upon dismissal.

Bus Riders

- Follow all rules and safety procedures of the bus company, including staying seated until the bus has fully stopped, and keeping volume at level 1.
- Follow adult directions immediately.
- In the morning, move in an orderly line from the bus to the cafeteria.
- Stay in the cafeteria until at least 7:40.
- In the afternoon when you are dismissed from class, move silently through the hall to the cafeteria.
- Walk with purpose. It is expected that all students are on the buses by 3:05.
- Sit down and wait for your bus to be called. Volume level a quite 2, unless the quiet signal is given.
- When your bus is called, line up using appropriate line behavior.
- Board the bus when directed.

Lines

- Line up promptly when directed to line up (including bells and other routine school signals).
- Face forward.
- Volume 0
- Leave personal space between you and the next person.
- Pay attention.

Hallways and Stairs

- Voice level 0.
- Arms crossed or straight to your sides.
- Eyes forward.
- Stand directly behind the person in front of you without touching.
- Walk "Tight to the Right".
- Silent wave if you see someone you know in the hall.
- Each stair is stepped on by at least one of your feet.

Bathroom

- Voice level 0.
- Be purposeful – The bathroom is not a place to hang out.
- Make sure toilet paper goes into the toilet.
- Flush.
- Wash your hands with soap – soap is for hands only.
- Clean up any mess you may have made while washing your hands.
- Make sure paper towels go into the garbage.
- Writing on any surfaces (i.e., stalls, walls, etc.) in the bathroom is strictly prohibited.

Cafeteria

- Voice level 0 in line and at most 2 otherwise.
- If it is cold outside wear your coat and put hats and gloves in your coat pockets or in the hood of your coat.
- Arms crossed or straight to your sides while waiting in line.
- Eyes forward.
- Stand directly behind the person in front of you without touching, use the WAIT HERE paws to make sure you are spaced out.
- If you have cold lunch, walk into the cafeteria and sit at your assigned table and spot (number).
- If you eat hot lunch, stay in line.
- Take your napkin, silverware, and tray.
- Tray Position – “3 to me, 2 to you”.
 - 3 compartments toward your body,
 - 2 compartments away from your body –
- Follow the servers’ directions in the serving line.
- Take 1 milk.
- Follow the arrows and sit in your assigned seat.
- Stay in your seat unless given permission to leave.
- Food stays on your own plate – sharing food can be dangerous for some of our students.
- When ready to leave, clean up your area and raise your hand. Wait for an adult to release you.
- Dump your tray put your silverware in the bucket.
- Place the tray on the tray-return counter. Make sure your tray is going the same direction as all the other trays, so they stack neatly.
- If you have cold lunch, leave your lunchbox in the bin that your teacher has assigned for your class.
- Exit along the gym-side aisle, following the arrows to the back of the gym and to the rear door.
- Go right and directly to the exit near the big toys.

Playground/Outside

Slides

- Go up the stairs and down the slide.
- Slide down feet first on your bottom only.

Swings

- Swing front and back while sitting on your bottom or belly.
- Wait until the swing is stopped in order to get off – No jumping off the swings.

Miscellaneous

- Stay off the hills and in the open play zones. (Note: At times, we close play zones for safety purposes.)
- Bark areas are walk only zones.
- Get staff member permission before entering the areas between the walkways and the building.
- Use your hands, feet, and body safely and responsibly.
- Be aware and safe around and with equipment.
- Follow Panther rules for games and equipment use.
- Use appropriate school language.
- Permit others to play.
- Helper telling – NOT tattletelling.
- When the bell rings, put equipment away and line up immediately.
- Use restroom before you go outside for recess. If you must go to the restroom while at recess, use the restroom near the Buddy Bench. *Out Box*
- When directed, go immediately to the "out box."
- You can stand or sit.
- Voice level 0.
- Stay until dismissed.

Assembly

- Voice level 0 unless asked to speak.
- Sit crisscross applesauce on your pockets.
- Eyes and attention on the speaker.
- Applaud respectfully.
- Watch teacher for directions when assembly is finished.

Evacuation Drill

- Know where your meeting spot is.
- Follow your teacher's directions.
- Get coat if it is in the same room as you.
- Get into a straight line.
- Voice level 0.
- Move safely with purpose.
- Walk at all times.
- At your meeting spot, look toward the road away from the building.

Lock Down

- When You Hear Lock Down, quickly assess the situation. and use your ALICE training to decide what to do.
- Follow the staff member's directions.
- Voice Level 0.

Perrine Information

Special Education Services	Speech
Students who qualify academically in the areas of Reading, Mathematics, and/or Written Language are eligible to receive special education assistance. Many federal and state regulations govern special education, and there is a process, which needs to be followed if a student is to be referred for assistance. If you are concerned about your child's academic progress, please contact his/her teacher or the special education teacher for your child's grade level. The special education department can be reached at 208.732.7500 x 5529.	Speech and Language therapy are available for any student who shows a need through testing. Unlike private practitioners, students only qualify for speech and language assistance through the school if it is demonstrated that the child's difficulties with speech and/or language are affecting his/her ability to perform at school. The speech pathologist is available at 208.732.7500 x 5544.

Title I Services	English Language ELL	Visiting the Counselor
<p>I.B. Perrine Elementary is a Title I School. The Title I Federal Program helps ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. This means that at Perrine we work together with our parents and students to make sure that every child is successful. Every student has the right to receive academic assistance. Questions about Title I should be directed to Mrs. Moffitt at 208.732.7500 x 5523.</p>	<p>As part of our Title Programs, we have access to an ELL program. The purpose of this federal program is to provide funds to improve the education of limited English proficient students, including immigrant children and youth, by assisting the children and youth to learn English and meet challenging state academic content and student academic achievement standards. Questions about ELL should be directed to XXXXXX at 208.732.7500 ext # 5535.</p>	<p>Students who want to see the counselor can write a note to the counselor requesting a meeting and ask their teacher or the secretary to put it in the counselor's mailbox. The counselor arranges to meet with the student as soon as possible. If you have any questions, you may reach out to the counselor at 208.732.7500 x 5506.</p>
Parent Drop-Off & Pick-Up	Bicycles	Bus Transportation
<p>There are a limited number of parking spaces in the front parking lot at Perrine. If these spaces are all taken, DO NOT double park. Please park in the along Caswell or Sparks. Wait for an adult to cross your student or walk them across these busy roads. It is not safe for our students to walk between parked cars or across busy roads (Caswell & Sparks) on their own to get to you. This policy will be strictly enforced to protect our students. Also, please be extra attentive and follow the direction of our safety patrol on duty in the crosswalk. They are there to ensure students can safely cross the street. Do not block the crosswalk or handicap parking spaces.</p>	<p>Bicycles are to be placed in the bike racks and shall remain there throughout the school day. Children riding bicycles should have locks to prevent theft. The school cannot be responsible for lost, stolen, or damaged bicycles. Bicycles are not to be ridden while using the crosswalks or on school property. Students need to walk their bikes on the sidewalks and blacktop when on school grounds. SKATEBOARDS, IN-LINE SKATES, HEELIES and SCOOTERS will not be allowed to be used on school property.</p>	<p>Students who are eligible to ride the bus to school are expected to comply with bus rules designed to ensure the safety of all students. These rules and regulations may be found on the TFSD website. Questions about bus transportation may be directed to Mid-Columbia Bus Company at 208.733.8003.</p>

Birth Certificates & Immunization Records	Release of Student Information	Telephone & Address Changes
<p>Idaho Code Section 33-512 requires that every child entering school shall show, by legal birth certificate, his/her age. We must contact the Department of Health and Welfare and local law enforcement when this law is violated. All students attending Idaho public schools must show proof of meeting the current immunization guidelines required by the State of Idaho or complete a waiver.</p>	<p>The biological parents of our students are entitled to information regarding their children. The exception to that school policy would be if the legal system has issued an order, restricting that exchange of information. If there is such an order on your child/children, you will need to provide the school office with a copy of that order so that we may act accordingly. Information will be released to a third party only with written parental consent or due to court order.</p>	<p>It is essential the school office maintains accurate address, telephone numbers, and name information on students and parents/guardians. When a change in directory information occurs, notify the school office as soon as possible. Many school communications are time sensitive, and inaccurate school directory information can delay important school information</p>
Transfer Students	School/Home Communication	
<p>Parents need to complete the Student Transfer request and submit it to the requested school. Applications for in-district transfers will be accepted beginning January 1st for the subsequent school year. Parents will be informed if space is available two days prior to the start of school.</p>	<p>The staff and administrators make every effort to keep in close communication with our parents for the benefit of our students. As a result, you will receive communications from the school informing you of various activities that affect your child. Information will be sent home with students via their communication folder, via the school callout, email, and text system and/or Class Dojo. Teachers and school personnel can be reached via email using the following format: full last name and first two letters of first name @ tfsd.org i.e. John Doe would be doejo@tfsd.org Please make sure that your contact information is current at the school so that you do not miss out on important communications.</p>	
Parent/Teacher Conferences	Food Service	
<p>Parent-Teacher conferences are scheduled for students after 1st and 3rd quarters; however, we welcome conferences with parents any time during the year.</p>	<p>Breakfast and Lunch are free for all Perrine students. Adult Breakfast is \$3.30 and Adult Lunch is \$4.55. Milk for students not eating hot lunch is \$0.45.</p>	

Student Injuries & Insurance		Medication Policy	
<p>Even with great precautions and close supervision, students do have accidents at school. It is necessary for us to have current, accurate address and phone numbers to call in case of an emergency. Remember, our ability to contact someone immediately may be critical to your child's health. Parents need to be prepared for possible medical expenses that may arise should their child be injured at school. The school district does not provide medical insurance to automatically pay for student medical expenses. This is the responsibility of the parents. An independent insurance company does make student medical insurance available to families for their individual purchase. Brochures are given to students at the beginning of the school year and are available in the school office.</p>		<p>According to state policy, we are required to dispense medications only for students with long-term chronic illness or disability where failure to take the medication would jeopardize the child's health. In order to do so: A physician's order for administration of medication must be on file in the school. These forms are available at the school office. The medication must be in the original container with the student's name, physician's name, drug name, schedule of administration, dosage, and date clearly marked. No medications can be kept in the classroom. All medication must be stored in a lockable area in the office.</p>	
School Parties & Birthday Treats		Field Trips	Recess Policy
<p>School parties will be events, generally in the afternoon, for holidays such as Halloween, Christmas, and Valentine's Day. Healthy snacks are encouraged. Please contact your child's teacher if you are interested in helping with these activities.</p> <p>In lieu of bringing birthday treats, the school will celebrate student birthdays once a month during the lunch hour.</p>		<p>Field trips to community agencies, businesses, or other locations can provide valuable information that coincides with a teacher's curricular goals. Teachers will inform parents of upcoming events and will send permission slips home. NO STUDENT will be permitted to participate in a field trip without written permission or a signed note from a parent or guardian.</p>	<p>Please make sure children are dressed appropriately for the weather. Students will only be kept inside for recess if they have a doctor's note stating they must stay in. In extreme weather, we will either keep all students in at recess or shorten recess. Do not bring toys, sporting equipment, balls, blankets, etc. to school. They will not be allowed at recess and will be sent home.</p>
Tools vs. Toys			Fire Drills/Lockdown Drills
<p>Research suggests certain sensory tools can be beneficial for focus, attention and work production. Our school has various tools to help students with sensory needs. Toys from home should NOT be brought to school. This includes playground equipment. And toys from home.</p>			<p>Perrine will conduct fire drills at a minimum of one per month. Lockdown drills will be conducted at least twice per year.</p>
<p>Tools</p> <ul style="list-style-type: none"> • Used to help students learn • Help us show our thinking and understanding • Used when it is time to learn 		<p>Toys</p> <ul style="list-style-type: none"> • Can be used for play • Used during free time or indoor recess 	

Emergency School Closure		Crossing Guard/Safety Patrol
<p>Occasionally, we are forced to close school because of unforeseen circumstances. A sudden storm that threatens to close the roads, power outages, or maintenance problems are some of the reasons schools could be closed. You will have the option of having your child go directly home or stay at school where they will be picked up by a parent/guardian. In the event of school closure while school is in session, your child's teacher will consult the emergency closure plan that you completed at registration and help your child follow your plan. In most cases the school buses will transport those students who normally ride a bus home. A school official will contact local radio and television stations and request that they post a special "school closure" bulletin. **Remember that we have several hundred children in our school and the phone system cannot allow all of them to use the phone quickly, so we will follow the plans provided by parents when the child is registered. If you want to change your information, contact the school office.</p>		<p>To ensure students arrive and leave school safely, a crossing guard/safety patrol will be stationed at the intersection of Sparks and Falls. Crossing Guards/Safety Patrol will be at these locations from 7:40-7:55 a.m. and from 3:00-3:15 p.m. Students who need to use a crosswalk to get home need to get there as soon as possible after school releases.</p>
Lost & Found	Visitors	Volunteers
<p>Many items are lost and found during the school year. When items of clothing are found, they are hung on the racks under the stairs near the cafeteria. Smaller items are placed in the office. When your student loses an item, we encourage them to look in these areas. Please, check the lost and found frequently, as items are boxed up each semester, and are taken to charity. We cannot be responsible for lost or stolen items.</p>	<p>Parents are welcome and encouraged to visit school. We do ask that you sign in at the office. If you need to conference with your child's teacher, please send a note or call in to request an appointment. Schedule the appointments in advance, as it is impossible for a teacher to confer with a parent during class time. We do invite and encourage you to visit, however, it is not generally acceptable to visit the classroom, day after day, or for an extended period of time on a given day without making prior arrangements. If you have a question, consult the principal.</p>	<p>If you are interested in volunteering in any area at school, please contact the office or your child's teacher. Volunteers are required to complete a background check that can be found on the TFSD website. Volunteers are required to sign in at the office each time they visit the school. We appreciate your willingness to volunteer and help our staff and students, however for the safety of your younger children and for the best educational opportunity for our students, we ask that preschool children not be brought while you are doing volunteer work.</p>

Telephone Usage	Weapons
With staff member's permission, students may use the telephone in the classroom or at the office in case of emergencies or illness. After school arrangements should be made at home before coming to school.	Absolutely no weapons are allowed on school grounds. Weapons include: all knives, firearms, pellet guns, cap guns, play guns, B.B. guns, bows and arrows, darts, brass knuckles, ammunition etc. The Twin Falls School District may expel students who have a dangerous weapon on campus or during the time they are using school transportation pursuant to Idaho Code 18-332d and the Gun Free School Act, as amended in Elementary and Secondary Education Act of 1965 (ESEA). Discipline will be administered according to Idaho Code Section 33-205, Part B of the Individuals with Disabilities Act (IDEA), and Section 504 of the Rehabilitation Act.
Public Displays of Affection	
No Public Displays of Affection are allowed on school property such as holding hands, kissing or hugging.	

Twin Falls School District Student/Parent/School Compact

We want your child to be successful. In order for that to happen, we know that we must work together and support one another in that effort. All families are requested to read and sign this agreement, signifying your support.

Student Responsibility

Responsibilities

- I will strive for 100% attendance, including no tardies or early pick-ups.
- I will give my best effort at schoolwork, even when it seems difficult.
- I will treat all school staff with respect.
- I will pay attention in my classes and participate in class activities.
- I will treat my fellow students with respect.
- I will ask for help when I need it.
- I will follow all school rules and procedures responsibly.
- I will complete all homework assignments.

Parent Responsibility

Communication

- Attend scheduled conferences and meetings with staff.
- Let the school know about any characteristics, problems, or medical concerns pertinent to your child.
- Read notes and respond in a timely manner.
- When you have a concern or problem; contact the persons involved and discuss the matter.

Support Learning

- Check for homework and progress reports on a regular basis.
- Provide a time and place to do homework, and check to see that it is being done.
- Guide and encourage your child to do well.
- Strive for my child to have 100% attendance, including no tardies or early pick-ups.

Provide Mutual Support

- Volunteer and visit the school as often as possible, as well as attending parent-teacher conferences.
- Attend organized events.
- Speak positively about the school and staff.
- Parents will be invited to attend curriculum training.

School Responsibility

Communication

- Rules and expectations will be sent home at the first of the year, both school-wide and classroom.
- Academic progress reported regularly formal reports at midterm and the end of the quarter.
- Phone calls and emails returned in a timely manner. (The same day if possible.)
- Correspondence sent home in parents' home language if necessary and when possible.

Support Learning

- Teachers will teach the district curriculum as has been developed and will provide a progressive and quality education with technology integration.
- Provide a safe, respectful, and responsive school environment.
- Teachers will use effective instructional strategies.
- When needed and when possible, students will have additional
- instructional time in the form of summer school and Title One teachers.

Provide Mutual Support

- Survey parents for volunteering interests.
- Make phone calls when there is a problem or concern.
- Provide programs, activities, and events that encourage learning and are of interest to students and families.
- Parents will be provided training on the classroom subjects when requested.

District Policies

Student Dress: TFSD Policy 3260

It is the desire and intent of the Twin Falls School District to adopt a dress code to create an environment in our schools that is conducive to learning. The student dress code supports the idea that students should learn to follow guidelines related to their apparel and appropriate attire, as they would in a workplace. This means students are to dress in such a manner that their clothing or grooming does not jeopardize the health and/or safety of themselves or others and does not interfere with the educational mission of the District. It is our belief that schools are professional learning environments that necessitate appropriate attire. Students are to observe the following guidelines regarding their attire:

1. In general, clothing should cover the torso from armpit to armpit and extend down to mid-thigh. Tops must have shoulder straps that are at least two inches in width. Undergarments must be covered. See the illustration for reference.
2. See-through, torn, or mesh garments must have appropriate coverage underneath that meets the minimum requirements described above.
3. Pants must be worn at hip-level or higher. Clothing should not drag on the floor.
4. Appropriate footwear depending on the educational setting is required. Classes and activities that may have more stringent requirements include but are not limited to PE, Science, and CTE classes.
5. Students are prohibited from wearing or displaying any clothing, accessories, jewelry, piercings or tattoos, that depict allude to, or promote any of the following:
 - a. Drug usage, including alcohol and tobacco;
 - b. Controlled substances of any kind;
 - c. Drug paraphernalia;
 - d. Gangs;
 - e. Violence, hate groups, racial separation;
 - i. A hate group is defined as a group whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, or ethnicity/national origin which differs from that of the members of the organization.
 - f. Sexually explicit, lewd, indecent, profane or offensive material; or
 - g. Illegal acts.
6. Excessive or extreme make-up, jewelry, accessories, or piercings that become a distraction or are prohibitive to the learning environment are not allowed.
7. Gloves mittens or other garments that cover the hands are not allowed to be worn in the school building.
8. No pajamas or sleepwear are allowed.



9. Hats, head coverings of any kind (including wearing the hood of a garment on one's head) and sunglasses are not allowed to be worn within the school building.
10. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe are not allowed at school.

Building principals and/or IEP/504 teams may grant accommodations to the dress code policy for religious or health reasons. The Board of Trustees recognizes that it may be necessary for alternative placement schools, i.e., Bridge Academy or Magic Valley High School to have a different dress code. This is allowed; however, the building-specific dress codes must be approved by the Board of Trustees.

Interpretation and Implementation of Policy

The building principal/designee(s) shall use reasonable discretion in implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building principal/designee shall be final.

Enforcement

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

Temporary Exceptions

In order to allow appropriate attire for a particular educational or school activity, the building principal/designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a scheduled school event requires a group of students to dress unusually on a particular day.

Student Drug, Alcohol and Tobacco Use: TFSD Policy 3321

The Board of Trustees recognizes that student use of chemical substances, including alcohol, tobacco, nicotine, and e-cigarettes, is a serious problem of utmost concern. Drug, alcohol, tobacco, and nicotine use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The District seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco, nicotine, and controlled substances—creates educational, economic, and legal problems.

Non-Students

Law enforcement officials will be notified of non-students on school property using, possessing, or distributing a controlled substance/drug.

POLICY

Students attending school in this District will not use, possess, sell, buy, or distribute drugs. Drugs are all controlled chemical substances including, but not limited to alcohol, tobacco nicotine, controlled substances, as well as related paraphernalia, on school premises. Any students will be in violation of this policy when:

1. They are on school premises, evidencing behavior that creates a reasonable suspicion that they may be illegally under the influence of drugs;
2. They admit to using, possessing, selling, buying, or distributing drugs on school premises;
3. They are found to use, possess, sell, buy, or distribute drugs, or related paraphernalia, on school premises;
4. They are found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
5. They are found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises; and/or
6. They are found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises.

For the entire policy and disciplinary procedures please visit tfsd.org

Student Records: TFSD Policy 3570

School student records are confidential, and information from them shall not be released other than as provided by law. Federal and state laws grant certain rights to parents and students, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Superintendent or designee shall implement this policy consistent with state and federal law and may develop administrative procedures to assure compliance with state and federal law. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents, as well as their rights regarding student school records.

For more information about FERPA and how to request records visit tfsd.org.

Computing Device and Network Acceptable Use Policy: TFSD Policy 2960

The Twin Falls School District has a computer use policy that all parents must sign at registration to allow the student to use school computers. Parents can access the entire policy on the Twin Falls School District website.

Title IX

WHAT IS TITLE IX

The U.S. Department of Education's Office of Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

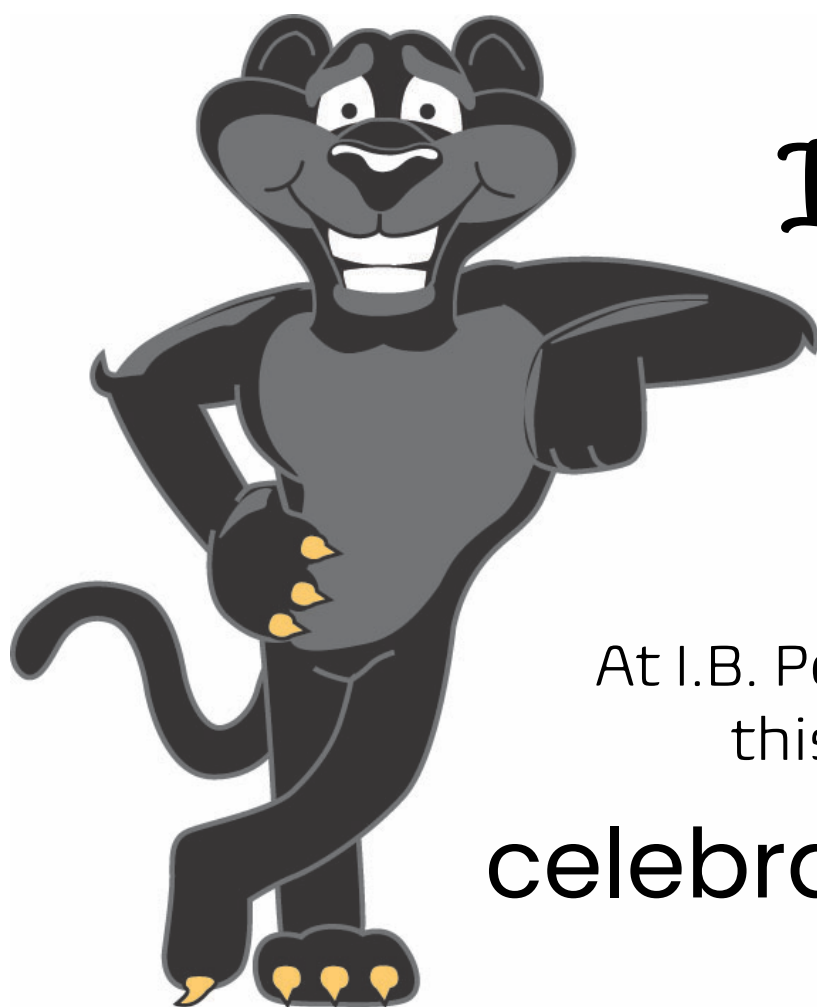
TITLE IX OFFICERS

Pursuant to Idaho Code 92-318, notice is hereby given that the Title IX officer for the Twin Falls School District is:

Ryan Nessmith, Associate Superintendent of Schools and
Shannon Swafford, Human Resources Director

201 Main Avenue West
Twin Falls, ID 83301
208-733-6900.

Inquiries, complaints and information regarding Title IX should be directed to the Title IX Officers at the address above.



Hi!
I'm Presley
Panther.

At I.B. Perrine Elementary,
this year we will:

celebrate learning,

and

have a great year!

Pillar Falls Elementary



Student Handbook
2023-2024

-----School Calendar-----

Voice Mail/Attendance Line 732-7570

- It is for your child's safety that the teacher is notified of an absence/tardy.
- Please call in before 8:00 a.m. to report an absence/tardy.



Steps to follow:

- Call 732-7570
- Enter the teacher's extension
- Provide the date, parent's name, student's name, and reason for absence

Twin Falls School District 2016-17 Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Name	Position	Extension	Room number
Laura Neilson	Kindergarten	5618	108
Kristin Tahiri	Kindergarten	5613	110
Kerrienne Burch	Kindergarten	5614	119
Daisy Campos	Kindergarten	5639	120

Rebecca Ball	1 st grade	5612	132
Anza Fullmer	1 st grade	5615	133
Gail Kelley	1 st grade	5616	129
Lisa Moulson	1 st grade	5617	128
Kristina Wiesmore	2 nd grade	5624	145
Jennifer Tingey	2 nd grade	5625	146
Angella Enders	2 nd grade	5630	150
Suzie Olson	2 nd grade	5621	149
Pam Hill	3 rd grade	5622	206
Jenny Quinton	3 rd grade	5632	208
Stephanie Allred	3 rd grade	5648	209
Bailee Price	3 rd grade	5631	205
Eva Filas	4 th grade	5626	224
Krista Vining	4 th grade	5627	223
Noelle Ferrara	4 th grade	5628	222
Alexa Peiffer	4 th grade	5629	221
Monica Olmos	5 th grade	5646	239
Melany Hilarides	5 th grade	5634	238
Tim Dotterer	5 th grade	5620	237
Tara Nunnelley	5 th grade	5623	236

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify

the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202

FERPA Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Twin Falls School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Twin Falls School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Twin Falls School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production; The annual yearbook; • Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary*

and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not wish to have your child's directory information released, please indicate so on the TFSD Student Opt-Out Form, located on our website at www.tfsd.k12.id.us. Please understand that signing this form would exclude your child's directory information from any documents that are typically made public or relating to school-related organizations and activities such as:

- Yearbooks
- Alumni Directories
- Graduation Programs
- Honor Roll and other recognition lists ▪
- Sports activity program
- Theatrical programs
- District productions/publications
- Classroom or student pictures

If you do not want the Twin Falls School District to disclose directory information from your child's education records without your prior written consent, you must complete the Opt Out form by September 30, 2016 or two weeks from the date you receive this notice. If you do not have access to the internet, please contact the Twin Falls School District Office at 733-6900 and forms can be mailed to you. Please submit Opt-Out Forms to:

Twin Falls School District
Attn: Eva Craner
201 Main Ave. W
Twin Falls, ID 83301

The Twin Falls School District has designated the following information as directory information:

- **Student's name**
 - Address**
 - Telephone listing**
- **Electronic mail address (e-mail) Photograph** *of the student used by the district for recognition of student achievement and community relations, including, but not limited to, publication in the district's or school's newsletters, in the school setting and on the district's or school's web site;*
 - Major field of study**
- **Date and place of birth**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic team**
- **Dates of attendance, degrees and awards received**
- **Most Recent previous school or district**

MEDIA RELEASE

Throughout the course of the school year, the media may be in our schools or at school sanctioned events to cover our activities. The majority of the media coverage featuring students is considered human interest stories that do not contain sensitive subject matter or are not controversial in nature. Often, reporters are present at our request to showcase our students and teachers engaged in exciting educational activities.

The Twin Falls School District includes in its classification of directory information student names and photographic images of students participating in regular classroom or school-authorized events. This simply means that the media may publish and/or broadcast the names and photographs of students participating in school-related activities without prior parental consent.

If you do not wish to have your child featured in any form of media, please sign the media portion of the FERPA Opt-Out Form, and we will exclude them from any media photos or publications. If you have not completed an Opt-Out Form, your student will be allowed to participate in human interest stories. The TFSD Student Opt-Out Form is located on the TFSD website at www.tfsd.k12.id.us under quick links for parents and students. *In instances where the building administrator has a concern about maintaining student confidentiality or the sensitive nature of media related stories, parental permission will be sought prior to allowing the student to participate.*

PPRA

PPRA affords parents and eligible students certain rights regarding the district's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to inspect and consent or opt out of:

1. The administration of surveys that contain questions from one or more of eight protected areas:
 - Mental and psychological problems potentially embarrassing to the student and his/her family; Sex behavior and attitudes;
 - Illegal, antisocial, self-incriminating and demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
 - Religious practices, affiliations or beliefs; or Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
2. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing.
3. Any non-emergency, invasive physical examination or screening.

If you have any questions regarding the information provided in this notice, please contact Eva Craner at 733-6900.

Thank you!

Support Services

Counseling Services

Pillar Falls has a full-time counselor available to work with students on a walk-in basis or on a more long term basis. Parent permission is required for a student to see the counselor on a regular schedule. The counselor also conducts workshops and lessons for Kindergarten through Fifth grades on a variety of topics, such as: friendship skills, anger management, school success, preparing for middle school, and social skills. Parents or teachers may refer a child for school counseling. If you have concerns, please contact our counseling department at 732-7570 ext. 5603 between the hours of 8:00 A.M. and 4:00 P.M.

Resource Assistance

Students who qualify academically in the areas of Reading, Mathematics, and/or Written Language are eligible to receive special education assistance. Many federal and state regulations govern special education, and there is a process, which needs to be followed if a student is to be referred for assistance. If you are concerned about your child's academic progress, please, contact his/her teacher or the resource teacher for your child's grade level. The resource department can be reached at 732-7570 ext. 5634 between the hours of 8:00 A.M. and 4:00 P.M.

Speech-Language Services

Speech and Language therapy are available for any student who shows a need through testing. Unlike private practitioners, students only qualify for speech and language assistance through the school if it is demonstrated that the child's difficulties with speech and/or language are affecting his/her ability to perform at school. The speech pathologist is available at 732-7570 ext. 5640.

Gifted and Talented Program

The Gifted and Talented Program (G.T.) is available for students, grades 4 through 5 who show an aptitude and score above the 95th percentile on the Idaho Standards Academic known as ISAT. If you

have any questions about this program, please contact your child's teacher.

Occupational and Physical Therapy

The Twin Falls School District has a contract with occupational and physical therapists to provide services to Twin Falls students. To be eligible, it must be demonstrated that the child's difficulties affect school performance. If you have any questions about this program, please, contact Kendall Mason, the Twin Falls School District #411 Director of Support Services director, at 733-8456.

Audiologist Services

The school district provides audiologist services for any student who shows a need through testing. Unlike private practitioners, students only qualify for this assistance through the school if it is demonstrated that the child's difficulties with hearing is affecting his/her ability to perform at school. The Twin Falls School District audiologist is available at Pillar Falls by appointment and can be reached through Support Services at 733-8456.

English Language Learner (ELL) Program

The ELL program is a federally funded program that provides assistance for students who have not mastered the English language. Pillar Falls Elementary does not have a formalized ELL program. Students who are in need of ELL services can be transferred to one of the elementary schools that has an existing ELL Program. Contact the Pillar Falls office if you have concerns about your child's acquisition of the English Language at 732-7570.

ATTENDANCE

In keeping with Twin Falls School Board Policy 522, Pillar Falls expects students to be in attendance on a regular basis. The board of trustees of this district recognizes that, because time on task is very important to the education of students, it is necessary to establish and enforce attendance requirements. Students are required to be in attendance at school at least ninety percent (90%) of the time that school is in session during each school term. In enforcing the attendance requirements, the board may deny a promotion to the next grade or deny credit to any student who is not in school at least ninety percent (90%) of the days that school is in session. If a student is determined to be a habitual truant, the board may expel or un-enroll the student.

Students who are close to violating the attendance policy, whether attendance or excessive tardies (over 90%), will be notified by the school and may be referred to the Twin Falls Prosecuting Attorney for attendance court appearance or to the Status Offenders Program.

BICYCLES

Bicycles are to be placed in the bike racks and shall remain there throughout the school day. Children riding bicycles should have locks to prevent theft. The school cannot be responsible for lost, stolen, or damaged bicycles. Bicycles are not to be ridden on the school property. Students need to walk their bikes on the sidewalks and blacktop when on school grounds.

BIRTH CERTIFICATES AND IMMUNIZATION RECORDS

Idaho Code Section 33-512 requires that every child entering school shall show, by legal birth certificate, his/her age. We must contact the Department of Health and Welfare and local law enforcement when this law is violated.

All students attending Idaho public schools must show proof of meeting the current immunization guidelines required by the State of Idaho, or complete a waiver.

BUS TRANSPORTATION

Students who are eligible to ride the bus to school are expected to comply with bus rules designed to ensure the safety of all students. Written parental permission must be given for students to ride a different bus or alter his/her regular schedule. Questions about bus transportation may be directed to the Mid-Columbia Bus Company, 733-8003.

CHILD ABUSE/NEGLECT REPORTING REQUIREMENTS

Any school district employee or volunteer having reason to believe that any child under the age of eighteen (18) has been abused, abandoned, or neglected, or who observed the child being subjected to conditions or circumstances which had recently resulted in abuse, abandonment, or neglect, will report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare. Failure to report abuse, abandonment, or neglect will be a misdemeanor.

COMPUTER USE POLICY

The Twin Falls School District has a computer use policy that all parents must sign at registration and/or Open House to allow students to use the school computers.

CROSSING GUARD

A crossing guard will be provided at the intersection of Moonbeam Way and Stadium Blvd. to assist students in arriving at school safely. Students are not to cross the streets at this intersections without the assistance of the crossing guards. Crossing Guards will be at these locations from 7:30-8:00 a.m. and from 3:00-3:30. Students who need to cross need to get there as soon as possible after school release. Please do not send students to school earlier than this for their safety.

CYBERBULLYING

Cyberbullying will not be tolerated and discipline will be enforced if cyberbullying occurs. Cyberbullying is defined as the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, intimidate someone, or other hostile behavior by an individual or group. It may include such acts as making threats, sending provocative insults or racial or ethnic slurs, attempting to infect the victim's computer with a virus, or flooding an e-mail inbox with nonsense messages.

DRESS AND GROOMING

It is the desire and intent of the Twin Falls School District to adopt a dress code to create an environment in our schools that is conducive to learning. The student dress code supports the idea that students should learn to follow guidelines related to their apparel and appropriate attire, as they would in a workplace. This means students are to dress in such a manner that their clothing or grooming does not jeopardize the health and/or safety of themselves or others and does not interfere with the educational mission of the District. It is our belief that schools are professional learning environments that necessitate appropriate attire.

Students are to observe the following guidelines regarding their attire:

1. In general, clothing should cover the torso from armpit to armpit and extend down to mid-thigh. Tops must have shoulder straps that are at least two inches in width. Undergarments must be covered.
2. See-through, torn, or mesh garments must have appropriate coverage underneath that meets the minimum requirements described above.

3. Pants must be worn at hip-level or higher. Clothing should not drag on the floor.
4. Appropriate footwear depending on the educational setting is required. Classes and activities that may have more stringent requirements include but are not limited to PE, Science, and CTE classes.
5. Students are prohibited from wearing or displaying any clothing, accessories, jewelry, piercings or tattoos, that depict allude to, or promote any of the following:
 - Drug usage, including alcohol and tobacco; • Controlled substances of any kind; • Drug paraphernalia; • Gangs; • Violence, hate groups, racial separation; ○ A hate group is defined as a group whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, or ethnicity/national origin which differs from that of the members of the organization. • Sexually explicit, lewd, indecent, profane or offensive material; or • Illegal acts.
6. Excessive or extreme make-up, jewelry, accessories, or piercings that become a distraction or are prohibitive to the learning environment are not allowed.
7. Gloves mittens or other garments that cover the hands are not allowed to be worn in the school building.
8. No pajamas or sleepwear are allowed.
9. Hats, head coverings of any kind (including wearing the hood of a garment on one's head) and sunglasses are not allowed to be worn within the school building.
10. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe are not allowed at school.

****Pillar Falls may determine exceptions to this policy for special activity days and will advise parents of these exceptions in advance!**

EMERGENCY SCHOOL CLOSURE

Occasionally, we are forced to close school because of unforeseen circumstances. A sudden storm that threatens to close the roads, power outages, or maintenance problems are some of the reasons school could be closed. You will have the option of having your child go directly home or stay at school where they will be picked up by a parent/guardian.

In the event of school closure while school is in session, your child's teacher will consult the emergency closure plan that you have given them and help your child follow your plan. In most cases the school buses will transport those students who normally ride a bus home. A school official will contact local radio and television stations and request that they post a special "school closure" bulletin.

****Remember** that we have several hundred children in our school and the phone system cannot allow all of them to use the phone quickly, so we will follow the plans provided by parents when the child is registered. If you want to change your information, contact the school office.

In the event of school closure prior to school opening for that day, a school official will contact the local radio and television stations and request that a bulletin be broadcast to notify patrons that school will not be in session that day.

FIELD TRIPS

Field trips to community agencies, businesses, or other locations can provide valuable information that coincides with a teacher's curricular goals. Teachers will inform parents of upcoming events and will send permission slips home. NO STUDENT will be permitted to participate in a field trip without WRITTEN PERMISSION from the parents.

FIRE DRILLS/LOCKDOWN DRILL

Pillar Falls will conduct fire drills at a minimum of one per month. Lockdown drills will be conducted at least twice a year.

FOOD SERVICE

Student lunches are \$2.90 Reduced lunches are \$.40.

Breakfast is \$1.55 Reduced is \$.30 Breakfast begins at 7:30 a.m.

Adult Lunches are \$4.55

Adult Breakfasts are \$3.30

Milk only is \$.45

Lunch may be purchased daily or money can be paid in advance and put on the child's lunch account. A note will be sent home from the kitchen manager if your child has a negative balance. Please make checks payable to "Pillar Falls Food Service" and be sure to include your child's name and grade on the check.

Information about pricing and menus can be found at the [schoolmenu.com](http://www.schoolmenu.com) website. You do not have to log in, just find our state, district, and school on the dropdown menus: <http://www.schoolmenu.com/>
The breakfast/lunch menu will also be sent home monthly with your child.

Parents are always welcome to join their children for lunch at school. We do ask that you notify your child's teacher at the beginning of the day if you plan to join your child for lunch. This enables the kitchen to be sure to have enough meals for everyone. In addition, please use the front entrance of the school and sign in and out using the Visitor's Log.

****Free and reduced lunch application forms are available through the office. We encourage anyone who may qualify to apply! If your child was on free or reduced lunch last year, they will remain on the same program for the first 10 days of this year. You will need to fill out a new form for eligibility each year.**

HEAD LICE POLICY

"Head Lice is defined as a communicable disease, but a non-reportable disease. As a result, the Twin Falls School District is enforcing a "nit free" policy that indicates any student found to possess head lice or their "nits (eggs)" will be excluded from school until the situation is treated and the "nits" removed. This means that there are no nits (eggs) left on the hair shafts after shampooing with a pediculicide and removing the nits. Students are not allowed to be at school when head lice are discovered and are not allowed to return to school until they are nit free. Parents will need to follow the directions on the pediculicide shampoo and also do the appropriate cleaning of nits from the hair.

Students returning to school with nits in the hair will be sent home repeatedly until the nits are gone. Students who are removed from school must be checked before re-entry to assure that all the nits and lice have been removed and the student has been treated. The parent must bring the student to school with proof of that treatment. The student will not remain home longer than 24 to 48 hours at the most for the shampooing and nit removal procedure to be completed

If it is necessary for a student to leave school during school hours, a parent or guardian must sign the student out in the school office.

LOST AND FOUND

Have your child's property well marked with his/her name. This applies especially to backpacks, lunch boxes, hats, coats, and gloves. If your child does lose something, there is an area outside of the library designated for lost and found items. Smaller items, such as jewelry, will be placed in the office. Please check the lost and found area if your child is missing any items! Each year, clothing is sent to a charitable organization if left unclaimed for an extended period of time.

MEDICAL POLICY

The procedure of administering medications specifically concerns pupils with chronic illness or disability requiring medication prescribed by a physician during the school day. Only in those cases where failure to take the prescribed medications would jeopardize the child's health should the school's designated

personnel administer or supervise the administration of a prescribed medication. Such administration will be in accordance with the following guidelines to avoid any legal liability for mishaps associated with the administration of the medication:

1. The school will provide the student's parent or legal guardian with a copy of the form entitled, "Physician's Medication Order for School Administration."
2. One form must be completed for each medication that the student is to receive and must be signed by the physician prior to administration of medication. Forms must be renewed with each change in dosage.
3. The medication must be in its original container with the student's name, physician's name, drug name, schedule of administration, dosage, and date clearly marked. If this information is not clearly displayed, the school will refuse to accept the medication.
4. All medications should be stored in a refrigerator, lockable cabinet, or file in the school office.
5. When the "Physician's Medication Order for School Administration" form is brought to school, it may be kept either with the medication or filed alphabetically in a separate cabinet.
6. Designated school personnel will dispense over-the-counter medication only within the framework of this policy; i.e., only if requested to do so by the physician through the Physician's Medication Order for School Administration.
7. At the designated time(s), the student should come to the office to receive his/her medication. The student will be asked his/her name, the name will be checked against the name on the prescription container, and the student will be observed taking the medication.
8. When the medication is completed, the physician's medication order will be placed in a central file until the end of the school year. Medication records will be retained in accordance with school district policy.
9. The principal's designee will be responsible for reviewing each school's medication system and for the periodic review of individual student medication records.

Students who are able to self-administer specific medication may do so provided all of the following conditions are met:

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 teacher(s) are informed that the student is self-administering prescribed medication.

Non-Prescription (Over the counter) Medications

1. The parent/guardian must request in writing that non-prescription medication be given during school hours. Specific directions for administering the medication and the parent's/guardian's signature must be received before any medication will be given to a student.
2. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container.
3. All medications must be turned into the school office for safe keeping, students may not keep

medications in the classroom.

****Please see Policy 561 of the Twin Falls School District Policy Manual to review the entire policy at www.tfsd.org.**

PARENT ETIQUETTE

In order to help children take advantage of instructional time, we ask parents to help in the following ways:

1. Help your child get to school before 8:00 AM so that they can get to class without having to get a tardy slip. **If your child needs to eat breakfast have them at school by 7:45 AM.** If a child needs to be given a message concerning where they are to go after school, call your child's teacher's extension and leave a message before 2:45 PM.
2. All parents must enter the school through the front doors and check in at the office before going to a room. Parents will be asked to show identification if the office staff does not recognize the parent. If the office staff recognizes the parent, identification will not be required.
3. Parents who need to visit with the teacher are asked to call and make an appointment for before or after school. Please do not try to hold a parent-teacher conference during the day, during an Open House, etc. Neither the parent nor the teacher can devote the time it requires for good communication.
4. You are always welcome to have lunch at school. Be sure to notify your child's teacher if you plan to eat with us!
5. For the safety of our students and to eliminate disruptions to classrooms, parents will not be allowed to wait for their children in the hallways. Arrange to meet your child after school at an outside location, this includes ALL grades and students. Students will be dismissed from the doors at the end of each grade level area.
6. Parent Volunteers for Field Trips: No children will be allowed to attend field trips with parent volunteers, other than those who are in the class that is taking the trip.
7. If you have a concern about a situation that happened at school please call the school as soon as possible. We are happy to look into parental concerns and it is easier to do so on the day that a situation occurs. Please call 732-7570 to speak to an administrator.

STUDENT DROP-OFF/ PICKUP

Parents may drop off and pick up students in the car lane in front of the school. Students may enter and exit cars from the right lane only. Parent waiting to pick up their children must wait in the car line until they are at the sidewalk where their children can safely be picked up. **Students may not enter or exit cars from the left lane.** No Parking in red zones as they are fire lanes and bus zones only. If you wish to park your car, you must use a parking spot, walk over to the school and pick up your child. Students will not be allowed in the parking lot unless they are escorted by an adult. We will strictly enforce this policy to ensure the safety of our students. We appreciate your attention to these guidelines.

PARENT-TEACHER CONFERENCES

Report cards are issued four times a year. Parent-Teacher conferences are scheduled for students after 1st and 3rd quarters, however, we welcome conferences with parents any time during the year. We sincerely believe that open communications between parents, teachers, and children is essential to our common goal.

PUBLIC DISPLAY OF AFFECTION

No Public Displays of Affection are allowed on school property such as holding hands, kissing or hugging.

RECESS POLICY

Please make sure children are dressed appropriately for the weather. Students will only be kept inside for recess if they have a doctor's note stating they must stay in. In extreme weather, we will either keep all students in at recess or shorten recess.

RELEASE OF STUDENT INFORMATION

The biological parents of our students are entitled to information regarding their children. The exception to that school policy would be if the legal system has issued an order, restricting that exchange of information. If there is such an order on your child/children, you will need to provide the school office with a copy of that order so that we may act accordingly. Information will be released to a third party only with written parental consent or due to court order.

SCHOOL INSURANCE and LIABILITY for ACCIDENTS

See Complete Insurance information and details at the end of this handbook.

SCHOOL PARTIES

Three special afternoons will be set aside for Halloween, Christmas, and Valentine's Day parties. Healthy snacks are encouraged. Please contact your child's teacher if you are interested in helping with these activities.

SKATEBOARDS, IN-LINE SKATES, HEELIES and SCOOTERS

Skateboards, in-line skates, Heelys and scooters will not be allowed to be used on school property.

SUBSTANCE ABUSE POLICY AND PROCEDURE

PHILOSOPHY

It is the Idaho Legislature's intent that parental involvement in all aspects of a child's education in Idaho public schools be part of each district's policy. Drug prevention programs and counseling for students, including those over the age of eighteen (18) who continue to be enrolled, under the custody and care of the schools are included in this intent.

The board of trustees recognizes that student use of chemical substances, including alcohol, is a serious problem of utmost concern in our society. Drug, alcohol, and tobacco use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco, and controlled substances—creates educational, economic, and legal problems.

POLICY

Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district's drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
2. He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs, or related paraphernalia, on school premises;
4. He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
5. He or she is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises;
6. He or she is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises.

ALCOHOL OR CONTROLLED SUBSTANCES: VOLUNTARY DISCLOSURE

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be

provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis; and
2. Notification of the disclosure and availability of counseling is provided to the student's parent/guardian.

ALCOHOL OR CONTROLLED SUBSTANCES: REFERRAL TO LAW ENFORCEMENT

Once a student is reasonably suspected of being in violation of the law and this policy regarding alcohol or controlled substances, regardless of any previous voluntary disclosure, the building principal or designee will immediately notify the student's parent or guardian and report the incident to the local law enforcement agency. Any student exhibiting inappropriate behavior that suggests "using" or "being under the influence" of alcohol or controlled substances will be immediately escorted by a district employee to an administrative office for interviewing and observation by the principal or designee. Except in the case of an emergency, the student will not be left unattended and will not be allowed to leave the school premises. The principal or designee will refer the student to the law enforcement agency if, upon observing and/or interviewing the student, he or she reasonably suspects that the student is using or under the influence of alcohol or a controlled substance. District employees will cooperate fully with any law enforcement investigation of a violation of this policy, including, but not limited to, providing access to lockers, desks, and other school property, and providing oral and/or written statements regarding the relevant events. The principal or designee, and/or any other employee having observed the student's behavior will document his or her observations of the student; the documentation will be provided to the law enforcement agent, and a copy will be placed in the student's discipline record.

ENFORCEMENT PROCEDURES

The procedures to enforce this policy are as follows:

1. Suspension/Expulsion: Students who violate this policy will be suspended by the principal. Suspension for the first offense of this policy will be for three to five (3-5) days, unless extraordinary circumstances exist. The time period for suspension for the second or third offense will be determined at the discretion of the principal and/or superintendent. The principal and/or superintendent will determine whether or not the suspension will be served in school or out of school. If deemed appropriate by the superintendent, he or she may request that the board expel a student who has violated this policy for a second or third offense.
2. Referral to Law Enforcement: The student will be referred to the law enforcement agency, if appropriate. If the incident involves using or being under the influence of alcohol or a controlled substance, the student will be referred to the local law enforcement agency. In all other situations, referral to law enforcement will be at the discretion of the building principal or designee.
3. Search and Seizure: A student's person and/or personal effects (e.g., purse, book bag, etc.) may be

searched whenever a school official has reasonable cause to believe that the student is in possession of drugs or drug paraphernalia. Any evidence that a student has violated the law and this policy may be seized by the principal or designee. Lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Authorized school officials may open and inspect lockers and desks when there is reasonable cause to believe that the locker or desk may contain items which may be a threat to safety and security. Such a search may be conducted without a search warrant, and without notice or consent. Students are permitted to park on school premises as a matter of privilege, not right. The district retains the authority to conduct routine patrols of school parking lots and to inspect the exteriors of automobiles on school premises. The interiors of vehicles on school premises may be inspected whenever an authorized school official has reasonable cause to believe that illegal materials are contained inside. Such patrols and inspections may be conducted without notice, consent, or a search warrant.

4. Parent Contact: The student's parent/guardian will be contacted as soon as possible following any alleged violation of this policy.

5. Conduct Contract: Any student violating this policy must sign a conduct contract before returning to school. Violation of the conduct contract may result in additional disciplinary measures.

6. Drug, Alcohol, and Tobacco Assessment/Treatment: The terms of the suspension and/or conduct contract may be modified, at the discretion of the principal or superintendent, if a student who has violated this policy voluntarily completes a drug, alcohol, and tobacco education course and/or undergoes assessment and treatment for drug, alcohol, and tobacco abuse.

STUDENTS WITH DISABILITIES

Suspensions and as defined by Public Law 94-142 and subsequent amendments (Individuals with Disabilities Education Act), Section 504 of the 1973 Rehabilitation Act, and the Americans with Disabilities Act will follow federal guidelines as well as the provisions of this policy.

IMMUNITY FOR GOOD FAITH IMPLEMENTATION

District employees and independent contractors of the district who implement this policy in good faith and with appropriate foundation are immune from civil liability.

INTENTIONAL HARASSMENT

District employees and independent contractors of the district are prohibited from using their authority to determine reasonable suspicion solely for the purpose of intentionally harassing a student. Using the expulsions of students with disabilities authority in such a manner may result in disciplinary action against the employee or may be considered a breach of the district's contract with the independent contractor.

TARDIES

Students will be counted tardy if they have not arrived in their classroom by the 8:05 bell. Late

students will need to check in at the office before going to class.

TOYS AND OTHER PERSONAL PROPERTY

Students are encouraged to leave toys at home. The school will **NOT** be held responsible for lost or broken toys or other personal property. Students may bring toys to be used at recess such as balls and Frisbees, but we would prefer that only outside play equipment come to school. Toys that can be dangerous to others are prohibited, i.e. darts, toy guns, knives, bows and arrows, etc.

TRANSFERS (in-district)

Parents need to complete the Student Transfer request and submit it to the requested school. Applications for in-district transfers will be accepted beginning January 1st for the subsequent school year. Parents will be informed if space is available two days prior to the start of school.

VISITORS

Parents are welcome and encouraged to visit school. We do ask that you sign in at the office. If you need to conference with your child's teacher, please send a note or call in to request an appointment. Schedule the appointments in advance, as it is impossible for a teacher to confer with a parent during class time. We do invite and encourage you to visit, however, it is not generally acceptable to visit the classroom, day after day, or for an extended period of time on a given day. If you have a question, consult the principal.

VOLUNTEERS

If you are interested in volunteering in any area at school, please contact the office or your child's teacher. Volunteers are required to complete a background check form in the school office. Volunteers are required to sign in at the office each time they visit the school. We appreciate your willingness to volunteer and help our staff and students.

For the safety of your younger children and for the best educational opportunity for our students, we ask that preschool children not be brought while you are doing volunteer work.

WEAPONS

Absolutely no weapons are allowed on school grounds. Weapons include: all knives, firearms, pellet guns, cap guns, play guns, B.B. guns, bows and arrows, darts, brass knuckles, ammunition etc. The Twin Falls School District may expel students who have a dangerous weapon on campus or during the time they are using school transportation pursuant to Idaho Code 18-332d and the Gun Free School Act, as amended in Elementary and Secondary Education Act of 1965 (ESEA). Discipline will be administered according to

Idaho Code Section 33-205, Part B of the Individuals with Disabilities Act (IDEA), and Section 504 of the Rehabilitation Act.

WRITTEN COMMUNICATION

The staff and administrators make every effort to keep in close communication with our parents for the benefit of our students. As a result, you will receive regular written communications from the school informing you of various activities that affect your child. At Pillar Falls, we send all school-wide written communication home with the youngest child. As the family "note carrier", the youngest child will have newsletters and other important written information in their blue communication folder. Written information from classroom teachers will be sent home with the child in the class.

Title IX Officers

Pursuant to Idaho Code 92-318, notice is hereby given that the Title IX officer for the Twin Falls School District is:

Ryan Nesmith, Associate Superintendent of Schools and
Shannon Swafford, Human Resources Director
201 Main Avenue West
Twin Falls, ID 83301
208-733-6900.

Inquiries, complaints and information regarding Title IX should be directed to the Title IX Officers at the address above.

Pillar Falls Elementary

School-wide Expectations

Playground

I will show respect for myself and others on the playground by:

- 1) Taking part in a positive activity
- 2) Keeping my hands, feet and objects to myself
- 3) Taking responsibility for my own behavior
- 4) Not doing flips, handstands, etc. on the cement
- 5) Not participating in hitting, throwing things, kicking, tackling, wrestling, fighting, play fighting or swearing.
- 6) Using equipment properly (sliding down slides on bottom only, not playing tag on equipment, using benches for sitting only).
- 7) Staying in the playground boundaries
- 8) Using appropriate language at all times.

Hallways

I will show respect for myself and others in the hallways by:

- 1) Walking
- 2) Not Talking
- 3) Removing my hat
- 4) Keeping candy and food out of the hallways
- 5) Staying out of the hallways before school, during recess, during lunch and after school.

Lunchroom

I will show respect for myself and others in the lunchroom by:

- 1) Staying in my seat until it is time to go outside.
- 2) Keeping my hands to myself
- 3) Keeping food in the lunchroom (unless an adult has given me permission to take food out of the lunchroom.)
- 4) Using a quiet voice
- 5) Using good table manners
- 6) Putting trays, utensils, and trash in the proper places
- 7) Using appropriate language at all times

Getting to School and Going back home

I will show respect for myself and others on my way to and from school by:

- 1) Waiting in an orderly fashion for the bus or my ride.
- 2) Walking on sidewalks and through the crosswalks.
- 3) Walking my bike, skateboard, scooter etc. on school grounds
- 4) Keeping my hands feet and objects to myself
- 5) Listening to the adults in charge

General Rules for School Grounds

I will show respect for myself and others while on school grounds by:

- 1) Using good manners and sportsmanship when participating in games.
- 2) Letting an adult know when I have a problem with another student.
- 3) Respecting other people and their property at all times.
- 4) Using appropriate language at all times.
- 5) Leaving gum and candy at home.
- 6) Taking my hat off before entering the building and keeping it off until outside.
- 7) Cleaning up after myself and picking up trash if I see it.

Classrooms

I will show respect for myself and others in classrooms by:

- 1) Following the classroom rules
- 2) Using a quiet voice
- 3) Listening to my teacher when he/she is talking
- 4) Keeping my hands/feet/objects to myself
- 5) Doing my best on every assignment

Library

I will show respect for the books from the library by:

- 1) Taking care of books and not exposing them to moisture.
- 2) Keeping books out of the reach of babies and very young children.
- 3) Washing my hands before reading my book.
- 4) Turning pages carefully so they won't tear or wrinkle.
- 5) Reporting any damage to the librarian.

I will show respect for myself and others in the library by:

- 1) Using a quiet voice.
- 2) Using the check-in and check-out computers appropriately
- 3) Asking politely for help.
- 4) Returning books on time so that other students may enjoy them.

Bus Behavior

I will show respect for myself and others on the bus by:

- 1) Following directions the first time they are given.
- 2) Staying in my seat properly at all times.
- 3) Keeping my hands, feet, and objects to myself and inside the bus.
- 4) Refraining from swearing, rude gestures, cruel teasing or "put downs".
- 5) Using a quiet voice.
- 6) Not taking food or drinks on the bus.

Students who choose not to follow the rules may lose their bus privileges.

DISCIPLINE

We expect students to be taught expected behaviors and we will hold students accountable when they do not follow the rules. Incidents on the playground will be dealt with by the paras on duty. They will determine if the children's behavior and the offenses need to be sent to the office to be dealt with by an administrator. When dealt with on the playground, students may spend time in the "outbox" for a time out. Each teacher will have a classroom discipline plan in place. This plan will address small infractions on

the playground as well.

The principal may give students a warning on their first visit (unless offense is severe) to the office for the year. From then on they will be given recess detention and parents/guardians will be notified that their child has been sent to the office. Each visit to the office will result in an increased number of recess detentions. When warranted, students may serve in-school suspension or be suspended out of school. We ask for your support as we aim to provide a safe environment at Pillar Falls.

STUDENT INJURIES & INSURANCE

Even with the greatest of precautions and the closest 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 their child be injured at school. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance. Parents, please be prepared to pay for your child's possible medical expenses.

An Independent Insurance Company does make student insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

Rock Creek Elementary



2023-2024
Student Handbook



ROCK CREEK ELEMENTARY

850 Federation Road

Twin Falls, ID 83301

Ph: (208) 732-7565

Fax: (208) 732-7566

Dear Rock Creek Students and Families,

Welcome to the start of another fantastic year at Rock Creek Elementary. We hope you are as excited about this new year as we are. Under new leadership, we will continue to build upon the foundation of a strong culture of learning for all students. The staff at Rock Creek is committed to providing a quality education for each and every student that enters our doors and help students discover their shine. We not only want to provide our students with the skills they will need to become a 21st century learner, but also challenge them to stretch their abilities, set goals, and achieve.

To make things easier for parents and students alike, we have compiled this student handbook in which you will find the information that will answer most of your questions about Rock Creek Elementary. Please read it carefully and then keep it where you can refer to it throughout the year.

Please refer to our website for additional information. We utilize both of these tools to communicate additional information to families throughout the year.

A key to Rock Creek's success depends on the positive collaboration between home and school so we invite you to visit the school often, take part in school activities and show an interest in your child's educational progress throughout the year. Please do not hesitate to contact your teacher or the administration if you have any questions, concerns or would like to volunteer at the school. It is our sincere wish that we will work together to foster a positive learning experience for our students.

Lisa Honas

Principal

Jen Snyder

Vice Principal



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Rock Creek Elementary School Mission

Rock Creek's mission is to develop kind, safe, respectful lifelong learners who strive to always be their best.



Guidelines for Success

Our mission will be accomplished when students are:

Kind-

- Say things that won't hurt someone's feelings
- Doing something nice for someone - be a helper
- Sitting next to or playing with someone who is alone
- Use a soft voice when speaking to others
- Think before you speak and choose your words mindfully
- Share when appropriate

Safe-

- Keep your hands and feet to yourself
- Push in your chair
- Keep your area clean - pick up after yourself
- Watch where you are going - look forward when walking
- Walk in the hallways and on the stairs
- Leave the electrical outlets alone
- If you see something that is unsafe, tell an adult

Respectful-

- Ask for permission before touching someone's things
- Wait until an adult is done speaking and raise your hand to add to a conversation.
- If two adults are speaking, wait until they are done before talking
- Wait your turn
- Be a good sport - it's ok to lose, and you don't need to brag
- It's okay for someone to think differently than you
- It's okay to disagree but not okay to be rude

Their Best-

- Make an effort to complete everything as correctly as you can
- Take pride in what you do and say
- Think before you act - is this something you should be doing
- Do what you're supposed to do when you're supposed to do it.

ROCK CREEK ELEMENTARY OFFICE STAFF

Principal.....Lisa Honas
Vice Principal.....Jen Snyder
Counselor.....Dawna Alexander
Secretary.....Kristie Corujo
Instructional Coach.....Julie Delia
Custodian.....Robert Watkins
Kitchen Manager.....Margie Knowles

Rock Creek Elementary Mascot and School Colors

Raptors – Navy Blue and Kelly Green



ABOUT OUR SCHOOL

Rock Creek Elementary School is home to over 600 students and over 60 staff members. The school opened its doors for the first time in the fall of 2016.

ATTENDANCE CALLS

Good attendance is an integral part of your child's learning. All absences must be called in daily. YOUR CHILD'S TEACHER IS YOUR FIRST CONTACT. Please call 208-732-7500 and then ENTER THE TEACHER'S EXTENSION. DO NOT CALL THE SCHOOL OFFICE until you have tried to contact the teacher. The teachers will promptly check their voicemails for student absences. For your child's safety, it is important that the teacher hears from a parent before 7:45 AM **every** day that they will be absent. If you call after school begins, teachers will be teaching class and will not get your message until later in the day. At 8:30 the office will begin calling parents whose children are absent and have not been excused by phone call or note. Letters are sent to parents when students have missed 7, 11, and 15+ days. Tardy letters are sent home, and a phone call given, every 10 tardies. Excessive absences or tardies can result in referral to the Twin Falls County and/or Attendance Court.

Rock Creek Elementary Staff

Teacher Name	Ext	E-mail Address	Grade	Room
Haney, Meredith	5713	haneyme@tfsd.org	K	104
Butt, Carly	5721	oconnerca@tfsd.org	K	106
Henkelmann, Kristi	5720	henkelmannkr@tfsd.org	K	244
Hart, Denise/Kennedy Dilworth	5736	dilworthke@tfsd.org hartde@tfsd.org	K	108
Popplewell, Tiffannie	5745	popplewellti@tfsd.org	K	245
Cheney, Larissa	5710	cheneyla@tfsd.org	1	126
Roberta Sheltra	5737	wittwerro@tfsd.org	1	127
Jones, Rochelle	5746	jonesro@tfsd.org	1	128
Angelo, Christie	5716	angeloch@tfsd.org	1	129
McCray, Brandie	5748	mccraybr@tfsd.org	1	134
Brown, Annette	5717	brownan@tfsd.org	2	142
Victor, Terilyn	5712	victorte@tfsd.org	2	144
Hunsaker, Melanie	5706	hunsakerme@tfsd.org	2	145
Marsing, Sheri	5711	marsingsh@tfsd.org	2	143
McGuire, Megan	5770	mcguireme@tfsd.org	2	228
Green, Amber	5732	greenam@tfsd.org	3	201
Hall, Nicole	5723	hallni@tfsd.org	3	207
Belliston, Melissa	5724	bellistonme@tfsd.org	3	205
Swafford, Christy	5722	swaffordch@tfsd.org	3	206
Garrett, Jaime	5744	garrettja@tfsd.org	3	208
Castro, Claribel	5727	castrocl@tfsd.org	4	224
Corn, Tiffany	5726	corniti@tfsd.org	4	223
Howe, Krystal	5725	howekr@tfsd.org	4	222
Fullmer, Steve	5728	fullmerst@tfsd.org	4	221
Chocker, Darbie	5730	chockerda@tfsd.org	5	239
Megan O'Connor	5738	oconnorme@tfsd.org	5	238
Rieth, Briana	5719	riethbr@tfsd.org	5	240
Glasheen, Brigid	5715	glasheenbr@tfsd.org	5	237

Ennis, Lisa	5733	ennisli@tfssd.org	SpEd	121F
Nebeker, Katrina	5734	nebekerka@tfssd.org	SpEd	121I
Stark, Andrew	5735	starkan@tfssd.org	SpEd	121J
Mancari, Addie	5714	mancariad@tfssd.org	EL	243
Dry, Cami	5739	dryca@tfssd.org	Music	136
Connelley, Pauli	5729	connelleypa@tfssd.org	PE	137G
Pettingill, Kolei	5707	pettingillko@tfssd.org	Library	115
Zahirovic, Meliha	5743	zahirovicme@tfssd.org	Computer	113B

STUDENT PLACEMENT

Each spring, grade-level teams of teachers meet together to collaboratively decide the placement of current students for the next school year. There are many factors that these teams consider when creating new classes. Because of their experience with students in the school setting, teachers are best equipped to make these decisions. Parents are welcome to give input regarding the needs of their child to the current teacher of their child, but teacher requests from parents will not be accepted. The classes and the assigned teachers will be posted on the front doors before school starts.

SUPPORT SERVICES

The services of a Resource Room Teacher, District Gifted and Talented Teacher, School Psychologist, Communications Disorder Specialist, Social Worker, and Audiologist are provided on a referral basis through the office. Office telephone numbers are 733-8480 and 733-8489.

All interested persons may obtain information concerning the existence and location of Twin Falls School District Support Services including Section 504, Special Education, activities, and facilities that are accessible to and usable by persons with disabilities by contacting Kindel Mason, Director of Support Services, at 733-8456.

HOMEWORK POLICY

The purpose for assigning homework is to give students the opportunity to extend lesson skills, engage in critical thinking and develop good work habits. Homework can also serve as a positive piece of communication between the teacher and the family. Homework is an important part of each student's academic year and the responsibility should be shared between school and home.

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SCHOOL CALENDAR

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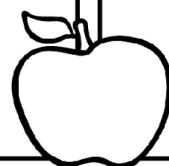
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August 16	First day of school
September 1	Early Dismissal 12:45 pm
September 4	No School – Labor Day
September 15	Data Day – No School
October 19	End of 1 st Quarter
October 20	No School/ Teacher Work Day
October 26, 27	No School for All Grades- Conferences
November 20-21	No School – Teacher In-Service Days
Nov. 22-24	Thanksgiving Break
December 20	End of 2 nd Quarter/First Semester, Early dismissal
Dec. 21– Jan 3	Christmas Break – No School
January 4	School Resumes
February 19	Presidents' Day – No School
February 20	No School - Teacher In-Service
March 8	End of Quarter, early dismissal
March 21,22	No School – Parent Teacher Conferences
March 25-29	Spring Break – No School
April 1	School Resumes
April 12	No School- Teacher In-Service
May 3	No School - Teacher In-Service
May 22	Last Day of School, Early Dismissal

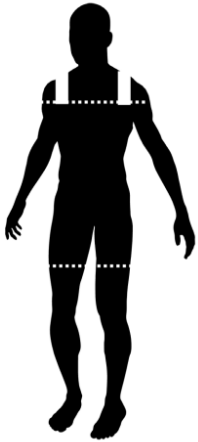


A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

TWIN FALLS SCHOOL DISTRICT DRESS CODE

It is the desire and intent of the Twin Falls School District to adopt a dress code to create an environment in our schools that is conducive to learning.

The student dress code supports the idea that students should learn to follow guidelines related to their apparel and appropriate attire, as they would in a workplace. This means students are to dress in such a manner that their clothing or grooming does not jeopardize the health and/or safety of themselves or others and does not interfere with the educational mission of the District. It is our belief that schools are professional learning environments that necessitate appropriate attire.



Students are to observe the following guidelines regarding their attire:

1. In general, clothing should cover the torso from armpit to armpit and extend down to mid-thigh. Tops must have shoulder straps that are at least two inches in width. Undergarments must be covered. See the illustration below for reference:

2. See-through, torn, or mesh garments must have appropriate coverage underneath that meets the minimum requirements described above.

3. Pants must be worn at hip-level or higher. Clothing should not drag on the floor.

4. Appropriate footwear depending on the educational setting is required. Classes and activities that may have more stringent requirements include but are not limited to PE, Science, and CTE classes.

5. Students are prohibited from wearing or displaying any clothing, accessories, jewelry, piercings or tattoos, that depict allude to, or promote any of the following:

- Drug usage, including alcohol and tobacco;
- Controlled substances of any kind;
- Drug paraphernalia;
- Gangs;
- Violence, hate groups, racial separation;
 - A hate group is defined as a group whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, or ethnicity/national origin which differs from that of the members of the organization.
- Sexually explicit, lewd, indecent, profane or offensive material; or
- Illegal acts.

- 6.** Excessive or extreme make-up, jewelry, accessories, or piercings that become a distraction or are prohibitive to the learning environment are not allowed.
- 7.** Gloves, mittens or other garments that cover the hands are not allowed to be worn in the school building.
- 8.** No pajamas or sleepwear are allowed (unless on a school sanctioned dress up day)
- 9.** Hats, head coverings of any kind (including wearing the hood of a garment on one's head) and sunglasses are not allowed to be worn within the school building.
- 10.** Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe are not allowed at school.

Building principals and/or IEP/504 teams may grant accommodations to the dress code policy for religious or health reasons. The Board of Trustees recognizes that it may be necessary for alternative placement schools, i.e., Bridge Academy or Magic Valley High School to have a different dress code. This is allowed; however, the building-specific dress codes must be approved by the Board of Trustees. Interpretation and Implementation of Policy The building principal/designee(s) shall use reasonable discretion in implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building principal/designee shall be final. Enforcement Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is asked to leave school because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct. 3260-3 Temporary Exceptions In order to allow appropriate attire for a particular educational or school activity, the building principal/designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a scheduled school event requires a group of students to dress unusually on a particular day

ROCK CREEK'S MONDAY BELL SCHEDULE

7:35 - 8:00 Breakfast is available to students

7:35 Playground Supervision Begins

8:00 First Bell (students are to report to class)

8:05 Tardy Bell (instructional day begins)

9:10 - 9:25 Fourth Grade Recess

9:25 – 9:40 Kindergarten Recess

9:25 – 9:40 Second Grade Recess

9:40 – 9:55 First Grade Recess

9:40 – 9:55 Third Grade Recess

9:55 – 10:10 Fifth Grade Recess

11:06 ½ Day Kindergarten ends

10:55 - 11:15 First Grade Lunch

11:15 -11:35 First Recess

11:10 - 11:30 Kindergarten Lunch

11:30-11:50 - Kindergarten Recess

11:20 – 11:40 Third Grade Lunch

11:40 – 12:00 Third Recess

11:45 – 12:05 Second Grade Lunch

12:05 – 12:25 Second Recess

12:10 - 12:30 Fourth Grade Lunch

12:30 - 12:50 Fourth Recess

12:35 - 12:55 Fifth Grade Lunch

12:55 - 1:15 Fifth Recess

12:50 - 1:05 Kindergarten Recess

1:05 - 1:20 First Grade Recess

1:05 - 1:20 Third Grade Recess

1:20 - 1:35 Second Grade Recess

2:00 Dismissal Bell

ROCK CREEK'S TUESDAY - FRIDAY BELL SCHEDULE

7:35 – 8:00 Breakfast is available to students

7:35 Playground Supervision Begins

8:00 First Bell (students are to report to class)

8:05 Tardy Bell (instructional day begins)

9:40 – 9:55 Kindergarten Recess

9:40 – 9:55 Fifth Grade Recess

9:55 – 10:10 Second Grade Recess

9:55 – 10:10 Third Grade Recess

10:10 – 10:25 First Grade Recess

10:10 – 10:25 Fourth Grade Recess

11:06 ½ Day Kindergarten ends

10:55 - 11:15 First Grade Lunch

11:15 - 11:35 First Recess

11:10 - 11:30 Kindergarten Lunch

11:30 - 11:50 Kindergarten Recess

11:20 – 11:40 Third Grade Lunch

11:40 – 12:00 Third Recess

11:45 – 12:05 Second Grade Lunch

12:05 – 12:25 Second Recess

12:10 - 12:30 Fourth Grade Lunch

12:30 - 12:50 Fourth Recess

12:35 - 12:55 Fifth Grade Lunch

12:55 - 1:15 Fifth Recess

1:20 - 1:35 First Grade Recess

1:20 - 1:35 Third Grade Recess

1:35 - 1:50 Fourth Grade Recess

1:50 - 2:05 Kindergarten Recess

1:50 - 2:05 Second Grade Recess

2:05 - 2:15 Fifth Grade Recess

3:00 Dismissal Bell

Rock Creek Elementary Student Success System

We want each student at Rock Creek Elementary to benefit from the opportunities that are provided. To do this, we need a positive and orderly school climate. A positive school climate with high expectations enables each individual to realize his or her fullest potential.

The school and home both share in the over-all discipline of the child. Through the cooperative efforts of both the home and the school, we hope to instill in children character, an interest in learning, and a responsibility for oneself and the rights of others.

With these thoughts in mind, Rock Creek Elementary School has a set of student expectations for success. We call this 'The Raptor Way'. Our school also follows the Twin Falls School District Policies. A copy of the district policies is available on the school district website at ffsd.org.



CAUGHT BEING GOOD

Students who are "caught being good" will be given a slip that will go home to their parents. Students "caught being good" will also have their name mentioned during morning announcements. "Caught being good" means exhibiting proper behavior by following the Rapo Way going above and beyond in school citizenship and academics.

CONSEQUENCES

- A. Accumulated behavior incident forms (BIF) will be sent home along with parent contact: phone call, email, Dojo etc.
- B. Major infractions, Idaho Code violations, and violent behavior (such as fighting or bullying) will result in immediate parental contact by telephone and/or letter.
- C. The number of violations and/or severity of the infraction will determine the consequences.
- D. When a student receives a BIF (school wide or classroom) the student will have a conference with the teacher who will determine next steps.
- E. The second BIF in a quarter will result in the student being placed in a classroom during recess or assigned another task during recesses for two days.
- F. The third refocus in a quarter will require a parent meeting with the teacher, administration, student, and parent to determine appropriate steps for positive behavior.





ROCK CREEK

Be

SAFE

- Keep hands, feet and objects to self
- Seek help with accidents and injuries
- Follow adult directions
- Walk facing forward at all times
- When walking with your class, stay behind the person in front of you

Be

RESPECTFUL

- Use appropriate voices and words
- Be courteous to others

Be

RESPONSIBLE

- Quickly and quietly go to where you are supposed to be
- Take care of your belongings
- Take care of school equipment
- Use problem solving skills

Be

RAPTORS

- Hands and feet to self
- Be responsible for your belongings and actions



ASSEMBLY

Be SAFE	<ul style="list-style-type: none">• Enter and exit gym or stadium seating in an orderly manner
Be RESPECTFUL	<ul style="list-style-type: none">• Keep hands and feet to yourself• Enter and exit using quiet voices• Take care not to disturb others
Be RESPONSIBLE	<ul style="list-style-type: none">• Let people talk• Listen to presenter• Clap when finisher
Be RAPTORS	<ul style="list-style-type: none">• Sitting quietly, facing front• Full attention on presenters



ARRIVAL/ DISMISSAL

Be SAFE	<ul style="list-style-type: none">• Walking feet• Staying in correct bus lines
Be RESPECTFUL	<ul style="list-style-type: none">• Use quiet voices entering and leaving the building
Be RESPONSIBLE	<ul style="list-style-type: none">• Have all your belongings with you• Make sure all your belongings are neatly hung on hooks and in your cubbies• Remember your homework
Be RAPTORS	<ul style="list-style-type: none">• Arrive on time to school• Quiet voices when leaving



BATHROOM

Be SAFE	<ul style="list-style-type: none">• Walking feet to, from, and in the bathroom• Wash hands thoroughly with soap and water• Keep the water in the sink
Be RESPECTFUL	<ul style="list-style-type: none">• Use quiet voices, there are classrooms nearby• Don't forget to flush
Be RESPONSIBLE	<ul style="list-style-type: none">• Use only one paper towel• Make sure your paper towel goes into the garbage
Be RAPTORS	<ul style="list-style-type: none">• Use the bathroom and go right back to your classroom



HALLWAY

Be SAFE	<ul style="list-style-type: none"> • Walk in a straight line, staying to the right • Keep your hands and feet to yourself • Walk at a normal pace • One step at a time on the stairs
Be RESPECTFUL	<ul style="list-style-type: none"> • Voices off • Walk quietly • Take care not to disturb others
Be RESPONSIBLE	<ul style="list-style-type: none"> • Know where you are going • Go directly to where you should be
Be RAPTORS	<ul style="list-style-type: none"> • Face forward • Listen to and follow directions



CAFETERIA

Be SAFE	<ul style="list-style-type: none">• Walk at all times• Keep your hands and feet to yourself
Be RESPECTFUL	<ul style="list-style-type: none">• Indoor voices• Use your manners: Please and Thank You
Be RESPONSIBLE	<ul style="list-style-type: none">• Clean up after yourself and your area• Make sure all of your trash is in the garbage• Dump trays carefully• Wait to be excused
Be RAPTORS	<ul style="list-style-type: none">• Wait quietly and patiently in line to get your lunch• Stay seated while eating• Talk quietly with people at your table



PLAYGROUND

Be SAFE	<ul style="list-style-type: none">• Stay within the boundaries• Report all injuries and dangerous objects
Be RESPECTFUL	<ul style="list-style-type: none">• Follow staff directions• Be kind to yourself and others• Play fair with others• Take turns on the equipment and while playing games
Be RESPONSIBLE	<ul style="list-style-type: none">• Use all the equipment properly• Accept consequences for your behavior
Be RAPTORS	<ul style="list-style-type: none">• Be prompt to circle and line up• Take care of personal needs before, during or after recess rather than class time



STAIRWAY

Be SAFE	<ul style="list-style-type: none">• Face forward at all times• Walk up and down on the right side, in single file• Wear backpacks or carry them in front• Refrain from leaning over the edge
Be RESPECTFUL	<ul style="list-style-type: none">• Acknowledge others with a nod, smile or greeting• Allow others to move along the stairs/railings
Be RESPONSIBLE	<ul style="list-style-type: none">• Pick up any litter you see• Use positive language and gestures
Be RAPTORS	<ul style="list-style-type: none">• Always pass on the right• Be kind to others as you move about

BREAKFAST AND HOT LUNCHES

Parents are welcome to have lunch and breakfast with students. If you have any questions about payment or application for free or reduced lunch, please call the lunchroom 733-8642. Free and reduced lunch forms may be obtained at the front office or can be found on the district website.

Breakfast Prices:

\$1.55 students

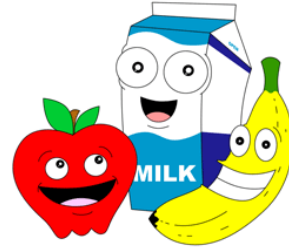
\$3.30 adults

Lunch Prices:

\$2.90 students

\$4.55 adults

45¢ extra milk



BUS TRANSPORTATION



Students who are eligible to ride the bus to school are expected to comply with bus rules designed to ensure the safety of all students. Parental permission must be given for students to ride a different bus or alter his/her regular schedule. Questions concerning bus transportation may be directed to Mid Columbia Bus Company, 733-8003.

CONFERENCES

Parent-Teacher-Student Conferences are held in the fall and spring in a student-led format. We are most willing to schedule a conference at other times during the year, but it will need to be scheduled ahead of time. Teacher's will send out more information on times and dates as we get closer to conference time. If an additional meeting is necessary, please contact your child's teacher to arrange a time.

COUNSELING SERVICES



Our counselor is at Rock Creek Elementary daily from 7:35-3:45. Counseling is provided at the elementary schools in Twin Falls to help students deal with problems that may interfere with their educational success. The counselor provides individual and group counseling, classroom presentations, as well as consultations with teachers and parents. Students are referred to the counselor by their teacher or parents before receiving ongoing counseling services. Parents can call the school office at 732-7565.

LIBRARY

The Rock Creek Elementary library has a variety of books available for all students, including kindergarteners, to check out each week. Each student is responsible for the return of the books on time and in good condition. Fines are charged for damaged and lost books.



LOST AND FOUND

Each year a large number of items are turned into the office or the lost and found bin; items such as eyeglasses, clothing, and playground equipment. Students who lose something should check in the office to see if it has been returned. Unclaimed items are given to charity at the end of each quarter.

MEDICATION



If it becomes necessary for students to take any prescription medication at school, a district form with a doctor's signature, parent's signature, and medication directions including proper dosage must be given to the office. This form must be completed and returned to school before any prescribed medication can be dispensed. For over the counter medication, parents are required to sign a form and complete dosage and directions for medication to be dispensed in the original container. All medication will be kept in and dispensed through the main office.

EXTRA CURRICULAR ACTIVITIES

Extra curricular activities are supplements to regular instructional programs and afford students opportunities for enrichment. However, participation is a privilege, not a right. As representatives of Rock Creek, students participating in such activities are expected to meet high standards of behavior and academics. This includes but is not limited to: classwork and academic dishonesty. Teacher facilitators have the right to send home students who do not exhibit these behavioral and/or academic standards. Students are required to have parental permission to join extracurricular activities. Parents must read and sign a permission slip prior to participating in the specific activity. A student must be in school at least one-half ($\frac{1}{2}$) day in order to participate in an activity that day. An exception would be made if the student has an approved medical appointment; in which case, the student must present to the attendance supervisor a signed statement from the doctor.

CHECK OUT PROCEDURES

If a student leaves before the final bell, a parent is required to check them out at the office. Parents must check in at the office before they enter the hallways before the 3:00 bell. Students may only leave through the office doors when being checked out by a parent. Otherwise, students must exit the building through the doorway at the end of their hallway at the end of day dismissal. **If there is a change in your child's dismissal procedure, please contact the office prior to 2:45 for a note to be delivered before dismissal.**

VISITOR PROCEDURES

All visitors to a school in the Twin Falls School District are asked to report to the office when they arrive at the building with a valid identification. Parents are always welcome at Rock Creek Elementary and may visit at any time. Students from other schools or friends of students are not allowed to visit during the school day. We appreciate parents waiting outside until the bell rings to limit distractions for both teachers and students. We work to have bell to bell instruction.

DROP OFF/PICK UP ZONES AND PROCEDURES

Students are not allowed to be on the playground until 7:35 am. There is no supervision on the playground until this time which is a safety concern. Students are encouraged to use the restroom before the 8:00 bell. The front doors will be unlocked by 7:35 AM.

Parents must drop off and pick up their students on the south side of the building. There is a particular area marked off for all students to be dropped off. The entrance to the drop off area is the southeast corner of the building entering from Federation Road. Students will then walk around to the playground area using the southeast entrance. Once they have reached the playground area they can enter the cafeteria from the north entrance. Pick up procedures are the same. For children's safety and the safety of drivers, please do not drop students off on Grandview Street. **The west side of the building is designated for bus drop off and pick up ONLY as well as faculty parking.** Visitor parking is on the south side of the building.



STUDENT INJURIES & INSURANCE

Even with the greatest of precautions and the closest 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 their child be injured at school. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians.

The district carries only legal liability insurance. Parents, please be prepared to pay for your child's possible medical expenses. An Independent Insurance Company does make student insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

SCHOOL PICTURES



School pictures are taken in the fall and in the spring. Picture information will be sent home. There will also be an opportunity for retakes if your child is unable to attend school on picture day.

TECHNOLOGY/CHROMEBOOKS

Rock Creek Elementary uses Chromebooks in the classrooms to further extend learning through the use of technology. Kindergarten students use iPads. We are fortunate enough to have one-to-one with devices. Your student will be assigned a device at the beginning of the year. Students will be developing skills for research, typing, critical thinking, problem solving, collaboration and other 21st century skills. Students will have access to one weekly lesson with the computer teacher.



TELEPHONE USE



Students may use the telephone in case of emergencies, illness, or by permission from the staff. There are telephones in all classrooms so, if you receive a call from the school, you will have to identify your child or children to determine who called you.

TEXTBOOKS AND SUPPLIES

All basic hardbound textbooks are loaned to students for their use during the school year. Books loaned to students must be returned in a condition similar to that when it was issued or the student will be charged for the book. Supply lists can be found on the school or district website. Contact the school's counselor if your child is in need of supplies.

ELECTRONIC DEVICES

The use of personal electronic devices during school hours is prohibited. Students are not to use cell phones/smart watches to call/text parents during school hours. **If there is a change in the way your child is getting home, please contact the office prior to 2:45 pm for a note to be delivered prior to dismissal.** Parents are not to call/text their child's cell phones/smart watches during school hours. Office/classroom phones will be used for parent-child communication as deemed necessary by the teacher. Phones/smart watches are to be kept in backpacks. We cannot be responsible for lost, stolen, or damaged electronic items. Any electronic device used or powered on during school hours will be confiscated until parents pick it up from the office.

VOLUNTEERS

All adults who want to volunteer must fill out a volunteer background check request form and provide your driver's license. This form can be found on the district website and brought to the front office. No adult can participate on field trips or volunteer in classrooms without receiving prior and proper approval. This is a district requirement policy to ensure the safety of our students.

PTO

The Rock Creek PTO exists to increase parent involvement in the school setting for the improvement of our school. They will promote communication, support and volunteerism. They may sponsor many educational opportunities for our students and family activities to our school. We encourage all parents to join and participate in the valuable work of the Rock Creek PTO.



DISTRICT SUBSTANCE ABUSE POLICY & PROCEDURES

The complete policy is available at www.tfsd.org/YourDistrict/Policy

The board of trustees recognizes that student use of chemical substances, including alcohol, is a serious problem of utmost concern in our society. Drug, alcohol, and tobacco use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco, and controlled substances—creates educational, economic, and legal problems.

The following is a brief description of the district policy:

Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district's drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
2. He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs, or related paraphernalia, on school premises;
4. He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
5. He or she is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises;
6. He or she is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises.

ALCOHOL OR CONTROLLED SUBSTANCES VOLUNTARY DISCLOSURE

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis; and
2. Notification of the disclosure and availability of counseling is provided to the student's parent/guardian.

ALCOHOL OR CONTROLLED SUBSTANCES REFERRAL TO LAW ENFORCEMENT

Once a student is reasonably suspected of being in violation of the law and this policy regarding alcohol or controlled substances, regardless of any previous voluntary disclosure, the building principal or designee will immediately notify the student's parent or guardian and report the incident to the local law enforcement agency.

ENFORCEMENT PROCEDURES

1. **Suspension/Expulsion**
2. **Referral to Law Enforcement**
3. **Search and Seizure**
4. **Parent Contact**
5. **Conduct Contract**
6. **Drug, Alcohol, and Tobacco Assessment/Treatment**

NON-DISCIPLINARY PROCEDURES

Non-disciplinary procedures will apply to students who self-refer or who are referred by parents, peers, staff, or through other referrals. Students who voluntarily reveal to professional staff members that they have been or are involved in the use of controlled substances/drugs, and students who turn in controlled substances/drugs to a staff member for disposal will have the confidentiality and anonymity of their communications fully respected. Individuals who are concerned about a student's behavior or possible chemical involvements should contact the Student Assistance Specialist and/or school administration.

FERPA NOTICES (FAMILY EDUCATION RIGHTS & PRIVACY ACT)

Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. The full FERPA document can be found at:

<http://www.tfsd.k12.id.us/tfsd/Forms/FERPA%20Notice%202015-16.pdf>

Twin Falls School District

Attn: Eva Craner

201 Main Ave. W

Twin Falls, ID 83301

The Twin Falls School District has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address (e-mail)**
- **Photograph** *of the student used by the district for recognition of student achievement and community relations, including, but not limited to, publication in the district's or school's newsletters, in the school setting and on the district's or school's web site;*
- **Major field of study**
- **Date and place of birth**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic team**
- **Dates of attendance, degrees and awards received**
- **Most recent previous school or school district**

MEDIA RELEASE

Throughout the course of the school year, the media may be in our schools or at school sanctioned events to cover our activities. The majority of the media coverage featuring students is considered human interest stories that do not contain sensitive subject matter or are not controversial in nature. Often, reporters are present at our request to showcase our students and teachers engaged in exciting educational activities.

The Twin Falls School District includes in its classification of directory information student names and photographic images of students participating in regular classroom or school-authorized events. This simply means that the media may publish and/or broadcast the names and photographs of students participating in school-related activities without prior parental consent. If you do not wish to have your child featured in any form of media, please sign the media portion of the FERPA Opt-Out Form, and we will exclude them from any media photos or publications. If you have not completed an Opt-Out Form, your student will be allowed to participate in human interest stories. The TFSD Student Opt-Out Form is located on the TFSD website at www.tfsd.k12.id.us under quick links for parents and students. *In instances where the building administrator has a concern about maintaining student confidentiality or the sensitive nature of media related stories, parental permission will be sought prior to allowing the student to participate.*

PPRA

PPRA affords parents and eligible students certain rights regarding the district's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to inspect and consent or opt out of:

1. The administration of surveys that contain questions from one or more of eight protected areas:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student and his/her family;
- Sex behavior and attitudes;
- Illegal, antisocial, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
- Religious practices, affiliations or beliefs; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

2. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing.

3. Any non-emergency, invasive physical examination or screening.

**If you have any questions regarding the information provided in this notice,
please contact Eva Craner at 733-6900.
Thank you!**

ROCK CREEK ELEMENTARY

850 Federation Road
Twin Falls, ID 83301
Ph: (208) 732-7565
Fax: (208) 732-7566



Teacher: _____

Grade: _____

Please complete the following form and return it to the classroom teacher.

This is to verify that _____ (student name)
and His/her parent(s) or guardian(s) have read the student handbook and agree to abide by
the rules stated in it.

Student signature: _____

Parent signature: _____

Date: _____

SAWTOOTH ELEMENTARY



STUDENT – PARENT HANDBOOK

2023-2024

www.sa.tfsd.org

****The information contained in this handbook does not supersede Twin Falls School District Policies.**

Sawtooth Elementary

2022-23 Bell Schedule



Monday 2:00 Release Schedule

Breakfast Begins	7:30
Playground Duty	7:45 – 8:00
Breakfast Duty	7:35 – 8:00
School Begins	8:00
Tardy Bell	8:05
AM Recess (K, 1)	9:45 – 10:00
AM Recess (2, 5)	10:00 – 10:15
AM Recess (3, 4)	10:15 – 10:30
Lunch	
Kindergarten	11:05 – 11:50
1st Grade	11:15 – 12:00
2 nd Grade	11:30 – 12:15
3 rd Grade	11:45 – 12:30
4 th Grade	12:15 – 1:00
5 th Grade	12:00 – 12:45
PM Recess (1, 2)	12:45 – 1:00
PM Recess (K, 3)	1:00 – 1:15
Dismissal	2:00

Tues, Wed, Thurs & Fri Schedule

Breakfast Begins	7:30
Playground Duty	7:45 – 8:00
Breakfast Duty	7:35 – 8:00
School Begins	8:00
Tardy Bell	8:05
AM Recess (K, 1)	9:45 – 10:00
AM Recess (2, 4)	10:00 – 10:15
AM Recess (3, 5)	10:15 – 10:30
Lunch	
Kindergarten	11:05 – 11:50
1st Grade	11:15 – 12:00
2 nd Grade	11:30 – 12:15
3 rd Grade	11:45 – 12:30
4 th Grade	12:15 – 1:00
5 th Grade	12:00 – 12:45
PM Recess (K,1)	1:30 – 1:45
PM Recess (3, 4)	1:45 – 2:00
PM Recess (2, 5)	2:00 – 2:15
Dismissal	3:00



Sawtooth Elementary

2022-23 Absence/Tardy Voicemail

208-732-7500

- It is for your child's safety that the teacher is notified of an absence/tardy.
- Please call in before 7:30 am to report absence/tardy.
- Do not call the office...notify teachers directly.

Steps to follow:

1. Call 208-732-7500
2. Enter the teacher's extension
3. Provide the date, parent name, student's name, and reason absent or tardy

<u>Teacher's Name</u>	<u>Grade</u>	<u>Extension</u>	<u>Room #</u>
Deanna Carter	Kindergarten	5835	Room 25
Amelia Johnson	Kindergarten	5824	Room 14
Melissa Trappen	Kindergarten	5831	Room 18
Debbie Stanger	Kindergarten	5836	Room 26
Stephanie Downing	1 st Grade Teacher	5811	Room 1
Teresa King	1 st Grade Teacher	5813	Room 3
Rachelle Straubhaar	1 st Grade Teacher	5814	Room 4
Kim Williams	1 st Grade Teacher	5812	Room 2
Anna Brand	2 nd Grade Teacher	5816	Room 5
Erin Brittain	2 nd Grade Teacher	5822	Room 6
Connie Cuellar	2 nd Grade Teacher	5818	Room 8
Emily Stephens	2 nd Grade Teacher	5817	Room 7
Lila Atkins	3 rd Grade Teacher	5820	Room 10
Amy Mink	3 rd Grade Teacher	5827	Room 12
Brittany Waschuk	3 rd Grade Teacher	5821	Room 9
Chelsea Kelly	4 th Grade Teacher	5828	Room 22
Joni Mottern	4 th Grade Teacher	5834	Room 21
Mary Rios	4 th Grade Teacher	5832	Room 24
Karen Wach	4 th Grade Teacher	5833	Room 23
Breanna Hugill	5 th Grade Teacher	5830	Room 20
Tesha Muecke	5 th Grade Teacher	5827	Room 19
Kirsten Stewart	5 th Grade Teacher	5829	Room 17
April Poutalie	Extended Resource Classroom	5819	Portable 2



Information Regarding Parent Right to Receive Teacher Information

Dear TFSD Parent:

Federal law requires that each school district receiving Title 1 funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

The Twin Falls School District schools receiving Federal Title I funds are: Bickel, Harrison, Lincoln, Sawtooth, Oregon Trail, Perrine, and Morningside Elementary Schools; Vera C. O'Leary Middle School, Robert Stuart Middle School, Bridge Academy, and Magic Valley High School. As a parent of a student attending a school receiving federal program funds, you have the right to know:

Is my child's teacher licensed to teach the grades and subject(s) assigned?

Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?

What is the college major of my child's teacher?

What degree or degrees does my child's teacher hold?

If there are instructional aides working with my child, what are their qualifications?

If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

Each school is to notify parents during registration at the beginning of the year and the Twin Falls School District will also post this "Parent Rights" information on the District Web site. To request the state qualifications for your child's teacher or instructional aide from the District Office, please contact Sonia DeLeon at 733-6900.

Sincerely:

Bill Brulotte, Director
Federal Programs, Policy and Grants

POLICY TITLE: Video Surveillance

POLICY NO: 3560

The Board believes that the use of videotaping equipment can make positive contributions to the health, safety, and welfare of all students, staff, and visitors to the District, as well as safeguard District facilities and equipment. Having carefully weighed and balanced rights of privacy of students, staff and visitors against the District's goal of ensuring the safety of every student, employee and visitor while they are on school district property and also accomplish the goal of safeguarding District facilities and equipment, the Board hereby authorizes the use of video cameras on District property as follows:

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Additionally, notices shall be posted on or about School District property alerting those on School District property that the district is utilizing the use of Video Surveillance.

Review of any video recordings is restricted to those who have a security, a safety or a legitimate educational interest.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Video tapes that are records of student and/or staff behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student and/or staff record and shall be subject to current law for the release of student record information and/or personnel record.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School District to investigate violations of School District policy.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video cameras may be installed in public locations as deemed appropriate by the Superintendent, and shall not be installed in areas with a reasonable expectation of privacy.

Audio shall not be part of the video recordings made, reviewed, or stored by the District.



Cross-Reference: 3570 Student Records

Legal Reference: Idaho Code Section 33-512
Family Educational Rights and Privacy Act (FERPA)

Policy History

ADOPTED: 8/11/14

ISBA

REVISED:

Twin Falls School District

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1. The right to inspect and copy the student's education records within a reasonable time from the day the District receives a request for access.** Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.

The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

When the student reaches eighteen (18) years of age, or is attending an institution of post secondary education, all rights and privileges accorded to the parent become exclusively those of the student.

- 2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

- 3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other person.

- 4. The right to a copy of any school student record proposed to be destroyed or deleted.**
- 5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

- name
- address
- photograph
- gender
- grade level
- birth date and place
- parents'/guardians' names and addresses
- academic awards, degrees, and honors
- information in relation to school-sponsored activities, organizations, and athletics
- major field of study
- period of attendance in school

- 6. The right to request that student directory information not be released to military recruiters and/or institutions of higher education.**

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Ave, SW

Washington, DC 20202-4605

FERPA Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Twin Falls School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Twin Falls School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Twin Falls School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not wish to have your child's directory information released, please indicate so on the *TFSD Student Opt-Out Form*, located on our website at www.tfsd.k12.id.us. Please understand that signing this form would exclude your child's directory information from any documents that are typically made public or relating to school-related organizations and activities such as:

- Yearbooks
- Alumni Directories
- Graduation Programs
- Honor Roll and other recognition lists
- Sports activity programs
- Theatrical programs
- District productions/publications
- Classroom or student pictures

If you do not want the Twin Falls School District to disclose directory information from your child's education records without your prior written consent, you must complete the Opt Out form by September 30, 2016 or two weeks from the date you receive this notice. If you do not have access to the internet, please contact the Twin Falls School District Office at 733-6900 and forms can be mailed to you. Please submit Opt-Out Forms to:

Twin Falls School District
Attn: Eva Craner
201 Main Ave. W
Twin Falls, ID 83301

The Twin Falls School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address (e-mail)
- Photograph (of the student used by the district for recognition of student achievement and community relations, including, but not limited to, publication in the district's or school's newsletters, in the school setting and on the district's or school's web site)
- Major field of study
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic team
- Dates of attendance, degrees and awards received
- Most recent previous school or district

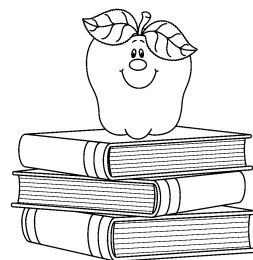
Media Release

Throughout the course of the school year, the media may be in our schools or at school sanctioned events to cover our activities. The majority of the media coverage featuring students is considered human interest stories that do not contain sensitive subject matter or are not controversial in nature. Often, reporters are present at our request to showcase our students and teachers engaged in exciting educational activities.

The Twin Falls School District includes in its classification of directory information student names and photographic images of students participating in regular classroom or school-authorized events. This simply means that the media may publish and/or broadcast the names and photographs of students participating in school-related activities without prior parental consent.

If you do not wish to have your child featured in any form of media, please sign the media portion of the FERPA OptOut Form, and we will exclude them from any media photos or publications. If you have not completed an OptOut Form, your student will be allowed to participate in human interest stories. The TFSD Student Opt-Out Form is located on the TFSD website at www.tfsd.org/departments/public-relations/student-privacy-rights-ferpa/. *In instances where the building administrator has a concern about maintaining student confidentiality or the sensitive nature of media related stories, parental permission will be sought prior to allowing the student to participate.*

Support Services



Counseling Services

Sawtooth has a full-time counselor available to work with students on a walk-in basis or on a more long-term basis. Parent permission is required for a student to see the counselor on a regular schedule. The counselor also conducts workshops and lessons for kindergarten through fifth grades on a variety of topics such as friendship skills, anger management, school success, preparing for middle school, and social skills. Parents or teachers may refer a child for school counseling.

Special Education Services

Students who qualify academically in the areas of Reading, Mathematics, and/or Written Language are eligible to receive special education assistance. Many federal and state regulations govern special education and there is a process to be followed if a student is to be referred for assistance. If you are concerned about your child's academic progress, please contact his/her teacher or an administrator.

Speech-Language Services

Speech and language therapy are available for any students who qualify. Unlike private practitioners, students qualify for speech and language assistance through the school if it is demonstrated that the child's difficulties with speech and/or language are affecting his/her ability to perform at school.

Occupational and Physical Therapy

The Twin Falls School District has a contract with occupational and physical therapists to provide services to Twin Falls students. To be eligible, it must be demonstrated that the child's difficulties affect school performance. If you have any questions about this program, please discuss with your child's teacher or an administrator.

Audiologist Services

The school district provides audiologist services for any students who qualify. Unlike private practitioners, students only qualify for this assistance through the school if it is demonstrated that the child's difficulties with hearing is affecting his/her ability to perform at school. The Twin Falls School District audiologist is available at Sawtooth by appointment. If you have any questions about this program, please discuss with your child's teacher or an administrator.

Title One Services

Sawtooth Elementary School is a School-wide Title I school. A Title I School-wide program allows funds from Title I, Part A of the Elementary & Secondary Education Act (ESEA), along with other Federal and non-Federal program fund and resources, to upgrade, reform, or improve teaching and learning in schools with the highest levels of poverty.

This school provides Title I assistance to students based on overall academic need. A school is ultimately responsible for the academic success of every member of its population. Student need is based on a variety of assessment data.

English Language Learner (ELL) Program

The ELL program is a federally funded program that provides assistance for students who have not mastered the English language. Sawtooth Elementary does not have a formalized ELL program. Students who are in need of ELL services can be transferred to one of the elementary schools that has an existing ELL Program. Contact the Sawtooth office if you have concerns about your child's acquisition of the English language at 208-733-8454.

Attendance

In keeping with Twin Falls School Board Policy 3041, Sawtooth expects students to be in attendance on a regular basis. The board of trustees of this district recognizes that, because time on task is very important to the education of students, it is necessary to establish and enforce attendance requirements.

If your student is going to be absent, please call 208-732-7500 and leave a message for your student's teacher verifying his/her absence. We also make a call to parents when we have an unverified absence. Please contact the school immediately if you receive this reminder.

Backpacks

Please check your child's backpack daily. During the school year, there will be special events for your child's classroom and/or grade level along with other important information from your child's teacher and/or the school office. Checking your child's backpack and looking for special notes will be very important to you and your child to stay informed. If you have any questions, please remember that your child's teacher is the first person to contact.

Bicycles

Bicycles are to be placed in the bike racks and shall remain there throughout the school day. Children riding bicycles should have locks to prevent theft. The school cannot be responsible for lost, stolen, or damaged bicycles. Bicycles are not to be ridden on the school property. Students need to walk their bikes on the sidewalks and blacktop when on school grounds.

Birth Certificates and Immunization Records

Every child entering school shall show, by legal birth certificate, his/her age. We must contact the Department of Health and Welfare and local law enforcement when this law is violated.

All students attending Idaho public schools must show proof of meeting the current immunization guidelines required by the State of Idaho or complete a waiver.

Bus Transportation

Students who are eligible to ride the bus are expected to comply with bus rules designed to ensure the safety of all students. Written parental permission must be given for students to ride a different bus or alter his/her regular schedule. Questions about bus transportation may be directed to the Mid-Columbia Bus Company at 208-733-8003.

Cell Phones and Electronic Devices (including smart watches)

Students are prohibited from using electronic communication and entertainment devices on school grounds during school hours. This includes cell phones, smart watches, tablets, or any other communication device. Devices must be powered off and secured in the student's backpack during the school day. Parents are not to call their child's cell phone or other electronic devices during school hours. Classroom phones will be used for parent-child communication as deemed necessary by the teacher. Any electronic device used or powered on (including call watches) during school hours will be confiscated until parents pick it up from the office.

Child Abuse/Neglect Reporting Requirements

Any school district employee or volunteer having reason to believe that any child under the age of eighteen (18) has been abused, abandoned, or neglected, or who observed the child being subjected to conditions or circumstances which had recently resulted in abuse, abandonment, or neglect, will report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare. Failure to report abuse, abandonment, or neglect will be a misdemeanor.

Computer Use Policy

The Twin Falls School District has a computer use policy (Policy #2960) that all parents and students must sign to allow students to use the school computers.

Crossing Guards

Crossing Guards are provided at the following intersection to assist students arriving at and departing from school safely: Madrona and Stadium crossing guard is available from 7:35-7:55 am and 3:00-3:15 pm. Students who need to cross need to get there as soon as possible after school releases. Please do not send students to school earlier than this for their safety.

Cyberbullying

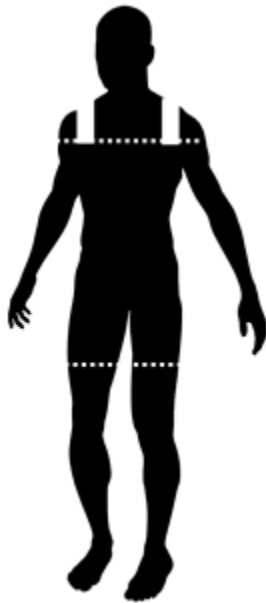
Cyberbullying will not be tolerated and discipline will be enforced if cyberbullying occurs. Cyberbullying is defined as the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or

other forms of information technology to deliberately harass, threaten, intimidate someone, or other hostile behavior by an individual or group. It may include such acts as making threats, sending provocative insults or racial or ethnic slurs, attempting to infect the victim's computer with a virus, or flooding an e-mail inbox with nonsense messages.

Dress and Grooming

In keeping with Twin Falls School District Policy 3260, students are to observe the following guidelines regarding student attire:

1. In general, clothing should cover the torso from armpit to armpit and extend down to mid-thigh. Tops must also have shoulder straps that are at least two inches in width. Undergarments must be covered. See the illustration below for reference:



2. See-through, torn, or mesh garments must have appropriate coverage underneath that meets the minimum requirements described above.
3. Pants must be worn at hip-level or higher. Clothing should not drag on the floor.
4. Appropriate footwear depending on the educational setting is required. Classes and activities that may have more stringent requirements include but are not limited to PE, Science, and CTE classes.
5. Students are prohibited from wearing or displaying any clothing, accessories, jewelry, piercings or tattoos, that depict, allude to, or promote any of the following:
 - Drug usage, including alcohol and tobacco;
 - Controlled substances of any kind;
 - Drug paraphernalia;
 - Gangs;
 - Violence, hate groups, racial separation;

- o A hate group is defined as a group whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, or ethnicity/national origin which differs from that of the members of the organization.
 - Sexually explicit, lewd, indecent, profane or offensive material; or
 - Illegal acts.
6. Excessive or extreme make-up, jewelry, accessories, or piercings that become a distraction or are prohibitive to the learning environment are not allowed.
 7. Gloves, mittens or other garments that cover the hands are not allowed to be worn in the school building.
 8. No pajamas or sleepwear are allowed.
 9. Hats, head coverings of any kind (including wearing the hood of a garment on one's head) and sunglasses are not allowed to be worn within the school building.
 10. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe are not allowed at school.

Building principals and/or IEP/504 teams may grant accommodations to the dress code policy for religious or health reasons.

If a child is dressed inappropriately as decided by an administrator, parents will be asked to bring a change of clothing to school for the student. If the parent cannot be contacted, the office may provide clothing to meet expectations. As a general rule, the dress code is consistent with Twin Falls School District Policy.

****Sawtooth may determine exceptions to this policy for special activity days and will advise parents of these exceptions in advance.**

Emergency School Closure

Occasionally, we are forced to close school because of unforeseen circumstances. A sudden storm that threatens to close the roads, power outages, or maintenance problems are some of the reasons school could be closed. You will have the option of having your child go directly home or stay at school where they will be picked up by a parent/guardian.

In the event of school closure while school is in session, your child's teacher will consult the emergency closure plan that you have given them and help your child follow your plan. In most cases the school buses will transport those students who normally ride a bus home.

Field Trips

Field trips to community agencies, businesses, or other locations can provide valuable information that coincides with a teacher's curricular goals. Teachers will inform parents of upcoming events and will send permission slips home. **Students will not be permitted to participate in a field trip without written permission from the parents.**

Food Service

Student Breakfast is \$1.55, reduced is .30, and begins at 7:30 am

Student lunches are \$2.90 and reduced lunches are .40.

Adult Breakfasts are \$3.30

Adult Lunches are \$4.55

Extra milk is \$.45

Free and reduced lunch application forms are available through the office. We encourage anyone who may qualify to apply. If your child was on free or reduced lunch last year, they will remain on the same program for the first 10 days of this year. **You will need to fill out a new form for eligibility each year.**



Lunch may be purchased daily or money can be paid in advance and put on the child's lunch account. A note will be sent home from the kitchen manager if your child has a negative balance. Please make checks payable to "Sawtooth Food Service" and be sure to include your child's name and grade on the check!

The breakfast/lunch menu will be available on the Twin Falls School District website.

Parents are always welcome to join their children for lunch at school. We do ask that you notify your child's teacher at the beginning of the day or call the office if you plan to join your child for lunch. This enables the kitchen to be sure to have enough meals for everyone.

Head Lice Policy

Head Lice (Pediculosis) is the infestation of the hair or skin with adult lice, larvae or nits (eggs). At the elementary level, to avoid embarrassment and to contain the infestation, whole classrooms will be checked for head lice upon the report of possible infestation by a classroom teacher. The principal, his/her designee, school nurse or another qualified professional will examine the child in question and their classmates. Siblings of students found with lice and their classmates may also be checked if there is the suspicion that infestation may exist. Due to the possible and very probable epidemic infestation of head lice in the school environment, anyone exhibiting head lice will be isolated immediately.

Any student found to have head lice will be removed from the classroom with their belongings. The parent/guardian and/or listed emergency contact will be contacted so they can pick up the student and begin treatment immediately. A student suspected of infestation will not ride the bus. The student will be held in the front office or the nurse's office until the parent/guardian arrives in order to avoid further infestation.

The student may return to school after being successfully treated so that no live lice or eggs are detected by the school nurse or a designated school official. The student's parent/guardian must accompany the student upon returning to school and remain present during the recheck. With the presence of nits or lice at the time of recheck, the student will continue to be excluded from school.

In the interest of the health and welfare of students enrolled in the District, no student will be permitted to attend classes if they are infested with head lice or the eggs of head lice.

All other children in the elementary school classroom where lice or nits have been reported will be checked and given a letter to take home explaining the situation and the need for parents to inspect their children carefully. Any child who is suspected of having lice will be treated with the utmost discretion.

Lost and Found

Please have your child's property well marked with his/her name. This applies especially to backpacks, lunch boxes, hats, coats, and gloves. If your child does lose something, there is an area designated for lost and found items on the coat rack between the cafeteria and the kindergarten classrooms. Smaller items, such as jewelry, will be placed in the office. Please check the lost and found area if your child is missing any items. Each year, clothing is sent to a charitable organization if left unclaimed for an extended period of time.

Medical Policy

The procedure of administering medications specifically concerns pupils with chronic illness or disability requiring medication prescribed by a physician during the school day. Only in those cases where failure to take the prescribed medications would jeopardize the child's health should the school's designated personnel administer or supervise the administration of a prescribed medication. Such administration will be in accordance with the following guidelines to avoid any legal liability for mishaps associated with the administration of the medication:

1. The school will provide the student's parent or legal guardian with a copy of the form entitled, "Physician's Medication Order for School Administration."
2. One form must be completed for each medication that the student is to receive and must be signed by the physician prior to administration of medication. Forms must be renewed with each change in dosage.
3. The medication must be in its original container with the student's name, physician's name, drug name, schedule of administration, dosage, and date clearly marked. If this information is not clearly displayed, the school cannot accept the medication.
4. All medications will be stored in a refrigerator, lockable cabinet, or file in the school office.
5. When the "Physician's Medication Order for School Administration" form is brought to school, it may be kept either with the medication or filed alphabetically in a separate cabinet.
6. Designated school personnel will dispense over-the-counter medication only within the framework of this policy; i.e., only if requested to do so by the physician through the Physician's Medication Order for School Administration.
7. At the designated time(s), the student should come to the office to receive his/her medication. The student will be asked his/her name, the name will be checked against the name on the prescription container, and the student will be observed taking the medication.
8. When the medication is completed, the physician's medication order will be placed in a central file until the end of the school year. Medication records will be retained in accordance with school district policy.
9. The principal's designee will be responsible for reviewing each school's medication system and for the periodic review of individual student medication records.

Students who are able to self-administer specific medication may do so provided all of the following conditions are met:

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 teacher(s) are informed that the student is self-administering prescribed medication.

Non-Prescription (Over the counter) Medications

1. The parent/guardian must fill out a form (available in the office) that non-prescription medication be given during school hours. Specific directions for administering the medication and the parent's/guardian's signature must be received before any medication will be given to a student.
2. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container.
3. All medications must be turned into the school office for safe keeping. Students may not keep medications in the classroom.

****Please see Policy 3510 of the Twin Falls School District Policy Manual to review the entire policy at www.tfsd.org.**

Parent Etiquette

In order to help children take advantage of instructional time we ask parents to help in the following ways.

1. Help your child get to school by 8:00 am so that they can get to class without having to get a tardy slip. If your child needs to eat breakfast, have them at school by 7:30 am. If a child needs to be given a message concerning where they are to go after school, call your child's teacher's extension and leave a message before 2:30 pm.
2. All parents must enter the school through the front doors and check in at the office before going to a room. For the safety of our students and to help eliminate disruptions to classrooms, teachers may not allow entrance into the classroom through the classroom outside doors.
3. Parents who need to visit with the teacher are asked to call and make an appointment. Please do not try to hold a parent-teacher conference during the day, during an Open House, etc. Neither the parent nor the teacher can devote the time it requires for good communication.
4. You are always welcome to have lunch at school. Be sure to notify the kitchen if you plan to eat with us.
5. For the safety of our students and to eliminate disruptions to classrooms, please do not come into the school at the end of the day to pick up your child in the hallways. Arrange to meet your child after school at an outside location, this includes ALL grades and students.
6. Parent Volunteers for Classroom and field trips: No additional children are allowed to attend field trips with parent volunteers other than those who are in the class that is taking the trip. Volunteers must pass a background check before accompanying students on field trips. Also, those wishing to volunteer in the classroom must pass a background check.

7.____If you have a concern about a situation that happened at school please call the school as soon as possible. We are happy to look into parental concerns and it is easier to do so on the day that a situation occurs.

Parent Pick Up

School is dismissed at 2:00p on Mondays and at 3:00p Tuesday through Friday. Students are dismissed from their classroom exterior doors. Kindergarten students who need to be picked up can be picked up on the east side of the building. Please do not block the bus lanes (marked in red and blue) for the ERC program. All students who ride the bus will load the bus at the west parking lot. Students in grades 1-5 who are waiting to be picked up, will wait at the blue buddy bench on the grass until either their parent(s) arrive or their vehicle is at the pick up location. To promote student safety, students will not be permitted to walk onto the parking lot or streets without their parent(s). If you need to park and get out of your car, use the parking lot or park on the street.

Parent-Teacher Conferences

Report cards are issued four times a year. Parent-Teacher conferences are scheduled for students after 1st and 3rd quarters. However, we welcome conferences with parents any time during the year. We sincerely believe that open communications between parents, teachers, and students is essential to our common goal.

PTO

Sawtooth Elementary has an outstanding PTO! Our parents are very active in the education of their students. Monthly meetings are held at the school and many activities are sponsored by the PTO throughout the year. Please call or inquire at the school office for more information.

Public Displays of Affection

No Public Displays of Affection are allowed on school property such as holding hands, kissing or hugging.

Recess

Please make sure children are dressed appropriately for the weather. Students will only be kept inside for recess if they have a doctor's note stating they must stay in.

*In extreme weather, we will either keep all students in at recess or shorten recess.

Release of Student Information

The biological parents of our students are entitled to information regarding their children. The exception to that school policy would be if the legal system has issued an order restricting that exchange of information. If there is such an order on your child/children, you will need to provide the school office with a copy of that order so that we may act accordingly. Information will be released to a third party only with written parental consent or with a court order.

School Parties

Three special portions of the day will be set aside for Halloween, Christmas, and Valentine's Day parties. Please contact your child's teacher or room parent if you are interested in helping with these activities.

Skateboards, In-line skates, Heelys and Scooters

Skateboards, in-line skates, Heelys, and scooters will not be allowed to be used on school property.

Student Drop- Off

Students are to be dropped off and picked up in the semi-circles in front of the school. During the morning drop off time before school, there is no parking in the red zone. Park only in the right lane of the drop-off/pick-up zone so there is plenty of room to go around cars.

Substance Abuse Policy and Procedure

Philosophy

It is the Idaho Legislature's intent that parental involvement in all aspects of a child's education in Idaho public schools be part of each district's policy. Drug prevention programs and counseling for students, including those over the age of eighteen (18) who continue to be enrolled, under the custody and care of the schools are included in this intent.

The Board of Trustees recognizes that student use of chemical substances, including alcohol, is a serious problem of utmost concern in our society. Drug, alcohol, and tobacco use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco, and controlled substances—creates educational, economic, and legal problems.

Policy

Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district's drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
2. He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs, or related paraphernalia, on school premises;
4. He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;

5. He or she is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises;
6. He or she is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises.

Alcohol or Controlled Substances: Voluntary Disclosure

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis; and
2. Notification of the disclosure and availability of counseling is provided to the student's parent/guardian.

Tardies

Students will be counted tardy if they have not arrived in their classroom by the 8:05 bell. Late students will need to check in at the office before going to class.

Toys and Other Personal Property

Students are encouraged to leave most toys at home. The school is not responsible for lost or broken toys or other personal property. Students may bring toys to be used at recess such as balls and Frisbees, but we would prefer that only outside play equipment come to school. Toys that can be dangerous to others are prohibited. (i.e. darts, toy guns, knives, bows and arrows, etc.)

Transfers (in-district and out-of-district)

Parents need to complete the Student Transfer request and submit it to the requested school. Parents will be informed of denial or acceptance of transfer request.

Visitors

Parents are welcome to visit school. If you need to conference with your child's teacher, please send a note, an email, or call in to request an appointment. Schedule the appointments in advance, as it is impossible for a teacher to confer with a parent during class time.

Volunteers

If you are interested in volunteering in any area at school, please contact the office or your child's teacher. Volunteers are required to pass a background check obtained online at the Twin Falls School District website. Volunteers are required to check in and obtain a visitor sticker at the office each time they visit the school. We appreciate your willingness to volunteer and help our staff and students.

For the safety of your younger children and for the best educational opportunity for our students, we ask that preschool children not be brought while you are doing volunteer work.

Weapons

Absolutely no weapons are allowed on school grounds. Weapons include: all knives, firearms, pellet guns, cap guns, play guns, B.B. guns, bows and arrows, darts, brass knuckles, ammunition, etc. The Twin Falls School District may expel students who have a dangerous weapon on campus or during the time they are using school transportation pursuant to Idaho Code 18-332d and the Gun Free School Act, as amended in Elementary and Secondary Education Act of 1965 (ESEA). Discipline will be administered according to Idaho Code Section 33-205, Part B of the Individuals with Disabilities Act (IDEA), and Section 504 of the Rehabilitation Act.

**Please see Policy 3730 of the Twin Falls School District Policy Manual to review the entire policy at www.tfsd.org.

Written Communications

The staff and administrators make every effort to keep in close communication with our parents for the benefit of our students. As a result, you will receive regular written communications from the school informing you of various activities that affect your child. It will be most helpful if you ask your child on a regular basis if he/she has any notes from school and check backpacks daily.

Sawtooth Elementary is a Title I Schoolwide School

What is Title I Schoolwide?

A Title I Schoolwide program allows funds from Title I, Part A of the Elementary & Secondary Education Act (ESEA), along with other Federal and non-Federal program funds and resources, to upgrade, reform, or improve teaching and learning in schools with the highest levels of poverty.

How was this school chosen to participate?

This school provides Title I assistance to all students, based on overall economic need.

Which students in the school participate in the Title I Schoolwide program?

In a School wide program, identification of specific individual children is not required. Instead, at-risk groups within the whole school are identified for intervention. A school is ultimately responsible for the academic success of every member of its population.

How is a student chosen to participate?

All students may participate.

Student need is based on a variety of assessments, including the Idaho State Assessment Test (ISAT) and the Idaho Reading Indicator (IRI), to determine their level of proficiency.

How does the program work?

Title I, Resource, ELL teachers, Instructional Coaches, and Para educators provide reading and/or math assistance. Para educators may work in the classrooms with small groups of students under the classroom teacher's direction. Some students may work in the Title I, Resource, or ELL room with a support teacher or para educators on skills needed to bring them to grade level.

How does this benefit my student?

All students benefit from increased teaching manpower and small group instruction. Through the use of certified teachers and paraprofessionals, every student is targeted for Title I assistance and has the opportunity to receive intensive instruction. Students are accelerated so that they will be able to meet or exceed district and state standards.

What is a school-parent compact/partnership?

Under Title I federal law, all schools receiving Title I funds have developed a compact (a type of agreement) between the home and school where all parties agree to work together to provide the best possible education for their student.

From parent to parent:

The existence of the Title I Schoolwide program in our schools provides valuable opportunities for our students. Title I is a federally funded program and there is a need for local oversight and parental input into how the program should operate. You are urged to find out more about Title I and to become involved in the education of your student.

We want your child to be successful. In order for that to happen, we know that we must work together and support one another in that effort.

Please read and sign this agreement, signifying your support.

Student Responsibility

❖ Responsibilities

- ✓ I will strive for 100% attendance, including no tardies or early pick-ups.
- ✓ I will treat all school staff with respect.
- ✓ I will treat my fellow students with respect.
- ✓ I will follow all school rules and procedures responsibly.
- ✓ I will give my best effort at schoolwork, even when it seems difficult.
- ✓ I will pay attention in my classes, and participate in class activities.
- ✓ I will ask for help when I need it.
- ✓ I will complete all homework assignments.

Parent Responsibility

❖ Communication

- ✓ Attend scheduled conferences and meetings with staff.
- ✓ Let the school know about any characteristics, problems, or medical concerns pertinent to your child.
- ✓ Read notes and respond in a timely manner.
- ✓ When you have a concern or problem; contact the persons involved and discuss the matter.

❖ Support Learning

- ✓ Check for homework and progress reports on a regular basis.
- ✓ Provide a time and place to do homework, and check to see that it is being done.
- ✓ Guide and encourage your child to do well.
- ✓ Strive for my child to have 100% attendance, including no tardies or early pick-ups.

❖ Provide Mutual Support

- ✓ Volunteer and visit the school as often as possible, as well as attending parent-teacher conferences.
- ✓ Attend organized events.
- ✓ Speak positively about the school and staff.
- ✓ Parents will be invited to attend curriculum training.

School Responsibility

❖ Communication

- ✓ Rules and expectations will be sent home at the first of the year, both school-wide and classroom.
- ✓ Academic progress reported regularly—formal reports at midterm and the end of the quarter.
- ✓ Phone calls and emails returned in a timely manner. (The same day if possible.)
- ✓ Correspondence sent home in parents' home language if necessary and when possible.

❖ **Support Learning**

- ✓ Teachers will teach the district curriculum as has been developed, and will provide a progressive and quality education with technology integration.
- ✓ Provide a safe, respectful, and responsive school environment.
- ✓ Teachers will use effective instructional strategies.
- ✓ When needed and when possible, students will have additional instructional time in the form of summer school and Title One teachers.

❖ **Provide Mutual Support**

- ✓ Survey parents for volunteering interests.
- ✓ Make phone calls when there is a problem or concern.
- ✓ Provide programs, activities, and events that encourage learning and are of interest to students and families.
- ✓ Parents will be provided training on the classroom subjects when requested.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Teacher Signature _____ Date _____





**Twin Falls School District #411
Mobile Computing Device Use Agreement**

**2960F2
Page 1 of 1**

This agreement is required for students who are individually assigned district-owned computing devices.

This agreement is valid for the 20xx-20xx school year.

STUDENT

- I understand and agree to the terms of the Computing Device and Network Acceptable Use Policy. Should any policy violation or misuse of the district-owned device occur while it is in my custody, I understand that I may lose the privilege of the device out of the classroom, may lose access to it entirely, or may face other disciplinary action.
- I accept full responsibility for the secure handling and safeguarding of the district-owned device. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or school administrator.

Student First Name: _____ Last Name: _____ Phone: _____

Student Signature: _____ Date: _____

Physical Address (Street, City, Zip Code): _____

PARENT/LEGAL GUARDIAN

If the student is under 18 years of age, a parent or other legal guardian must complete the section below.

- I have read the Computing Device and Network Acceptable Use Policy and explained it to my child. If any policy violation or misuse of a district-owned device occurs while it is in my child's custody, I understand that my child's access to the device may be limited, suspended, or terminated, and that my child may face other disciplinary action.
- I understand that my child is responsible for the secure handling and safeguarding of the district-owned device. I understand that if my child is found to have deliberately or negligently damaged or lost the device, I will be financially responsible for reasonable repair or replacement costs.
- I understand that I will be responsible for monitoring my child's use of the device outside the school setting.

Please Check One

☐ My child is allowed to take assigned district-owned devices off the school campus.

OR

☐ I **do not** want my child to take assigned devices off the school campus.

Parent/Legal Guardian Full Name: _____ Phone: _____

Parent/Legal Guardian Signature: _____ Date: _____

Physical Address (Street, City, Zip Code): _____