

# **SAWTOOTH ELEMENTARY**



## **STUDENT – PARENT HANDBOOK**

**2023-2024**

[www.sa.tfsd.org](http://www.sa.tfsd.org)

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

## Sawtooth 2023-2024 Bell Schedule

<b>Monday 2:00 Release Schedule</b>		<b>Tues, Wed, Thurs &amp; Fri Schedule</b>	
Breakfast Begins	7:30	Breakfast Begins	7:30
Playground Duty	7:45 – 8:00	Playground Duty	7:45 – 8:00
Breakfast Duty	7:35 – 8:00	Breakfast Duty	7:35 – 8:00
School Begins	8:00	School Begins	8:00
Tardy Bell	8:05	Tardy Bell	8:05
AM Recess (K, 1)	9:45 – 10:00	AM Recess (K, 1)	9:45 – 10:00
AM Recess (2, 5)	10:00 – 10:15	AM Recess (2, 4)	10:00 – 10:15
AM Recess (3, 4)	10:15 – 10:30	AM Recess (3, 5)	10:15 – 10:30
Lunch		Lunch	
Kindergarten	11:05 – 11:50	Kindergarten	11:05 – 11:50
1st Grade	11:15 – 12:00	1st Grade	11:15 – 12:00
2 <sup>nd</sup> Grade	11:30 – 12:15	2 <sup>nd</sup> Grade	11:30 – 12:15
3 <sup>rd</sup> Grade	11:45 – 12:30	3 <sup>rd</sup> Grade	11:45 – 12:30
5 <sup>th</sup> Grade	12:00 – 12:45	5 <sup>th</sup> Grade	12:00 – 12:45
4 <sup>th</sup> Grade	12:15 – 1:00	4 <sup>th</sup> Grade	12:15 – 1:00
PM Recess (1, 2)	12:45 – 1:00	PM Recess (K, 1)	1:30 – 1:45
PM Recess (K, 3)	1:00 – 1:15	PM Recess (3, 4)	1:45 – 2:00
		PM Recess (2, 5)	2:00 – 2:15
Dismissal	2:00	Dismissal	3:00



# **Sawtooth Elementary**

## **2023-24 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 <sup>st</sup> Grade Teacher	5811	Room 1
Teresa King	1 <sup>st</sup> Grade Teacher	5813	Room 3
Rachelle Straubhaar	1 <sup>st</sup> Grade Teacher	5814	Room 4
Kim Williams	1 <sup>st</sup> Grade Teacher	5812	Room 2
Anna Brand	2 <sup>nd</sup> Grade Teacher	5816	Room 5
Erin Brittain	2 <sup>nd</sup> Grade Teacher	5822	Room 6
Connie Cuellar	2 <sup>nd</sup> Grade Teacher	5818	Room 8
Emily Stephens	2 <sup>nd</sup> Grade Teacher	5817	Room 7
Chelsea Kelly	3 <sup>rd</sup> Grade Teacher	5821	Room 10
Amy Mink	3 <sup>rd</sup> Grade Teacher	5827	Room 12
Breanna Hugill	3 <sup>rd</sup> Grade Teacher	5820	Room 9
Joni Mottern	4 <sup>th</sup> Grade Teacher	5834	Room 21
Mary Rios	4 <sup>th</sup> Grade Teacher	5832	Room 24
Karen Wach	4 <sup>th</sup> Grade Teacher	5833	Room 23
Brittany Waschuk	5 <sup>th</sup> Grade Teacher	5829	Room 20
Garrett Glasheen	5 <sup>th</sup> Grade Teacher	5845	Room 19
Jamie Glover	5 <sup>th</sup> Grade Teacher	5830	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 Website. 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:

Ryan Nehsmith, Director  
Federal Programs, Policy and Grants

NCLB 1111(h)(6)

**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](http://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

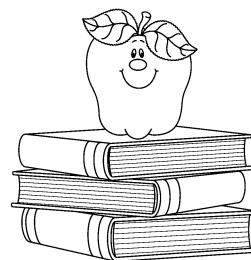
# Media Release

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/](http://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.

## **Sawtooth School Information and Policies**

### **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 may 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

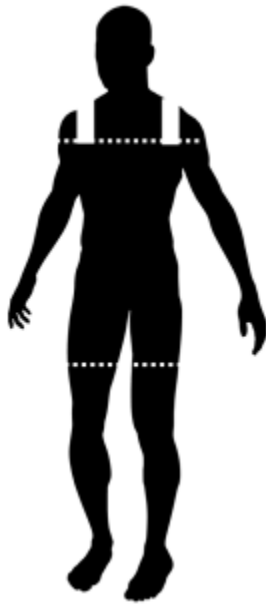
Cyberbullying will not be tolerated and discipline will be enforced if cyberbullying occurs.

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.

## Fun Friday

Attendance is a key part of student success. Fun Friday will take place once a month. This is a time for students and staff to celebrate together. Participation in Fun Friday requires the following: no more than 3 tardies and no unverified absences in the previous calendar month. All students are eligible to attend Fun Friday during the month of August.

## 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](http://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 2:00pm on Mondays and at 3:00pm 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 1<sup>st</sup> and 3<sup>rd</sup> 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](http://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.

## **Parent Involvement Partnering for Success Through TITLE IA**

Dear Parent,

The Twin Falls School District urges all parents to partner with their child's teacher and school to ensure that each child has every opportunity for a positive school experience and high achievement. Our district Parent Involvement Policy for Title IA schools outlines the actions and activities we offer to enhance this partnership. Parents may access the full policy through the link on the Twin Falls School District web page: see Policy # 677.10 and 677.10P or via the District Policy Manual located in each school.

As stated in the policy, our school:

Has a Building Leadership Team that includes parent representatives. Parents may contact the principal for further information or to volunteer to serve on the committee.

Encourage the participation of parents from minority groups on the Building Leadership Team and in the PTO/PTA.

Will hold conferences with parents regarding their student's academic progress, including progress on the SBAC and other federal and state assessments.

Keep on file a Parent/School Compact which defines the expectations of parents, teachers, and students to ensure a productive, positive school year.

**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 \_\_\_\_\_





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 devices and network are provided to further the district's stated educational goals, 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 (CIPA) 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 devices 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. Students are 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 user accounts and the use of district-owned devices when such use is not in the school setting. I give my child permission to use district provided user accounts to access the district's data network and the internet.

\_\_\_\_\_  
Parent or Guardian Name (please print)

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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): \_\_\_\_\_