

Pillar Falls Elementary



Student Handbook
2018-2019

-----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.
- Do not call the office . . . please notify the teacher directly.

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
Rebecca Ball	Kindergarten	5612	108
Kristin Tahiri	Kindergarten	5613	110
Kerrienne Burch	1 st grade	5614	132
Anza Fullmer	1 st grade	5615	133
Gail Kelley	1 st grade	5616	129
Lisa Moulson	1 st grade	5617	128
Katie Impomeni	2 nd grade	5618	145
Sheli Hulet	2 nd grade	5619	146
Kathie Jones	2 nd grade	5620	150
Suzie Olson	2 nd grade	5621	149
Pam Hill	3 rd grade	5622	206
Julie Osborn	3 rd grade	5623	205
Kristina Wiesmore	3 rd grade	5624	208
Stephanie Allred	3 rd grade	5625	209
Jennifer Tingey	4 th grade	5648	217
Eva Filas	4 th grade	5626	224
Krista Vining	4 th grade	5627	223
Noelle Wagner	4 th grade	5628	222
Alexa Messmer	4 th grade	5629	221
Angella Enders	5 th grade	5630	238
Robin Mason	5 th grade	5637	236
Gaelene Mueller	5 th grade	5631	239
Rachael Simson	5 th grade	5633	237

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 Mike Gemar, 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 Western States 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 GUARDS

A crossing guard will be provided at the intersection of Hankins Road and Stadium Blvd. to assist students in arriving at school safely. Students are not to cross the streets at these 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

In keeping with Twin Falls School District Policy 517, 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 torn, or revealing attire is permitted.
3. Shorts and skirts must be no shorter than mid-thigh at the elementary level (K-5) and just above the knee at the secondary level (6-12).
4. Pants must be worn at hip-level or higher (no excessive bagging or sagging).
5. No pajamas, slippers, or sleepwear of any kind is allowed.
6. Hats or head coverings (including sunglasses) of any kind are not allowed.
7. Shoes must be worn at all times.

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;
- Sexually explicit, lewd, indecent, or offensive material; or
- Illegal acts

8. Visible body piercing or magnetic/glued jewelry on face, eyes, arms, hands, tongue, and feet is prohibited. Earrings and nose studs are allowed. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe is not allowed at school.

9. Excessive or extreme make-up is not allowed. (Pillar Falls would appreciate not wearing face paint or hair paint to school as well).

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

Disciplinary actions for violation of this policy may include suspension and/or expulsion. The building administrator or designee may determine appropriate attire options for special activity days.

Clothing may not be disruptive to the educational functions of the school.

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 will provide clothing to meet expectations. As a general rule, the dress code is consistent with Twin Falls School District Policy.

****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 \$2.85 Reduced lunches are \$.40.

Breakfast is \$1.50 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.



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.

Twin Falls School District #411

2960F1

Computing Device and Network Acceptable Use Agreement

School district computing device and network users are expected to act in a responsible, ethical, and legal manner, in accordance with district policy and the laws of the State of Idaho and the United States. The computing devices and network are provided to further the district's stated educational goals only, and they are to be used by authorized individuals only. Individuals using these systems are subject to having all activities monitored by IT or other security personnel. Anyone using these systems expressly consents to such monitoring.

It is possible for all users of the Internet, including your child, to access information that is not intended for minors. Although the district has taken reasonable steps to ensure that the Internet connection is used only for purposes consistent with the curriculum and that inappropriate sites as defined by the Children's Internet Protection Act are filtered, the district or school cannot entirely prevent the availability of inappropriate material on the Internet. Further, it is possible that a determined user may make use of computing device or network resources for inappropriate purposes. Deliberate misuse of the computing devices, the network, or the Internet may result in disciplinary action as outlined in the Computing Device and Network Acceptable Use Policy.

Curriculum for students will include instruction on Internet safety topics, including appropriate online social interaction. I understand that my child is expected to use good judgment and follow the guidelines of the Computing Device and Network Acceptable Use Policy.

With school administration and teacher approval, your child may be allowed to use, but will not be required to use, his or her own electronic devices during class time for educational purposes. The school district cannot be responsible for the content accessed via a student's own voice, messaging, or data services. The district will not pay for or reimburse for any voice, messaging, or data charges incurred by a student's use of his or her own device. The school district does not assume liability in the event of lost, stolen, or damaged devices.

Please Check One

Yes, my child may use his or her own electronic devices at school.

No, my child may not use his or her own electronic devices at school.

I have discussed the information contained in the Computing Device and Network Acceptable Use Policy with my child. Should my child breach the policy guidelines, I understand that my child may lose privileges relating to the use of computing devices and the Internet or be subject to other disciplinary action. I agree to indemnify and hold harmless the school district, the trustees, administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his or her access to such networks or his or her violation of district policy. Further, I accept full responsibility for supervision of my child's use of his or her access account(s) and/or use of district-owned devices, if and when such use is not in the school setting. I give my child permission to use a district provided account(s) to access the district's computer network, the Internet, and Internet sites.

Parent Name (please print)

Student Name (please print)

Parent Signature

Student Signature

Date

Date

Twin Falls School District #411

2960F2

Mobile Computing Device Use Agreement

This Agreement is valid for the 2016-2017 school year only.

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Computing Device and Network Acceptable Use Policy regarding district-provided computing devices. Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device, or may lose the privilege of taking it home, and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for the school year listed above. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher, administrator, or IT personnel.

User's Name (Print): _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: I am 18 or older I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian: If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.

As the parent/guardian of the above student, I understand my child's responsibility in the use and care of the device and my financial responsibility in the event my child loses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if he/she is found to be responsible for deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair or replacement costs.

I have read the Computing Device and Network Acceptable Use Policy and explained it to my child. I understand that if any violation or misuse of the device occurs while it is in my child's custody, his/her access privileges to the Internet or use of a mobile computing device can be suspended or terminated, that he/she will forfeit any fees paid for use of the device, and that he/she may face other disciplinary measures, regardless of whether the misuse was committed by him/her or another person.

I understand that I will be responsible for monitoring my child's use of the device outside the school setting.

I do not wish my son/daughter to take the device home at this time.

Parent/Legal Guardian Name (Print): _____ Home Phone: _____

Parent/Legal Guardian Signature: _____ Date: _____

Address: _____