

# HEYBURN ELEMENTARY PARENT/STUDENT HANDBOOK 2023-2024



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# Heyburn Elementary

## “Home of the Lumberjacks”

### TABLE OF CONTENTS

ACCIDENT REPORTS / INJURIES .....	6
ARRIVAL / DISMISSAL .....	6
ARTICLES PROHIBITED AT SCHOOL.....	6
ATTENDANCE & TARDIES.....	6
TARDIES .....	8
BATHROOM ETTIQUETTE .....	8
BEHAVIOR.....	8
BICYCLES, SCOOTERS, & SKATEBOARDS .....	8
BREAKFAST / LUNCH INFORMATION.....	8
BUS RULES AND EXPECTATIONS.....	9
CALENDAR .....	10
CHARACTER EDUCATION .....	11
COLD WEATHER AND RECESS.....	11
CONCERNS.....	11
CONTROVERSIAL ISSUES & ACADEMIC FREEDOM .....	12
DAILY SCHEDULE .....	12
DRUG, ALCOHOL, & TOBACCO POLICY .....	13
ELECTRONIC COMMUNICATION DEVICES .....	13
EMERGENCY BUSING.....	13
FAMILIES AND STUDENTS IN HOUSING TRANSITION .....	13
FOOD ITEMS .....	14
HARASSMENT POLICY.....	15
HEAD LICE POLICY.....	15
HEYBURN KIDS’ CLUB (HEYBURN BEFORE SCHOOL, AFTER SCHOOL, & SUMMER PROGRAM) .....	15
HOMEWORK PHILOSOPHY .....	15
IMMUNIZATIONS.....	16
ITEMS FROM HOME .....	16

LEAVING EARLY / ARRIVING LATE.....	16
LOST AND FOUND.....	16
LUNCH SCHEDULE .....	17
MEDICATION .....	17
OPEN ENROLLMENT .....	18
PARENT / TEACHER CONFERENCES .....	18
PARENTS, VISITORS, & VOLUNTEERS .....	18
PETS AND ANIMALS .....	18
PHYSICAL EDUCATION .....	19
POLICIES AND GRIEVANCE PROCEDURE.....	19
SECTION 504, TITLE VI, TITLE VII AND TITLE IX DISCRIMINATION AND SEXUAL HARASSMENT.....	19
R.T.I. (Response To Intervention Team) .....	21
SAFETY AND SECURITY .....	21
SCHOOL NEWSLETTERS .....	22
SCREENINGS .....	22
SEARCH AND SEIZURE.....	22
SEIZURE OF PROPERTY .....	23
SICK OR INJURED CHILDREN .....	23
SNOW DAYS.....	24
STAFF EXTENSIONS AND EMAIL .....	25
STUDENT ADMISSION BIRTH CERTIFICATES .....	26
STUDENT BUS SAFETY .....	26
STUDENT CELEBRATIONS .....	27
STUDENT DRESS CODE .....	27
STUDENT INSURANCE.....	28
STUDENT RECORDS .....	28
TECHNOLOGY ACCEPTABLE USE.....	28
TELEPHONE USE .....	28
TEMPORARY SUSPENSION.....	29
TITLE IX GRIEVANCE REPORTING FORM .....	30
TRANSPORTATION CHANGES .....	31
TWO ADDRESS BUSING .....	31
VISITORS to the SCHOOLS .....	31
WEAPONS POLICY.....	32

JACK P.R.I.D.E. BEHAVIOR PLAN .....	33
STUDENT BEHAVIOR EXPECTATIONS CHART .....	33
POSITIVE STUDENT RECOGNITION: .....	33
BEHAVIOR AND INTERVENTION MATRIX:.....	35
EXPLANATIONS OF INTERVENTIONS:.....	36
SPECIAL NOTE TO PARENTS AND STUDENTS.....	36
TITLE ONE: PARENTS’ RIGHT TO KNOW .....	38
Heyburn Elementary School Schoolwide Title I Parent Involvement Plan .....	39
Heyburn Elementary School Title I Program School-Parent Compact .....	40
2023-2024 Handbook SIGNATURE PAGE .....	41





Dear Parents/Guardians and Friends of Heyburn Elementary,

Welcome to Heyburn Elementary and the new school year!

We hope your child's school experience here will be both happy and productive. We are committed to providing the very best education possible for your child. To accomplish this, we rely on your help and support.

A child's success in school is highly dependent upon the relationship that exists between parent and teacher. Cooperation between the home and the school is of great importance. We appreciate that you are involved in our school.

It is our hope that this handbook will be of assistance in your relationship with the school.

Please feel free to call or come to our school any time if you have any questions or concerns. We look forward to working with you this school year.

*The Heyburn Elementary Staff*

*Our School Mission*

***"Children of Today.... Leaders of Tomorrow"***

*Our Philosophy of Educating Children*

***We believe that all children can learn and be successful. At Heyburn Elementary, our goal is to provide an exciting and challenging education for every child. We are preparing our students for a productive future that will enable them to become life-long learners.***

***"ST. MARIES JOINT SCHOOL DISTRICT #41 DOES NOT DISCRIMINATE OR DENY SERVICES ON THE BASIS OF AGE, RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX AND/OR DISABILITY"***

**\* \* \* Heyburn – A Great Place to Learn \* \* \***

This Student Handbook is intended to provide information and to answer the questions frequently asked by parents and students. If your questions are not answered in this handbook or you are still unsure, please feel free to ask your child's classroom teacher or call the office. School Phone Number: 208-245-2025

Office Staff:

Dr. Bridgit Arkoosh, Principal

Mrs. Tammie Woster, Secretary

## ACCIDENT REPORTS / INJURIES

All accidents causing bodily injury or property damage which occur on the grounds or in the school buildings are to be reported immediately to the teacher or paraprofessional in charge and/or the office.

Parents will receive a notification for injuries that involve head trauma or anything severe. Other minor injuries, cuts, bruises, bumps, etc. will be treated with Band-Aids, ice packs (if available), or other remedies as needed to assist the student's return to class to continue learning.

The school is not responsible for injuries that may occur at school. Student insurance is available for purchase. See *Student Insurance*.

## ARRIVAL / DISMISSAL

Parents should help students plan their arrival so they arrive at school **no earlier than 7:30 a.m.** Students shall leave the grounds immediately upon being dismissed and go directly home, unless permission has been granted to do otherwise. Students arriving after **8:00 a.m.** must enter through the front and check in at the office. School dismisses at 2:40 p.m.

## ARTICLES PROHIBITED AT SCHOOL

Many problems arise because students bring articles and playthings which are hazards to safety or distractions to other students. No toy guns, squirt guns, sling shots, fireworks, peashooters, play knives, etc., will be permitted at school. Anything that can be construed as a weapon is prohibited at school—even facsimiles thereof.

## ATTENDANCE & TARDIES

### (Board Policy 501.1)

By State law, students are expected to have regular and punctual patterns of attendance. We encourage you to schedule dental and medical appointments outside of the school day when possible. For safety reasons, students **must be signed out** at the Office when leaving school grounds before school is released. If your child will be absent or tardy, please call the Office at 208-245-2025. The best learning occurs when students have regular attendance. We appreciate your efforts in helping us with this issue. Students who are habitually absent may be reported to the School Board for a truancy hearing.

This policy criterion is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.



1. Any student absence beyond ten (10) days per semester may mean the loss of credit in those classes missed or grade level retention.
2. An absence, **for ANY REASON**, other than a school-sponsored or an administration-approved absence will count toward the ten-day (10) limit. School-sponsored or administration-approved absences are:
  - A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music-related events, school clubs, academic field trips, and others deemed co-curricular.
  - B. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother.) Any extended bereavement may be reviewed by the Building Attendance Committee;
  - C. Medical or dental appointment, illness, or hospitalization **verified by a licensed medical provider's note which cites specific dates.**
    - i. These are the **ONLY** absences which **WILL NOT** be used in calculating the attendance record.
2. Absences which will be counted in the ten (10) day limit will include such areas as: illness, family trips, work days, vacations, visiting friends or relatives, suspensions in and out of school, watching tournaments when not an actual participant, hair or photography appointments, skiing, hunting, court appearances, attending concerts, shopping, or any others not mentioned which are unacceptable to the Building Attendance Committee.
3. Students will be expected to gather, complete, and submit any and all missing or incomplete class assignments, work, and/or projects. Students will be afforded two (2) days for every one (1) day of absence to complete and submit such assignments, work, and/or projects.
4. After five (5) absences from school/class, a letter will be sent to the student's home, indicating the school policy and the number of days missed.
5. After seven (7) absences from school/class, a second letter will be sent to the student's home, indicating the severity of the situation and explaining in detail the alternatives for non-compliance.
6. Upon the student exceeding the tenth (10<sup>th</sup>) absence, the student may be denied grade promotion and may be referred to the Building Attendance Committee. If referred, that student, with parental/guardian accompaniment, must appear before the Building Attendance Committee. The Building Attendance Committee will consist of the building principal, guidance counselor [behavior technician], and those teachers in whose classes the student has exceeded the allowable number of absences.
7. The Building Attendance Committee will review the absence reports to determine if the student will be denied grade promotion, which will occur unless extenuating circumstances surface. Extenuating circumstances will be considered by the Building Attendance Committee.
8. The Building Attendance Committee can, after hearing a student/parent/guardian's appeal for attendance waiver, deny credit, or put certain stipulations on a student whose credit or grade promotion will be dependent upon an agreement reached with the student/parents/guardians concerning attendance for the remainder of the semester.
9. Any decision to deny grade promotion can be appealed to the Superintendent by the student/parent/guardian. The student/parent/guardian must request a meeting in writing with the



Superintendent within ten (10) school days from the Building Attendance Committee hearing. If student/parents/guardians do not accept the Superintendent's decision, they may appeal such decision through a request of a hearing with the Board of Trustees to be held at the next regularly scheduled Board Meeting. Any request to appear before the Board of Trustees must also be in writing.

10. If the student/parent/guardian appeal is granted, the student will return to class with the Building Attendance Committee's stipulations. If the stipulations are violated, grade level promotion will result.
11. The Building Attendance Committee may also make decisions regarding the student's participation in extra-curricular activities.

#### TARDIES

For any K-12 student who has reached a total of five (5) tardies, a warning letter will be sent to the student/parent/guardian, and the student will be referred to the Attendance Committee for consideration.

#### BATHROOM ETTIQUETTE

It is strongly encouraged that students who attend Heyburn Elementary be capable of using the restroom facilities properly and efficiently. When accidents occur, it causes a distraction to the learning process and brings negative attention to the student. It is not the responsibility of the school or the classroom teacher to train students how to properly use the restroom facilities. This should be a learned behavior from home. Note that teachers will not clean up a student who has had an accident. When teachers tend to student accidents, it takes that teacher away from the rest of the students. When a teacher is away from the students, it takes away from their learning. If a student has an accident, the teacher will send the child to the office where office staff will notify the parents of the accident and parents will need to come to the school with a change of clothes and tend to their child. Once the child is tended to, he/she will return to the regular classroom.

#### BEHAVIOR

See Jack P.R.I.D.E. BEHAVIOR PLAN

#### BICYCLES, SCOOTERS, & SKATEBOARDS

Bicycles, scooters, and skateboards are to be dismounted and walked on the school grounds before and after school. The school provides a bicycle stand but the school is not responsible for lost or stolen items, so make sure your child has the equipment necessary to secure the bicycle/scooter/skateboard. We encourage parents to have their children wear helmets when riding bikes/scooters/skateboards.

#### BREAKFAST / LUNCH INFORMATION

Breakfast is offered at 7:30 a.m. and is free to all students. Meal credits may be purchased by the day, week or month from the kitchen staff. Credits will be recorded using a computerized bar code system. Charges are allowed up to a maximum of 5 days. No charges are allowed during the last week of school.

Students arriving at school after 7:55 a.m. will be given a Grab and Go breakfast which they will take back to the classroom to eat. This ensures that the student receives breakfast and does not miss out on any instruction. The Grab and Go breakfast will follow State guidelines for nutrition.



Application forms are available in the office for free or reduced meals. Please fill out a form if you think you may qualify. Menus are sent home on the first of each month and are also available on our website.

#### 2023-2024 Meal Prices

<i>Student Breakfast</i>	Free
<i>Adult Breakfast</i>	\$2.65
<i>Student Lunch</i>	\$3.37
<i>Student Lunch (Reduced)</i>	\$0.40
<i>Adult Lunch</i>	\$4.70
<i>Milk a la Carte</i>	\$0.55

### BUS RULES AND EXPECTATIONS

1. While waiting for the bus, stand in an orderly line. Do not engage in horseplay as the bus approaches the bus stop. DO NOT move towards the door until it is opened and your bus driver motions for you to enter. When exiting the bus, do not stand up until the bus comes to a complete stop AND the door is opened.
2. Once the bus is in motion, you cannot leave your seat. Please do not even ask.
3. Unless you have prior written approval from your school, you cannot be dropped off anywhere except your designated stop.
4. Follow directions of the bus driver the FIRST time given.
5. Keep all body parts and personal belongings out of the aisle. Do not extend your arms, head, or any other object out of the windows.
6. Sit correctly, facing forward in your seat. Do not turn around or sit sideways.
7. Respect the rights and safety of others. Keep your hands and feet to yourself and do not throw or pass objects. Do not harass or call other students names.
8. Weapons, fire products, drugs, alcohol, tobacco, bad language, obscene gestures, or ANY controlled substance will not be tolerated on the bus.
9. Any animal, nuisance item, or object regarded as possibly dangerous is not allowed on the bus.
10. No food or beverages (except water) are to be consumed on the bus.
11. For safety reasons, the school bus driver has the option to prohibit the use or confiscate electronic communication devices (ECD) if they become disruptive or annoying. Passing an ECD to other passengers or taking pictures with any device is forbidden at all times. The driver may use their discretion in returning the confiscated device to the student at the end of the route, or require parents to retrieve the devices from the Transportation Supervisor.

\*\*Also see Two Address Busing for information regarding alternative drop off locations for your child, and School Bus Safety for additional guidelines.

# St. Maries Joint School District #41 2023-2024 Calendar

2023

August					
M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	15 - Principals & Secretaries return
21	22	23	24	25	Bldgs - Student Registration
28	29	30	31		Professional Dev/ Teacher Work Days

September					
M	T	W	TH	F	
				1	
4	5	6	7	8	4 - Labor Day
11	12	13	14	15	5 - First Day of School
18	19	20	21	22	
25	26	27	28	29	11,18,25 Early Release

October					
M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				2,9,16,23,30 Early Release

November					
M	T	W	TH	F	
		1	2	3	9 - End of Qtr 1 (48 days)
6	7	8	9	10	10 - No School 1/2 Tchr Wk Day, 1/2 Tchr PD
13	14	15	16	17	17 - K/8 PT Conference, 9-12 E Day
20	21	22	23	24	11/20-11/24 Thanksgiving Break
27	28	29	30		6,13,27 Early Release

December					
M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	4,11,18 Early Release
18	19	20	21	22	12/21 - 1/2 Christmas Break
25	26	27	28	29	

	First and Last Day of School
	No School
	No School-Professional Development/Teacher Workdays
	K-8 PT Conf / 9-12 E-Day
	Early Release Mondays

2024

January					
M	T	W	TH	F	
1	2	3	4	5	3 - Return from Christmas Break
8	9	10	11	12	15 - No School Martin Luther King Day
15	16	17	18	19	25 - End of Qtr 2 (39 Days)
22	23	24	25	26	26 - No School-1/2 Tchr Wk Day, 1/2 Tchr PD
29	30	31			8,22,29 Early Release

February					
M	T	W	TH	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	19 - No School Presidents Day
26	27	28	29		5,12,26 Early Release

March					
M	T	W	TH	F	
				1	
4	5	6	7	8	21 - End of Qtr 3 (38 Days)
11	12	13	14	15	22 - No School-1/2 Tchr Wk Day, 1/2 Tchr PD
18	19	20	21	22	4,11,18 Early Release
25	26	27	28	29	3/25 - 3/29 Spring Break

April					
M	T	W	TH	F	
1	2	3	4	5	5 - K/8 PT Conference, 9-12 E Day
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				1,8,15,22,29 Early Release

May					
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	6,13,20 Early Release
27	28	29	30	31	27 - No School Memorial Day

June					
M	T	W	TH	F	
					3 Early Release
					6 - End of Qtr 4 (48 Days)
3	4	5	6	7	6 - Last Day of School
					7 - Teacher Work Day



## CHARACTER EDUCATION

Character traits are integrated into schoolwide classroom curriculum. See Jack P.R.I.D.E. BEHAVIOR PLAN.

## COLD WEATHER AND RECESS

Children are required to go outside for recess, weather permitting. Please do not send a note requesting that a student stay in at recess unless required by a medical professional (doctor's note). Recess periods are only 15 to 20 minutes in length, and children need this time to relax away from the classroom. As a general rule, if a child is well enough to be in school, he/she is well enough to go out for recess.

When the temperature is above 10 degrees, students will be outside participating at recess. When the temperature with wind chill and humidity factored in, drops below 10 degrees, children *may* be kept inside. The principal will determine whether students will be permitted outside. During smoky weather, the principal will determine whether students will be permitted outside using air quality data.

**PLEASE PREPARE YOUR CHILD FOR THE TEMPERATURES OF AN IDAHO WINTER BY DRESSING HIM/HER PROPERLY WITH A HEAVY COAT, HAT, BOOTS, AND GLOVES OR MITTENS. THE RULE OF THUMB FOR YOUNG CHILDREN IS TO DRESS THEM IN ONE MORE LAYER OF CLOTHING THAN AN ADULT WOULD WEAR IN THE SAME CONDITIONS.** (HealthyChildren.org)

Students are required to have a hat, gloves, snow pants, jacket, and snow boots to be able to play in the snow. If your student does not have snow pants or snow boots, they will be required to stay on the blacktop area of the playground to ensure that they do not get wet and excessively cold. If the weather permits, students without snow pants will be allowed in the upper and middle playground at the Principal's discretion.

Students not dressed appropriately will have a note sent home for communication purposes so that they can come prepared the next day. To ensure safety, your child's teacher and administration will determine if your child will be able to go outside if not dressed properly.

"Hypothermia develops when a child's temperature falls below normal due to exposure to colder temperatures. It often happens when a child is playing outdoors in extremely cold weather without wearing proper clothing or when clothes get wet. It can occur more quickly in children than in adults." (HealthyChildren.org)

The general consensus in the global healthcare community seems to be that you should ignore protests from your kids when they don't want to wear appropriate clothing in the cold, and make sure they do it anyway. The dangers of developing frostbite and hypothermia far outweigh the dangers of not appearing "cool" in front of their playmates.

## CONCERNS

Parents and students may have concerns, questions or even complaints that only school personnel can answer. It is strongly encouraged that you contact us as soon as any concern develops; please do not wait until the concern becomes a problem.

The first person to contact when a concern arises is the teacher. Teachers can be contacted by placing a call to the office. The teacher will return your call and arrange an appointment to visit with you. Under no circumstances will a teacher be called to either talk to or see anyone while class is in session. The principal

should be contacted only after areas of concern have been discussed with the teacher. The principal, teacher, and parent(s) will then meet to discuss the concern if necessary.

## CONTROVERSIAL ISSUES & ACADEMIC FREEDOM

### (Board Policy No. 603.07)

The District shall offer courses of student which will afford learning experiences appropriate to the level of student understanding. The instructional program shall respect the right of students to face issues; to have free access to information; to student under teachers in situations free from prejudice; and to form, hold, and express their own opinions without personal prejudice or discrimination. Teachers shall guide discussions and procedures with thoroughness and objectivity to acquaint students with the need to recognize opposing viewpoints, the importance of fact, the value of good judgment, and the virtue of respect for conflicting opinions.

The school shall provide parents or guardians with the opportunity to have their student excused from a topic which may be contrary to their religious or moral values. This shall be done in writing by the parent or guardian. The student may also request to be excused if the student personally finds the topic to be contrary to their religious or moral values. The teacher will find an alternative assignment if the request is approved by the teacher and principal. The teacher shall notify parents or guardians when especially controversial issues may be discussed and they may have their student excused if family religious or moral values so dictate. The teacher should have the principal view questionable materials. When speakers are to be used, the principal must always give approval as outlined in Board Policy 603.11—Speakers in the Classroom and at School Functions.

## DAILY SCHEDULE

<b>2023-2024</b>	<b>Schedule</b>
7:55 am	First Warning Bell
8:00 am	Classes begin
9:30 am	K/1 Recess
9:45 am	2/3 Recess
10:00 am	4/5 Recess
10:40-11:50 am	K-5 lunch recesses; staggered every 10 minutes
11:05 am-12:20 pm	K-5 lunch; staggered every 10 minutes
12:55-1:10 pm	K/1 Recess
1:10-1:25 pm	2/3 Recess
2:40 pm	Dismissal



## DRUG, ALCOHOL, & TOBACCO POLICY

### (Board Policy 502.3)

The State of Idaho prohibits smoking in all buildings and on all property owned by public school districts. We believe that there is no such thing as responsible use of tobacco, alcohol and/or other illegal drugs by adolescents. It is the firm stand by this school district that any use of mind altering substances by students is abuse. Students, while on school property, or within a Drug Free School Zone, or attending a school sponsored activity, who possess, distribute, sell, use, or give evidence of having consumed alcoholic beverages, drugs, or narcotics, (not taken at the direction of a physician), or other controlled or dangerous substances, or are in possession of paraphernalia, shall be subject to intervention, discipline, suspension, expulsion and reported to law enforcement officials.

## ELECTRONIC COMMUNICATION DEVICES

### (Board Policy 505.06)

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating, bullying, threatening, or harassing activities, shall be subject to disciplinary action as defined below. In addition, the electronic communications devices shall be confiscated by an administrator and shall only be returned to the student's parent(s)/guardian(s) after a parent conference has been held.

During the regular school day, unless an authorized employee approves the student to do otherwise, use and possession of electronic communications devices for students in grades K-5 shall be limited to the periods before classes begin in the morning and after the student's last class in the afternoon. In elementary classrooms, electronic communication devices must be turned off and checked in at the discretion of the teacher. Students are responsible for the electronic communications devices they bring to school. The District shall not be responsible for loss, theft, or destruction of electronic communication devices brought onto school property.

## EMERGENCY BUSING

We understand there are times that your student may need to ride a bus other than their normal bus or "Two Address Bus." Should this happen, please contact the school office and arrangements will be made for "Emergency Busing."

## FAMILIES AND STUDENTS IN HOUSING TRANSITION

### (Board Policy 501.12)

If a family or youth is experiencing an unsettled housing environment they may be entitled to services under Title X of Elementary/Secondary Education Act (ESEA).

#### SOME EXAMPLES OF HOMELESS ARE:

- Lack of a fixed, adequate, or regular nighttime residence
- Staying in a public or private temporary shelter (domestic violence, transitional housing, family shelter, youth shelter, etc.)
- Living with another family because you cannot afford your own housing

- Living in a hotel/motel because you cannot afford your own housing
- Camping out in a tent or RV
- Children awaiting permanent foster care placement, or a family reunification
- Living in a car, park, public place, abandoned building, bus station, or a similar location
- Living in substandard housing (no electricity or running water)
- Unaccompanied youth (a youth not in the physical custody of a parent or guardian)
  - Runaways
  - Children/youth denied housing by their families
  - School aged unwed mothers living in housing for unwed mothers.

**STUDENTS WHO ARE EXPERIENCING ANY OF THE ABOVE DESCRIPTIONS MAY BE ENTITLED TO THE FOLLOWING SERVICES UNDER TITLE X OF THE ESEA:**

- Students will be guaranteed the right to immediate enrollment while all records are obtained.
- Students qualify for free breakfast/lunch
- Students may receive free transportation services from their temporary residence to the school in which they are enrolled.
- Students may stay in school enrolled for the remainder of the school year, even if living situation changes as long as it is in the best interest of the child.
- Students are eligible to receive additional tutoring through Title I.
- Students are guaranteed equal access to all programs including, but not limited; Gifted Education, Indian Education, Title I, and Special Education
- Students are guaranteed equal access to extra-curricular activities including, but not limited to; student government, honor societies, clubs, band, choir, and athletics.

Determination of homelessness will be made on a case-by-case basis. Please contact T.J Blackwell, Director of Federal Programs, for further information or assistance at 208-245-2579, ext. 218.

## FOOD ITEMS

Heyburn Elementary recognizes the importance of its students maintaining and demonstrating a healthy lifestyle. Our suggestion is that for classroom celebrations that healthy snacks and drinks are brought to share with classmates instead of chips, cookies, cupcakes, candy, etc.

At recess, students will be allowed to bring a **HEALTHY** snack and will be allowed to eat it while sitting at a picnic table or bench. Students will be responsible for picking up after themselves when finished eating.

Gum will not be allowed on the school grounds.

### **WATER BOTTLE POLICY (Board Policy 701.09)**

1. Water bottles must be clear and have secure caps;
2. Students may not share water bottles;
3. Empty bottles should, on a regular basis, be recycled (if appropriate), discarded, or taken home for sanitized reuse;
4. Students misusing water bottles will be subject to disciplinary actions;



5. Teachers have discretion in determining classroom use;
6. Water bottles may not be used in computer labs, science labs, or the library; and
7. Water bottles may not be re-filled during classroom instruction.

## HARASSMENT POLICY

**(Board Policy 502.14) See also SPECIAL NOTE TO PARENTS AND STUDENTS**

HARASSING, BULLYING or THREATENING of students is not tolerated and each school administration is directed by the School Board to take necessary disciplinary action with students who violate this Board Policy.

Harassment Complaint Form can be located in **Policy 502.14** at [www.sd41.org](http://www.sd41.org).

## HEAD LICE POLICY

**(Board Policy 504.12)**

Head lice infestations must be addressed in public schools if a healthy environment is to be maintained. Every attempt will be made to educate students and parents on the prevention and eradication of head lice before and after infestation is detected.

In the interest of health and welfare of students enrolled in Heyburn Elementary School, no student will be permitted to attend classes with the general population if they are infested with head lice or have nits. Siblings of students found with lice and their classmates will also be checked if there is suspicion that infestation may exist.

The student found with head lice is to be kept out of school until he/she is treated and hair is free of lice and eggs (nits). Any student contracting head lice will be excluded from school until the physician, public health nurse or designee determines the child "nit free." The school district has a "nit free" policy. Student must report to office before returning to class.

## HEYBURN KIDS' CLUB (HEYBURN BEFORE SCHOOL, AFTER SCHOOL, & SUMMER PROGRAM)

Program information will be sent home with students within the first couple of weeks of the school year. This information will include all program details, start date, rules for student conduct, etc. Any student who would like to participate will need to return the sign up forms by the dictated date. This program is free to students who register & is made possible by the Nita M. Lowey 21<sup>st</sup> Century Grant.

## HOMEWORK PHILOSOPHY

The Heyburn staff believes the development of study skills at home and at school is an important part of every child's education. Homework is an effective tool to help the student develop a successful method for studying outside the classroom. It fosters responsibility by taking assignments home, completing, and returning them to school. This becomes increasingly important as the child progresses through the grades and expectations are increased. Work done at home also gives parents the opportunity to observe the study habits of their child and to become familiar with academic expectations of the school.



All children at Heyburn will be assigned homework on a regular basis. The amount of homework and the length of time spent (15-90 minutes) will increase as the child progresses from grade to grade. Since an essential part of this program is carried out at home, parent involvement and support are critical to its success. By establishing a regular routine, children can develop the skills necessary to become responsible and independent learners.

## IMMUNIZATIONS

(Board Policy 504.1)

Children will not be admitted into school until immunizations are current. The law requires five DTaP, four polio, and two MMR. The 5<sup>th</sup> dose of DTaP is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older. The 4<sup>th</sup> dose of Polio is not necessary if the 3<sup>rd</sup> dose was administered at age 4 years or older. The MMR must be after the first birthday. Three Hepatitis B doses are also required. Exemption from immunization requires completion of a Certificate of Exemption form by the parent/guardian.

## ITEMS FROM HOME

Unless brought to school specifically for "Show and Tell" or other specified class project/assignment, **please refrain from allowing students to bring personal items from home.** This includes footballs, basketballs, toys, etc. or items to play with at recess. Unfortunately, there are times when items get lost, the item causes disagreements on the playground, or it causes distraction to learning when brought to the classroom. If students bring items that were not requested for the class, those items will be kept in the office or with the teacher for students to take home with them at the end of the day.

## LEAVING EARLY / ARRIVING LATE

A child cannot leave school during the day without a parent signing him/her out in the office. We will not release a student to anyone other than parents or legal guardians without permission from parents. **Students who are tardy or are returning to school from an appointment need to be checked in at the office by a parent.**

## LOST AND FOUND

Take care of your personal property by labeling each item with your child's name. If something is lost, please report it to your child's teacher and office. Those finding articles should turn them in to the bins marked as "Lost and Found" throughout the school.

Students: DO NOT LEAVE your clothes and/or valuables in the restrooms, classrooms, or on the playground. Turn money or valuables in to your teacher or the office. UNAUTHORIZED BORROWING IS DISCOURAGED. At various times throughout the year, the lost and found items will be displayed for students and parents to check.

*Any unclaimed items will be donated or discarded at the end of the semester and school year.*



## LUNCH SCHEDULE

2023-2024	Lunch Schedule
11:05-11:30 am	Kindergarten Lunch
11:15-11:40 am	1 <sup>st</sup> Grade Lunch
11:25-11:50 am	2 <sup>nd</sup> Grade Lunch
11:35 am-12:00 pm	3 <sup>rd</sup> Grade Lunch
11:45 am-12:10 pm	5 <sup>th</sup> Grade Lunch
11:55 am-12:20 pm	4 <sup>th</sup> Grade Lunch

## MEDICATION

### (Board Policy 561.14)

We encourage you to schedule your child's medication doses to be taken at times when they are not at school. For example, an antibiotic that is prescribed to be taken 3 times a day, can be given before school, after school, and at bedtime. If it is necessary for your child to take a dose of medication while at school, please complete the following steps:

- Come to the school to fill out an AUTHORIZATION FOR MEDICATION ADMINISTRATION FORM. This form must be completely filled out with information including the name of medication, dose, time to be taken, side effects, and requires a parent or guardian's signature and a doctor's signature.
- The parent/guardian needs to bring the student's medication to the school. Please do not send medication to the school with the student!
- Medication **must** be provided in an **original, labeled medication container**. Pharmacists may make an extra, labeled medication container for you. Over the counter medication must be supplied in an individual dose packet. **Medication that is not supplied in the proper container will not be administered.**
- **The office must be notified of any child using an epi-pen or inhaler. A care plan will be written for these students to maximize safety.**
- When your child no longer needs to take the medication or when the school year ends (whichever comes first), the parent/guardian needs to pick up the medication. Medications will **not** be sent home with the student. Medication that is not picked up from the school by a parent/guardian will be destroyed.

We are very willing to help your child attain their optimum health so that they can learn well while at school. Please help us to handle medication safety by following the above steps! If you have any questions or concerns, please contact the school office or Panhandle Health Services at 208-245-4556.

## OPEN ENROLLMENT

(Board Policy 501.9)

Upon registration, proof of residency is required to ensure all students attend the school in their home boundary (district). Exceptions may be granted only through the district open enrollment process. Open enrollment forms are available at all district schools.

## PARENT / TEACHER CONFERENCES

There are two regularly scheduled Parent/Teacher Conferences during the school year that coincide with the issuing of the 1st and 3rd quarter report cards. You will receive a conference schedule from your child's teacher. Please feel free to call and schedule a time to talk to the teacher any time you have concerns.

## PARENTS, VISITORS, & VOLUNTEERS

Parent involvement is crucial to a child's success at school. We encourage and need parent, relative, and community volunteers in our classrooms and during activities. We also have a PTO that helps greatly in our school. If you are interested in becoming involved as a volunteer at Heyburn Elementary, please call our Office at 208-245-2025. For safety reasons, all volunteers will have to fill out the "Volunteer Form" and prove the office with a copy of their driver's license.

All parents, visitors, and volunteers must first check in at the school office before going into the classroom. The school office is open daily from 7:30 a.m. to 3:00 p.m.

## PETS AND ANIMALS

It is the intent of Heyburn Elementary is to provide a healthy learning environment for all students. The school recognizes the learning experience at school has included animals for many years and they have beneficial and therapeutic effects for some students including acceptance, bonding, caring and teaching of responsibility. However, for students with asthma, animals can trigger a respiratory reaction that in some cases can be severe. Other potential consequences include allergic reactions, scratches and bites, infections, and infestations. In an effort to provide a safe environment for all students, the following applies: (This does not apply to service animals.)

1. The most effective method of controlling student exposure to animal allergens is to keep the school free of feathered or furred animals.
2. Before any animal (mammals, birds, reptiles, fish and insects) is allowed in school, permission must be obtained from the principal.
3. No animals for which vaccine is recommended will be allowed on school premises without proof of current rabies vaccination. Students will not be permitted to handle wild animals.
4. All animals must be restrained and preferably caged. Keeping animals in the classrooms as pets is discouraged. However, the Classroom Teacher may obtain permission after due diligence has been done to verify any allergy or safety issues that the animal may pose.
5. Animals should be kept away from upholstered furniture, carpets, and stuffed toys.



6. If a student is bitten/injured by an animal on school premises, the principal, school nurse, and parent/guardian must be notified as soon as possible. If a visitor or staff is bitten, the principal must be notified.
7. Reptiles are a source of salmonella and hand washing after exposure is stressed.
8. If a stray or wild animal appears on school grounds, students should be kept away from the area until the animal leaves the area or is removed by a local animal control officer, game warden or other appropriate official.

## PHYSICAL EDUCATION

An extra pair of tennis shoes for P.E. class to keep at school is recommended. Boots will not be allowed as appropriate footwear for participation during the winter season. Students not appropriately dressed for the physical activity will not be permitted to participate and will be given an alternative activity during that time (i.e. walk on the outside of the gym, sit on the sideline).

Any student who is unable or requests (parent or student) to not participate in Physical Education will need a doctor's note stating the reason for nonparticipation. This note will need to be provided to the office before the student is allowed to sit out of the activities. The only exception is if student is feeling ill; at that time they will be sent to the office to contact parents.

## POLICIES AND GRIEVANCE PROCEDURE

### SECTION 504, TITLE VI, TITLE VII AND TITLE IX DISCRIMINATION AND SEXUAL HARASSMENT

St. Maries Joint School District No. 41 hereby advises students, parents, employees and the general public it does not discriminate on the basis of handicap (Section 504) race, color or national origin (Title VI and Title VII) or sex (Title VI, Title VII and Title IX), and offers employment and educational opportunities without regard to sex, race, color, national origin, or handicap. Parents/guardians may request an impartial due process hearing at any time. Grievance procedures are available to interested persons and inquiries regarding this non-discrimination policy may be directed below:

#### **Section 504 Coordinator (Handicap Discrimination)**

**Jenifer Miller, Special Education Coordinator**

**P. O. Box 384, 240 S. 11<sup>th</sup> Street, St. Maries, Idaho 83861**

**Telephone: (208) 245-5543**

#### **Title IX Coordinator (Sexual Discrimination)**

**Dr. Teresa Rensch, Superintendent of Schools**

**P. O. Box 384, 240 S. 11<sup>th</sup> Street, St. Maries, Idaho 83861**

**Telephone: (208) 245-2579**

SEE TITLE IX GRIEVANCE REPORTING FORM ON PAGE 30.

## **SECTION 504 OF THE REHABILITATION ACT**

St. Maries Joint School District No. 41 does not discriminate on the basis of handicap condition in admission or access to its programs and activities. No person shall be denied employment solely because of any physical, mental or medical impairment, which is related to the person's ability to engage in the activities involved in the job for which application has been made. Parents/guardians may request an impartial due process hearing at any time.

## **TITLE VI (SECTION 601) OF THE CIVIL RIGHTS ACT OF 1964**

As required by Title VI of the Civil Rights Act of 1964, St. Maries Joint School District No. 41 does not discriminate on the basis of sex, race, color or national origin.

## **TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**

Title VII prohibits employment discrimination on the basis of color, national origin, and sex; therefore, sexual harassment is job discrimination. As required by Title VII of the Civil Rights Act of 1964, St. Maries Joint School District No. 41 does not discriminate on the basis of sex, race, color or national origin.

## **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

As required by Title IX of the Education Amendments of 1972, St. Maries Joint School District No. 41 does not discriminate on the basis of sex in the educational programs or activities that it provides. The District does not discriminate in employment of persons on the basis of sex, including recruitment, appointment, salary and benefits.

Title IX also protects students from unlawful sexual harassment in all of the school's programs and activities whether they take place in the facilities of the school, on a school bus, in a school's class, at a class training program sponsored by the school at any other location, or elsewhere in relation to the school or a school-related activity. Title IX protects both male and female students from sexual harassment, regardless of who the harasser is. The District will not tolerate any conduct against students in violation of these requirements and disciplinary action will be strictly enforced against all individuals who engage in prohibited conduct.

Sexual Harassment is defined as any unwanted sexual advances, including a request for sexual favors, or verbal or physical conduct of a sexual nature which alarms or annoys you, interferes with your privacy or creates an intimidating, hostile or offensive environment. Examples of Sexual Harassment include, but are not limited to: telling offensive jokes, questioning or commenting on someone's sexuality, displaying sexually explicit photographs, spreading sexual rumors, making comments about someone's body or attire or standing or rubbing against a person, making suggestive noises, gestures or comments.

A hostile environment is one that interferes with one's work performance and may include such events as verbal comments, displaying sexual materials and unwanted sexual contact. To be illegal, a hostile environment must be severe and pervasive, an isolated remark, or event is not sufficient to constitute a hostile environment. The incident must also be unwelcome.



The District is responsible under Title IX to respond to written or verbal reports of sexual harassment and sex discrimination, and all staff must report incidents of sexual harassment or sexual discrimination to appropriate administrative personnel. Title IX prohibits retaliation against anyone who has made a complaint, testified, assisted or participated in any manner in any investigation, proceeding or hearing relating to a complaint of sex discrimination and sexual harassment.

The District's official responsible for the coordination of activities relating to non-discrimination on the basis of sex is the Superintendent, Dr. Teresa Rensch. She can provide information on Title IX, including information about her position as coordinator, complaint procedures and district policies to any student or employee who feels that his or her rights under Title IX have been violated by the District or its officials. In addition, any student or employee may make an inquiry or complaint directly to the U.S. Department of Education, Office of Civil Rights.

Under federal law, any school receiving federal money is required to have a policy against sexual discrimination and notify employees, students and parents of this policy. The District's policy against Sexual Harassment (Policy No. 502.12), the Form to report Sexual Harassment 502.122, the District Title IX Policy (Policy 502.121) can all be located on the District's website, in any District Administrator or Counselor's Office or in the student handbook.

## R.T.I. (RESPONSE TO INTERVENTION TEAM)

### Parent Referral to Special Education (Board Policies 504, 292, 290)

In our school/district it is important to us to be sure to look closely at the needs of every student. In order to do this in a systematic way, multiple times a year we look at data to be sure we are not missing anything.

As we look at students, we often find groups of students who need a little more support in order to be successful. As well, we sometimes find a few groups of students who need intensive support in order to be able to catch up with their peers and be on grade level.

When we notice students who are in need of something extra, we come together as a staff to determine what support/intervention would best serve them. We examine which materials would best target their needs, schedule time for intervention and monitor their progress along the way.

Our commitment to you is to share the information regarding your child's performance, placement in intervention, support you can provide at home as well as the progress your student is making. We refer to this important process as RTI/MTSS.

## SAFETY AND SECURITY

Our greatest concern is your child's safety. Please help us by following these regulations:

1. **ALL** parents, visitors, and volunteers **MUST** check in / check out at the Office before entering the school halls and playground, and wear a visitor/volunteer badge, supplied by the office. This badge must be returned when leaving the building.
2. Playground supervision begins at 7:30 am.
3. Students are expected to play outdoors until school begins unless they are eating breakfast at school.



4. For safety and supervision purposes, all bused students must enter through the side doors (an on-duty aide will monitor the door). Students who are dropped off in the front must enter through the front door closest to the Paul Bunyan.
5. Students are expected to go directly home after school.
6. If your child will need to ride a bus other than their established routine, please contact either the Transportation Office 208-245-3366 or the school office to arrange for transportation **BEFORE 2:00 p.m.**
7. Please sign your student in or out of school at the Office if arriving late or leaving early.
8. If your phone number or address changes or any emergency contact names change, ***please notify us immediately.***
9. For your child's safety, we will not ***release*** a child to anyone except a parent/guardian or emergency contacts unless we have written permission to do so.

## SCHOOL NEWSLETTERS

School newsletters will be published for the Heyburn community once a month and posted on our school website: [www.sd41.org/he/](http://www.sd41.org/he/). Look for important communication, schedules of events, lunch menus, student recognition, etc. Classroom newsletters are also sent home on a weekly or bi-monthly basis. News and information also will be posted on our Facebook page <https://www.facebook.com/HeyburnSD41/>.

Our parent group (Heyburn P.T.O.) periodically publishes newsletters with the Heyburn Happenings. Heyburn P.T.O also publishes updates on Facebook under the group Heyburn Elementary PTO.

## SCREENINGS

Heyburn Elementary School screens students at various grade levels for vision, hearing and scoliosis. Qualified professionals conduct these screenings, and you will be informed through a parental note of the dates and times of these screenings. Please be aware that these are only screenings and are not meant to specifically diagnose medical conditions.

## SEARCH AND SEIZURE

### (Board Policy 502.06)

The Board of Trustees of St. Maries Joint School District No. 41 is committed to providing students and employees with orderly and secure schools and work places that are free of drugs and weapons. To that end, the Board prohibits the presence of drugs, controlled substances, weapons of any type, explosive devises, alcohol, non-authorized medication or any other intoxicate (as those terms are defined by State or federal law or District policy) on District property or at any District-sponsored event. This prohibition applies to employees, students, patrons, visitors and any other person on District property.

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. These searches can occur both in school and during school-sponsored activities. To that end, the need to search is based on the right and responsibility that school officials have to maintain discipline and to ensure the proper functioning of the



educational process. Students have a reduced expectation of privacy at school and during school-sponsored activities than at their home. Additionally, students should have little or no expectation of privacy in their use of school property, such as desks and lockers.

All persons are responsible for the security of any vehicle, locker, desk, bag or other item they possess or bring onto District property or to a District-sponsored event. No person shall possess, place, keep or maintain any article or material that is prohibited by law or District policy in items, lockers, vehicles, desks, or bags assigned to them or under their control while on District property or at a District-sponsored event.

In conjunction with other District security measures, a dog may be used to sniff the air around lockers, desks, bags, items or vehicles that are on District property or at a District-sponsored event. A dog's alert constitutes reasonable suspicion and only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the person having the use of, bringing onto District property or responsible for that place or item will be called to the scene to witness the inspection. The inspections shall be unannounced and may be made at the discretion of the Superintendent or his or her designee.

In the event the dog alerts on a locked vehicle, the owner or person bringing it onto District property shall be asked to open it for inspection.

Refusal to open the item for inspection may result in referring the matter to law enforcement officials, disciplinary action, including but not limited to suspension or termination of employment for employees and suspension or expulsion for students and loss of parking privileges on District property for students. Visitors or patrons may be banned from District property.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular basis or when reasonable suspicion reveals that the search will disclose evidence of illegal possession or activity. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this Policy shall be given to all students.

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the School District or the school. The school will make every attempt to notify a parent or guardian before law enforcement officials question or interview a student.

## SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the School District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. The school will make every attempt to notify a parent or guardian before law enforcement officials question or interview a student.

## SICK OR INJURED CHILDREN

If your child becomes ill or injured at school, we will contact you as soon as possible. It is critical that you keep the office supplied with accurate and up-to-date phone numbers and emergency information. Please remember that we cannot keep ill children at school because of potential health risks to your child as well as others.

#### SNOW DAYS

There may be days during the winter when it is not safe for our buses to transport children. If you suspect that school might be canceled due to weather conditions, you are requested to view local television stations KREM – Channel 2, KXLY - Channel 4 or KHQ - Channel 6. Information will also be announced on KOFE 1240 radio. They begin broadcasting school closure information at 5:30 a.m.

School closures will be announced using the Skylert program sending out a District wide alert. The closure also be posted on Facebook on both the District and Heyburn Elementary pages.



## STAFF EXTENSIONS AND EMAIL

Department	Name	Position	Ext.	Email
Office	Dr. Arkoosh	Principal	411	barkoosh@sd41.org
	Mrs. Woster	Secretary	410	twoster@sd41.org
Preschool/TK	Mrs. Short	Preschool	428	jshort@sd41.org
Kindergarten	Mrs. Badgett	Teacher	424	dbadgett@sd41.org
	Mrs. Aguirre	Teacher	423	maguirre@sd41.org
	Mrs. Hodgson	Teacher	422	hhodgson@sd41.org
1st Grade	Mrs. Ferris	Teacher	421	sferris@sd41.org
	Mrs. Martin	Teacher	427	dmartin@sd41.org
	Mrs. McMannis	Teacher	426	emcmannis@sd41.org
2nd Grade	Mrs. Bailey	Teacher	432	lbailey@sd41.org
	Mrs. Hanlan	Teacher	430	mhanlan@sd41.org
	Mrs. Ford	Teacher	433	eford@sd41.org
3rd Grade	Mrs. McGregor	Teacher	413	jmcgregor@sd41.org
	Mr. Hamblin	Teacher	416	bhamblin@sd41.org
	Mrs. Anderson	Teacher	434	landerson@sd41.org
4th Grade	Mr. Rogers	Teacher	419	mrogers@sd41.org
	Mrs. Davis	Teacher	420	mdavis@sd41.org
	Mrs. Smith	Teacher	441	jsmith@sd41.org
5th Grade	Mr. McMannis	Teacher	417	bmcmannis@sd41.org
	Mrs. Burns	Teacher	418	kburns@sd41.org
	Mrs. Wynn	Teacher	415	dwynn@sd41.org
Special Ed	Mrs. Moore	Teacher	425	mmoore@sd41.org
	Mrs. Bolen	Teacher	414	vbolen@sd41.org
	Mrs. Stoltzfus	Teacher	414	rstoltzfus@sd41.org
Reading Specialist	Mrs. Noyes	Teacher	429	jnoyes@sd41.org
Reading Specialist	Mrs. Spooner	Teacher	429	jspooner@sd41.org
Instructional Aides	Mrs. Chatigny	Behavior Interventionist	425	echatigny@sd41.org
	Ms. Porter	Behavior Interventionist	425	mporter@sd41.org
	Mrs. Harvey	Literacy Aide	429	lharvey@sd41.org
	Mrs. Hamblin	Literacy Aide	429	ehamblin@sd41.org
		Literacy Aide	429	
	Mrs. Swartz	Library Paraprofessional	-	cswartz@sd41.org
	Mrs. Sotin	PE Paraprofessional	-	ssotin@sd41.org
	Ms. Cameron	Fine Arts Paraprofessional		kcameron@sd41.org
	Mrs. Trott	Instructional Assistant	-	ctrott@sd41.org
	Mrs. Vonk	Instructional Assistant	-	tvonk@sd41.org
	Mrs. Bell	Instructional Assistant	428	mbell@sd41.org
Student Services	Mrs. Blackwell	School Psychologist	217	dblackwell@sd41.org
		Speech/Language Pathologist		

## STUDENT ADMISSION BIRTH CERTIFICATES

### (Board Policy 501.7)

By law, a copy of your student's state certified birth certificate must be provided upon enrollment. Parents have 30 days to provide the birth certificate after enrolling their student. In compliance with Idaho Code 18-4511 (Missing Child Reporting Act), we must report the failure to obtain a birth certificate to the Benewah County Sheriff's Office. Students must meet State of Idaho age requirements to gain admission to school. Students must be 5 years old on or before September 1, 2023 to enter kindergarten. Students must be 6 years old on or before September 1, 2023 to enter 1st grade.

## STUDENT BUS SAFETY

- Students should be at the bus stop 5 minutes before bus time.
- Wait for bus in an orderly line, at least 6 feet back from the road/street.
- If students have to cross road, wait for driver's signal and cross 15 feet in front of bus.
- Go directly to an available seat. (Driver may assign seats at any time.)
- Remain seated while bus is moving, facing forward, and feet out of aisles.
- Refrain from throwing objects.
- Only items that can be held on lap are allowed on bus without prior arrangements with Transportation Dept.
- Eating, drinking or chewing gum are not permitted on a school bus. (Danger of choking is present.)
- Students shall refrain from the use of profane or vulgar language, tobacco, alcohol, or illegal drugs on bus.
- Animals, hazardous materials, water devices, skateboards, skis, ski poles, or any potentially dangerous items are not allowed on school buses.
- Respect the rights and property of others on the bus.
- Keep all body parts and objects inside the bus at all times.
- Students will not be allowed to randomly change bus stops. Students must stay at their assigned bus stop unless they have prior permission from the Transportation Department to change to a different stop.
- Students will not be allowed to depart the bus at a location different than the pick-up location unless the Transportation Dept. has a written note signed by a parent/guardian and authorization from the school.
- Student shall follow bus driver's directions and instructions promptly.

Riding the bus is not an undeniable right. Each student is responsible for making the choice to follow the safety rules and have a pleasant ride to school. If a student chooses not to follow the safety rules, he/she risks the chance of losing his/her bus riding privileges.

**\*PENALTY:** Violation of the above rules will result in the issuing of a bus conduct report.

BUS CONDUCT REPORT 1 – The parents/guardians will be called by the bus driver and informed when their student has become a safety risk on the bus due to not following a safety regulation.



BUS CONDUCT REPORT 2 – Should behavior issues continue and a second Bus Conduct Report is written, the student will be called to the building principal's office to meet with the bus driver and their building principal. The parents/guardians will be called by the building principal and disciplinary action will be discussed.

BUS CONDUCT REPORT 3 – Students who receive a third Bus Conduct Report will meet with their building principal, the Transportation Supervisor, and the bus driver. The parents/guardians will be contacted and a one (1) week suspension for the student to ride the school bus may be assigned.

BUS CONDUCT REPORT 4 – Students who receive a fourth Bus Conduct Report, will meet with the building principal, bus driver, Transportation Supervisor, and parents/guardians to discuss the student's bus behavior. A three (3) week suspension for the student to ride the school bus may be assigned.

BUS CONDUCT REPORT 5 – Students who receive a fifth Bus Conduct Report may be considered for a suspension of bus riding privileges for the remainder of the school year. The student and their parents/guardians will be required to appear before the Board of Trustees, in executive session, to review the student's bus privileges and behavior, and to make a final determination.

## STUDENT CELEBRATIONS

Positive feedback and acknowledgement for appropriate behaviors is important for all students. Students are recognized in the following ways:

1. Accelerated Reader
2. Birthday Recognition
3. Caught in the Act
4. Student of the Month Award
5. Classroom Teacher Awards
6. Compliments and comments
7. Honor Roll/Straight A's
8. Principal Awards

## STUDENT DRESS CODE

### **(Board Policy 502.4)**

Student dress and personal appearance shall not disrupt or distract from the educational environment of the school or tend to diminish instructional effectiveness or be hazardous to the health and safety of others.

Dress guidelines include:

- Shorts at mid-thigh or longer (no short shorts)
- Appropriate shoes for running & playing will be worn at all times.
  - In winter, boots will not be allowed as appropriate footwear for Physical Education. Please be sure students bring appropriate shoes to participate.
- Hats, visors, bandanas are worn only outside of the building during school hours.
- No spaghetti straps. Straps need to be at least two fingers wide.
- In winter, for safety purposes:
  - Shorts are not permitted without cold weather gear underneath
  - Capri's or short pants will not be permitted unless exposed skin is covered by socks or cold weather gear.

- Any student wearing an item of clothing which causes distraction will be asked to wear a provided shirt over their attire, or required to contact home for alternate clothing.

**For safety reasons, slippers and flip-flops are strongly discouraged.**

## STUDENT INSURANCE

The school is not responsible for injuries that may occur at school. It is possible to obtain inexpensive insurance to cover your child during school hours. On-line information and enrollment is available at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com).

## STUDENT RECORDS

**(Board Policy 505.1)**

St. Maries School District #41 keeps official records on all students. Parents have the right to read or obtain copies of their children's records. Please call the office for specific information regarding accessing student records.

## TECHNOLOGY ACCEPTABLE USE

The District recognizes that Internet resources are integral to the learning environment. Students are offered supervised access to the School District #41 network and the Internet for educational purposes. Filters are in place to block inappropriate content and student activity on the Internet will be monitored through adult supervision. School technologies, including access to the Internet, are to be used in a responsible, ethical, and legal manner. If you choose not to give your child permission to access the Internet, the child will still be responsible for appropriate and ethical use of technologies.

- Students must understand the importance of Internet safety and not share personal information about themselves or others.
- Students should be courteous and respectful and should not use inappropriate language.
- Students should demonstrate ethical behavior and not copy someone else's work without permission.
- Students should not delete, copy, or change files that belong to others without permission.
- Students should respect District computers and the network and should not change computer settings or cause damage to school computers.

Inappropriate use of school technologies will result in disciplinary action including the loss of privileges, conduct referral, or other disciplinary action as described in the student handbook.

## TELEPHONE USE

Permission to call home will be given only for illness and other emergencies. Student cell phones may only be used before and after school.

**PLEASE MAKE SURE YOUR STUDENTS KNOW HOW THEY ARE TO GET HOME AFTER SCHOOL EACH DAY.**

Discussing after school plans with your children before leaving home each morning allows us to keep phone lines available for emergency use.



## TEMPORARY SUSPENSION

### **(Board Policy 502.2)**

Board policy and District rules and regulations list the following causes, but are not limited to, for temporary suspension of elementary students: willful disobedience; disruptive behavior; vandalism; vulgarity or profanity; use or possession of alcohol or tobacco; theft; carrying a weapon or dangerous object; throwing snow or ice; acts affecting health & safety; harassment; fighting; threats (direct, indirect, written, oral and/or visual).

## TITLE IX GRIEVANCE REPORTING FORM

### General Statement of Policy Prohibiting Unlawful Sexual Discrimination and Harassment:

St. Maries Joint School District No. 41 maintains a firm policy prohibiting all forms of unlawful sexual discrimination and harassment. It is the policy of the District to maintain a learning and working environment that is free from sexual harassment and sexual discrimination. Each student/staff member/patron has the right to be in a school atmosphere that promotes equal opportunities and is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive.

School: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. The District assures the Grievant that it will use its best efforts to keep the Grievant's report confidential.)

Home Address: \_\_\_\_\_

Home Telephone/Cell Phone/Contact Telephone: \_\_\_\_\_

Name the person who you believe unlawfully discriminated toward you, a colleague, another employee or any students: \_\_\_\_\_

If the alleged unlawful sex discrimination or harassment was directed toward another person, please identify that person: \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used, what verbal statements (i.e. threats, requests, demands, comments); what, if any, physical contact was involved, etc. Attach additional pages if necessary.

\_\_\_\_\_

\_\_\_\_\_

Date(s), time(s), and place(s) the incident(s) occurred. \_\_\_\_\_

\_\_\_\_\_

Were other individuals involved in the incident(s)?

☐ YES

☐ NO

If so, name the individual(s) and explain their roles. \_\_\_\_\_

\_\_\_\_\_

Did anyone witness the incident(s)?

☐ YES

☐ NO

If so, name the witnesses. \_\_\_\_\_

\_\_\_\_\_

Did you take any action in response to the incident(s)?

☐ YES

☐ NO

If yes, what action did you take? \_\_\_\_\_

\_\_\_\_\_

Were there any prior incidents?

☐ YES

☐ NO

If so, describe any prior incidents. \_\_\_\_\_

\_\_\_\_\_

Signature of Grievant

\_\_\_\_\_  
If Student/Minor, Signature of Parent/Legal Guardian

(Not Required)



## TRANSPORTATION CHANGES

Please be sure to communicate any changes in transportation, schedule, or your child's after school activities to the office **PRIOR to 2:00 pm** to ensure our ability to get any messages to your child or to the bus garage.

## TWO ADDRESS BUSING

Students who will need transportation to a location other than home (such as daycare, etc.) will need to fill out a **"Special Request For Two Address Busing."** This form can be completed in either the office or at the Transportation Department. Only one Two Address Busing is allowed per student.

## VISITORS TO THE SCHOOLS

### (Board Policy 1006.02)

St. Maries Joint School District No. 41 encourages visits by Trustees, parents, and citizens to all District buildings. All visitors are required to report to the administration or Principal's office upon entering any District building. Any individual who wishes to visit a classroom during instructional time may only do so with prior approval from the Principal and Teacher. Parents/guardians of District students shall have reasonable access to observe all school activities during school hours in which the student is enrolled, provided they have received prior permission. Parents/guardians who are otherwise legally prohibited from such access shall not be granted this permission. Such visits shall not be permitted if their occurrence, duration, frequency, or conduct on campus interferes with the delivery of instruction or disrupts the normal school environment. Conduct shall adhere to district norms of mutual respect, civility, and orderly conduct; a list of expectations can be found in Board Policy 1006.02.

St. Maries Joint School District No. 41 recognizes the danger sex offenders pose to student safety and has put protections in place for our students. State law prohibits a person who is currently registered or is required to register under the sex offender registration act to be on school property when students are present within 30 minutes before/after a school activity, loiter on a public way within 500 feet of the school property line, be in any vehicle owned/leased by the school to transport students to or from school when students under the age of 18 are in the vehicle, or reside within 500 feet of a school. There are specific descriptions and exemptions included in Board policy and state law.

Any staff member may request identification from any person on school property. Any staff member shall seek the immediate removal of any person who refuses to provide requested information. As circumstances warrant, the District's administrators shall take appropriate action to enforce this policy. If a sex offender violates this Policy, school officials shall immediately contact law enforcement.

## WEAPONS POLICY

### (Board Policy 504.13)

We are committed to providing a safe environment for all students and staff. As a result, our district has a policy of “zero tolerance” for students who bring weapons or other objects/substances to school which are a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process. Any violation may result in suspension and/or expulsion. “Weapon” is defined as any device, instrument, material, or substance designed to cause serious physical injury. Toys of violence are not acceptable at school.

**\* \* \* Heyburn – A Great Place to Learn \* \* \***



## JACK P.R.I.D.E. BEHAVIOR PLAN

At Heyburn Elementary School, we believe that every student and staff member has the right to be in a school environment where he/she feels safe, respected, and protected. To ensure this, we focus on Jack P.R.I.D.E. each day.

We will work to raise our students' awareness about which types of behavior are respectful and which are inappropriate or show disrespect. Students should strive to do their best and be their best while at school. We ask that students show respect at all times. This includes to/from school, at the bus stop, on the bus, in the hallways, during lunch, while at recess, on field trips, during assemblies, and while in class.

It has become imperative that, as educators, we nourish and cultivate the emotional and social development of our students as well as their academic development. We are faced daily with compelling evidence and information, through news reports, educational statistics, and our own awareness of the changing fabric of society, which emphasizes the need for character education programs within schools. By incorporating these skills, ideas and activities into our students' educational program, we feel there will also be an increase of student academic success. Students will understand their role and responsibility in their education as well as the education of others and see the value and strengths that they and others possess.

# JACK P.R.I.D.E

**I am Patient and kind.**

**I am Responsible and respectful.**

**I am Involved in my learning.**

**I am Dependable.**

**I Encourage others to do their best!**

## STUDENT BEHAVIOR EXPECTATIONS CHART

Below are our expectations for every student for specific areas / activities that take place during the school day. We expect that they will show Lumberjack Manners, maintain personal space, and speak kindly to others in ALL situations. Lumberjacks show Jack P.R.I.D.E! These expectations will be held by all staff at Heyburn Elementary for all students. The expectations will be posted throughout our building to assist students in choosing to make positive choices.

## POSITIVE STUDENT RECOGNITION:

At Heyburn Elementary School, we believe all students, staff and parents should feel safe, comfortable and respected. We are all committed to providing the most effective learning environment possible and maximizing

instructional time for all students. We want our students to learn, be successful, and feel happy while at school. Our teachers and staff will provide positive reinforcement through individual classroom recognition activities as well as school-wide programs. The administration will also recognize students for their outstanding work, behavior, effort, and attitude. Please keep us informed of your child's achievements and successes outside of school. In addition to classroom reward systems, we will recognize students as a whole school in a number of ways as outlined below.

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### CAUGHT IN THE ACT

Students will be able to earn "Caught in the Act" tickets when following school expectations. When the child is "caught" completing these actions or choices, the teacher will issue a ticket. These tickets are to acknowledge the student quickly and with positivity.

At the teacher's discretion, students may bring their "Caught in the Act" tickets to the office to share good news with the Principal.

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### STUDENT OF THE MONTH

One student from each classroom will be chosen to receive the award for displaying the character trait of the month for Jack P.R.I.D.E. This student will receive a certificate, picture in the paper, and recognition at school.

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### POSITIVE BEHAVIOR REFERRAL

When student behavior warrants exceptional notice, teachers and staff can issue a Positive Behavior Referral. This referral certificate is filled out and brought to the office. The student and Principal will call home to share the good news with parents and the student will be eligible to choose a prize.

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### ACADEMIC AWARDS

- Straight A Honor Roll Certificates – Grades 4-5 - All A's in all Academic Subjects.
- Honor Roll Certificates – Grades 4-5 -A's and B's in all Academic Subjects.

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### END OF THE YEAR RECOGNITION

- Straight A Honor Roll All Year Certificates – Grades 4-5 - Given to students who have had all A's in all academic subjects for the entire school year
- Honor Roll All Year Certificates – Grades 4-5 - Given to students who have had all A's and B's in all academic subjects for the entire school year.
- Perfect Attendance All Year Certificates – Grades K-5 - Given to students who have attended school each day and have no more than 5 tardies for the entire school year.
- Excellent Attendance All Year Certificates– Grades K-5 - Given to students who have missed no more than 2 days of school and have had no more than 5 tardies for the entire school year.



## BEHAVIOR AND INTERVENTION MATRIX:

We believe an effective behavior plan must provide instruction to students indicating which behaviors should be avoided. It is important that all of our students learn to accept responsibility for their actions and understand that there are consequences for inappropriate behaviors. We believe that most situations can be resolved in the classroom with the help of teachers, students and parents. However, if a problem continues, it will be necessary to send the student to the office with a behavior referral. We also recognize that some students may need an individual behavior plan. The administration, guidance counselor, teachers, parents, and students will develop these, if necessary. We have identified and divided inappropriate behaviors below in increasingly serious levels in order to more effectively help students understand which actions are not appropriate for school.

Classroom teachers and Principal may consult this matrix when determining appropriate consequences for misbehavior.

Tier 1 Behaviors:			
Behaviors that:			
<ul style="list-style-type: none"> <li>Primarily impact the student</li> <li>Do not require administrator involvement</li> <li>Do not significantly interfere with the educational environment</li> <li>Do not appear chronic.</li> </ul>			
Behaviors may include:		Interventions may include:	
- Not following directions (leaving seat w/out permission)	- Aggressive behavior	- Timeout or break in room/Moving seat	- Parent contact or note home
- Off task/Not doing class work/failure to complete/not participating	- Cheating	- Completion during recess or unstructured time	- Card or clip move
- Damaging materials	- Stealing	- Problem solving discussion	- Natural consequence
- Not in designated area	- Negative Attitude	- Reteach/practice expectation	- Daily Planner
- Littering	- Inappropriate Language	- Loss of privilege or free time	
- Not being prepared			
Tier 2 Behaviors:			
Behaviors that:			
<ul style="list-style-type: none"> <li>Interfere with the educational environment (classroom/assembly/school activities/etc.)</li> <li>Put others at risk or harm</li> <li><u>May</u> require administrator involvement</li> <li>Are chronic Tier 1 behaviors <i>**Chronic means constantly reoccurring over time.</i></li> </ul>			
Behaviors may include:		Interventions may include:	
- Disrespect to adults or peers (insolence, insubordination, defiance, talking back, gestures, etc.)		- Parent contacted/note sent home	- Reteach/practice expectations
- Leaving assigned area without permission		- Problem solving writing assignment	- Loss of specials class/recess
- Talking without permission or after repeated requests to stop		- Loss of privileges	- Behavior Contract
- Inappropriate language/noises		- Lunch detention	- After School Detention
- Cheating/Lying/Theft		- Apology: Written and/or verbal	- Possible alternative to class-wide reward.
- Not keeping hands, feet, and objects to yourself.		- Time Out in another room/hallway	- See Tier 1 Consequences
- Aggressive behavior (running, pushing, shoving, horseplay)		- Restitution	
- Vandalism			
- Negative Attitude			



Tier 3 Behaviors:		
Behaviors that: <ul style="list-style-type: none"> <li>• Violate St. Maries School District Policies and /or Idaho State Laws</li> <li>• Are Chronic Tier 2 behaviors</li> <li>• Require Administrative Involvement</li> <li>• Knowingly and willingly engaging in behaviors</li> </ul>		
Behaviors <i>may</i> include:	Interventions <i>may</i> include:	
<ul style="list-style-type: none"> <li>- Actions that cause physical harm (fighting)</li> <li>- Having or using a weapon</li> <li>- Having or using drugs/alcohol/tobacco</li> <li>- Theft or vandalism</li> <li>- Trespassing, arson, bomb threats</li> <li>- Bullying/Intimidation/Harassment</li> <li>- Leaving the building w/out permission</li> <li>- Spitting / exchanging of bodily fluids</li> <li>- Other behaviors that may be deemed unsafe or illegal.</li> </ul>	<ul style="list-style-type: none"> <li>- Parent contacted/Parent Meeting</li> <li>- Detention and/or In School Suspension</li> <li>- Reverse detention (parent attend and monitor student)</li> <li>- Parent escort at school events</li> <li>- Loss of privileges / free time</li> <li>- Seclusion</li> <li>- See Tier 2 Interventions</li> </ul>	<ul style="list-style-type: none"> <li>- Restitution</li> <li>- Law enforcement contacted</li> <li>- Out of School Suspension/expulsion or alternative</li> <li>- Extended loss of privileges</li> <li>- Restriction Plan/Behavior Intervention Plan</li> <li>- Structured Breaks</li> <li>- Check in/Check Out</li> </ul>

#### EXPLANATIONS OF INTERVENTIONS:

#### BEHAVIOR CONTRACT:

In the event that a student is continually having a difficult time with making appropriate and positive choices, the Teacher, Student, and Administrator will create a behavior contract. The contract will include information regarding the expected behavior, actions to be taken by the teacher, student, and parent, results (positive motivators) when appropriate choices are made, and consequences when appropriate choices are not made.

#### RESTRICTION PLAN

When student repeatedly fails to make appropriate choices, they may be put on a restriction plan. This is a plan where students are limited to places or activities within the school day to remove some temptation or opportunities for the students to make the inappropriate choice. For example, they may be required to play only on one part of the playground, sit in a certain spot at lunch, be monitored when moving between class and restroom, etc.

This plan is constructed by the principal and has procedures that discuss when it will be reviewed, student requirements, parent requirements, and other staff requirements. It is revisited at planned intervals and the student's behavior can determine reduction or sustained use of the restrictions.

#### SPECIAL NOTE TO PARENTS AND STUDENTS

1. Verbal threats or comments of physical harm/injury by one student to another will not be tolerated at any grade level. Depending on the nature of the incident, out of school suspension and police contact are possible. **This is not a joking or teasing matter.**
2. Any verbal threats or comments about harming the school or school property will not be tolerated. Depending on the nature of the incident, out of school suspension and police contact are possibilities. Again, this is not a joking or teasing matter. Please remind your child to tell an adult if he/she is being teased or being called names. We can solve the situation but we need to know.



3. Bullying, Hazing, Harassment, Sexual Harassment, Intimidation, or Menacing Behavior of any kind will not be tolerated.

#### COMPLAINT PROCEDURES

Building principals and the Superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of this Policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, cyber bullying or menacing in violation of this Policy shall immediately report his/her concerns.

Harassment Complaint Form can be located in Policy 502.14 at [www.sd41.org](http://www.sd41.org).

4. Board Policy 502.07 outlines provisions regarding weapons. **This also applies to toy weapons.** If a student accidentally brings something to school that he/she realizes should not be at school, the student needs to tell an adult as soon as possible.
4. Disruptive incident/Teacher removal of student from class—occasionally, it may be necessary to remove a disruptive child from the classroom. The following procedures are to be followed:
  - a) A student may be removed from the classroom if his conduct obstructs the learning environment or if he is exhibiting behaviors that are considered harmful to himself, to the teacher, or to other students.
  - b) If a student is exhibiting inappropriate behavior, a teacher has the option of escorting the student to the office, or of calling the office and asking for someone to come and remove the student.
  - c) The student will be allowed to return to the classroom only after the administrator and the teacher have conferred and a joint decision has been reached as to when the student may return.
  - d) There may be some instances in which an administrator is not available to deal with the referral. In those cases, the guidance counselor will talk with the student. The student may be returned to class until an administrator is available.
  - e) If the student's behavior escalates, the parents will be called and asked to come to school to meet with an administrator and possibly take the child home. The counselor and teacher may be in attendance at this meeting.
  - f) If a student receives three such discipline referrals he will be recommended for Out of School Suspension. An administrator and the teacher will determine the length of the suspension.

## TITLE ONE: PARENTS' RIGHT TO KNOW

September 5, 2023

Dear Parent or Guardian,

We are pleased to notify you that in accordance with the *Every Student Succeeds Act of 2015*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met Idaho State Department of Education's qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualifications of licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals, and, if so, their qualifications.
- You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has not met the No Child Left Behind (NCLB) highly qualified criteria.
- Information regarding any State or local education agency policy regarding student participation in mandated assessments and include a policy, procedure, or parental right to opt the child out of such assessment.

Please be assured that St. Maries School District #41 is dedicated to providing students with a quality education. The information regarding the qualifications of your child's teacher and/or the classroom paraprofessional may be obtained from the principal of the school your child attends. More information about this federal legislation is available at:

[http://edocket.access.gpo.gov/cfr\\_2010/julqtr/pdf/34cfr200.61.pdf](http://edocket.access.gpo.gov/cfr_2010/julqtr/pdf/34cfr200.61.pdf)

Sincerely,

T.J. Blackwell, St. Maries School District #41 Federal Programs Director



## HEYBURN ELEMENTARY SCHOOL SCHOOLWIDE TITLE I PARENT INVOLVEMENT PLAN

The Title I Schoolwide Program of St. Maries School District #41 will encourage parent participation on an annual basis in the following ways:

1. Facilitate regular, meaningful two-way communication by:
  - a. Notifying student's parents in writing - letter, compact, and parent involvement plan in a timely manner (in this format and, to the extent practicable, will be in a language that parents can understand and in other formats requested);
  - b. Informing parents of their child's progress periodically via parent conferences, progress reports, and phone contact/conversations during the school year with flexibility; and
  - c. Encouraging Schoolwide parent involvement during parent-teacher conferences, through parent volunteer programs, and in parent-teacher organizations (PTO)
2. Form a Schoolwide Title I Parent Advisory Committee (PAC) that will advocate parental involvement and provide input for the program, specifically by:
  - a. Reviewing the program goals;
  - b. Reviewing the annual Heyburn Schoolwide Title I Budget to establish how the parent involvement funds will be used and to evaluate the use of the funds;
  - c. Conducting an annual review of the Schoolwide Title I program and planning for school improvement;
  - d. Reviewing and, when necessary, revising the parent compact; and
  - e. Reviewing and, when necessary, revising the parent involvement plan.
  - f. Any parent of a student at Heyburn Elementary is eligible to serve on this committee. The PAC
  - g. will meet twice a year (Fall and Spring).
3. Heyburn Elementary will conduct an annual meeting and invite (in writing) parents of all students and the building principal to attend. The purpose of the meeting is to:
  - a. Explain the Heyburn Schoolwide Title I Program and the right of parents to be involved in the school and their child's education;
  - b. Explain how Schoolwide Title I is funded;
  - c. Explain how Schoolwide Title I services are delivered;
  - d. Explain the instructional alignment of classroom and Schoolwide Title I support with state achievement measures and curricular standards;
  - e. Explain the curriculum and academic assessments used to measure student progress and proficiency levels students are expected to meet;
  - f. Explain program evaluation;
  - g. Provide materials and resources for parents to help their children at home; and
  - h. Provide an opportunity for parents to communicate their needs, concerns or comments about the Schoolwide Title I Program
4. Build the capacity of parents to support their child(ren)'s learning at home by:
  - a. Conducting a family activity;
  - b. Providing opportunities for parents to attend workshops or in-service activities;
  - c. Providing materials to help parents work with their children to improve their academic achievement;
  - d. Providing reasonable support for parental involvement activities as requested by parents (including transportation and childcare costs); and
  - e. Coordinating parent involvement programs/activities with Head Start, Heyburn Developmental Preschool and St. Maries Public Library.

## HEYBURN ELEMENTARY SCHOOL TITLE I PROGRAM SCHOOL-PARENT COMPACT

**Parent Involvement** means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities. We believe in partnering to promote academic success for Title I students and are committed to fulfilling the following responsibilities:

**Title I Student will:**

- believe that I can learn and will learn.
- be responsible for my behavior.
- cooperate with my teachers and classmates.
- believe that my attendance each day is important for my success.

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

\_\_\_\_\_  
Date

**Parent/Caregiver will:**

- believe that daily attendance is important for student success.
- provide an environment that encourages my child to be successful in school.
- encourage positive attitudes about school.
- understand that there are opportunities to volunteer and participate in my child's class and/or observe classroom activities.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Title I Staff will:**

- believe that each student can learn and that I am prepared to teach to the needs of each student in order for them to meet the state's student academic achievement standards.
- provide high quality curriculum and instruction in a supportive and effective learning environment.
- maintain open lines of communication with students, parents, and Title I teachers.
- motivate and encourage students to practice academics at home by providing materials to enhance learning.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

Please return this signed form to your child's teacher by September 15, 2023.



**LUMBERJACK PRIDE**

**"WORK HARD, DO YOUR BEST, BE KIND, BE SAFE"**



**Please return to your child's teacher by September 15, 2023. Thank you.**

Dear Student and Parent:

Welcome to another new and exciting school year here at Heyburn! Part of our school year begins with the discussion of the student handbook. This helps students understand the expectations that allow for our school to run smoothly. Each teacher specifically goes over our Jack P.R.I.D.E. Behavior Plan with students as well.

We require each student to sign along with the parents, signifying that they have reviewed the handbook. Should you have any questions about the handbook, please contact the office or Dr. Arkoosh, Heyburn Elementary Principal, at 208-245-2025.

This signature form indicates that both the student and parent have reviewed the handbook and understand all expectations and rules posted in the handbook.

Student's Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_