

Hawthorne Elementary Parent & Student Handbook 2024-25



"Learn, DO . . . Grow"

HAWTHORNE ELEMENTARY SCHOOL
1520 South Boulevard
IDAHO FALLS, IDAHO 83402
(208) 525-7636



D91 Vision, Mission, and Core Beliefs

The vision of Idaho Falls School District 91 is to provide all students with a Culture That Empowers, Instruction That Engages, and Technology that Enables.

The mission of Idaho Falls School District 91, in cooperation with our community, is to graduate all students with the knowledge, skills and attributes they need to be successful beyond high school.



Hawthorne Mission Statement

Hawthorne develops and supports each child academically, socially, and emotionally. We establish high academic and behavioral expectations for all learners. In this way, students will learn and grow to become kind, responsible, curious, and resilient citizens in our community.

Hawthorne Vision

We strive to instill a love for learning, foster personal growth, and cultivate responsible and compassionate individuals who will positively impact our community.

Hawthorne Values

We value:

- A. Collaboration with clear communication and expectations
- B. Safe Learning Environment
- C. Consistency & Reliability
- D. Student Centered mindset
- E. Life-long Learning



H. ONEST

A. LWAYS SAFE

W. ORK HARD

K. IND

S. UCCESFUL

Staff Assignments 2024-25:

Assignment:	Teacher Name:	Room Number:
Principal	Mark Morgan	Office
Counselor	Andrea Hamilton	Office
School Secretary	Lexie Cole	Office
Part-time Secretary	Glenda Barlow	Office
Kindergarten	Chanelle Hohrein	B-1
Kindergarten Aide	Donna Ayers	B-1
Kindergarten	Ashley Rutledge	B-9
Kindergarten Aide	Micaela Mason	B-9
1 st Grade	Lisa Apple	A-6
1 st Grade	Amber Malikai	A-5
2 nd Grade	Lisa Hart	A-3
2 nd Grade	Rhonda Brown	A-4
3 rd Grade	Alexandra Boulter	A-1
3 rd Grade	Theresa Lentz	A-2
4 th Grade	Michele Timm	B-10
4 th Grade	Odalis Lavariega	B-8
5/6 th Grade	Lisa Hays	C-3
5 th Grade	Mark Ellwein	C-1
6 th Grade	Kathryn Ford	C-2
Resource Room Teacher	Jamie Buell	B-2
PE Instructor	Krystle Whitmill	Gym
Music Instructor	Beverly Velez	B-13
Librarian	Megan Wood	Library
Art Instructor	Beverly Velez	B-13
Title 1 Tutor	Michelle Shaw	
Title 1 Tutor	Kathryn Miller	
Title 1 Tutor	Heather Waite	
Title 1 Tutor/EL tutor	Stephanie Ortiz	

Title 1 Tutor		
Resource Room Aide	Alicia Allen	B-2
Resource Room Aide	Chad Hays	B-2
Occupational Therapist	Lacey Osgood	
School Psychologist	Bruce Blake	Library office
Psych Assessment Tech	Meghan Johnson	Library office
SLP	Kaitlin Bell	B-11
SLP Para		
SLP Para		
Child Nutrition Cashier	Erica Catalan	Cafeteria
Food Server	Jacqueline Howe	Cafeteria
Food Server	Megan Towers	Cafeteria
Duty Aide	Krystle Whitmill	
Duty Aide		
ECSE PRESCHOOL		
Preschool Coordinator	Michelle Pierce	B-11
Preschool Secretary	Jenna Hanes	B-11
Preschool Teacher	Mandi Matson	B-13 Office
Preschool Aide	Theresa Suekel	
Preschool Teacher	Kylie Hatch	B-3
Preschool Aide	NiCole DiViesti	
Preschool Teacher	Carrie Clyde	B-5
Preschool Aide	Emily Labrum	
Preschool Teacher	Casie Moore	B-7
Preschool Aide	Lainey Beckwith	

Hawthorne Elementary Daily Schedule 2024-25

Monday – Thursday:

Breakfast begins: 8:25 AM
Playground Supervision Begins: 8:40 AM
First Bell: 8:55 AM
Tardy Bell: 9:00 AM
School Ends: 3:05 PM
Playground Supervision Ends: 3:20 PM



Friday:

Day will begin the same as Monday
through Thursday

Early Dismissal
School Ends: 2:05 PM
Playground Supervision Ends: 2:20 PM

D91 PRESCHOOL AT HAWTHORNE 2024-2025

Monday and Wednesday: 3 year olds
Tuesday and Thursday: 4 year olds

DAILY SESSION TIMES:

A.M. / 1st Session:	08:00 a.m. - 09:40 a.m.
Midday / 2nd Session:	10:00 a.m. - 11:40 a.m.
P.M. / 3rd Session:	12:20 p.m. - 02:00 p.m.

Lunch & Lunch Recess Schedule:

Grade Level	Line up at	Lunch	Recess	Duties
Kindergarten	11:46	11:55-12:10	12:10-12:25	Kindergarten paras
1 st & 2 nd grade	11:26	11:35-11:50	11:50-12:05	
3 rd & 4 th grade	11:06	11:15-11:30	11:30-11:45	
5 th & 6 th grade	12:06	12:20-12:35	12:35-12:50	

Recess:

*Determined by schedule, 1-3 usually has an afternoon recess. Kindergarten has a play-based learning time built into their schedule. 4th-6th typically do not schedule an extra recess daily due to increased academic minutes. Duty is covered by the grade level, either 2 teachers or a teacher and an aide. .

Grade Level	Recess Time
Kindergarten	TBD
1 st Grade	1:15-1:30 pm
2 nd Grade	1:15-1:30 pm
3 rd Grade	TBD

A – Z POLICIES AND PROCEDURES

ASSESSMENTS

In order to best serve students we need to know the progress they are making towards learning standards and whether they achieve the goal or learning targets.


- **Idaho Reading Indicator (IRI) administered by iStation:** Reading is fundamental to success. Our goal is that all children read at grade level by the end of third grade. Students in Kindergarten through Third Grade will take the Idaho Reading Indicator (IRI) to provide evidence of reading proficiency.
- **Istation:** A reading assessment used in K-6 which provides progress monitoring. This assessment is given at the beginning of each month. It provides evidence of progress towards the reading standards.
- **I-Ready Math Assessment K-6:** This assessment helps us pinpoint learners' strengths and gaps and then helps teachers locate the right instructional resources to differentiate instruction to help all learners grow and access rigorous content.
- **Idaho Standards Achievement Test (ISAT):** Starting in the third grade, students take the ISAT. This provides evidence of student achievement toward standards essential for success.
 - o **Interim ISATs:** Used in 3rd-6th grades to support teaching and learning. An assessment “for learning” and not “of learning” like the summative ISAT.

ATTENDANCE

If your child is absent, call the school - Please notify the school (208) 525-7636 as soon as possible on the day your child is absent. This helps us confirm that each child is where they should be.


ATTEND TODAY, ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...



PRESCHOOLERS build skills and develop good habits for showing up on time	ELEMENTARY STUDENTS read well by the end of third grade	HIGH SCHOOLERS stay on track for graduation	COLLEGE STUDENTS earn their degrees	WORKERS succeed in their jobs
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Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.

**Attendance Works**
Advancing Student Success By Reducing Chronic Absence
www.attendanceworks.org

IMPORTANCE OF STUDENT'S ATTENDING SCHOOL:

The process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of students with one another in the classroom and their participation in instructional activities under the direction of a highly qualified teacher are vital. Education is much more than written assignments or homework; it encompasses instruction, discussion, interaction, and project work that occurs in the classroom. **Most of the learning that takes place in a classroom cannot be replicated or sent home as homework. When a child is not in school, learning opportunities are lost.**

Regular attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunities are greatly affected by a good attendance record.

ATTENDANCE POLICY (IFSD BOARD POLICY 1002.0)

Students cannot exceed 5 absences during a trimester. Any student with absences in excess of 5 days during a trimester may be referred to Bonneville County Juvenile Probation and be placed on truancy.

Absences counted in the 5-day limit include:

- Verified Absences (VER): An excused absence is one which has been verified by the parent/legal guardian; an absence that the parent/legal guardian knew of, approved, and cleared with the attendance office before, the day of, or no later than the close of the second day upon the student's return to school.
- Unverified Absence (UNV): An unexcused absence is one which is unverified by the parent/legal guardian; an absence in which the parent/legal guardian did not have knowledge of, or did not approve, or did not clear with attendance office before, the day of, or no later than the close of the second day upon the student's return to school.
- All of these codes include the following: family trips; work days; vacations; visiting friends or relatives; hair; medical or dental without a doctor note; photography appointments; attending concerts; shopping; or any other activities which are unacceptable to the Board.

Absences not counted in the 5-day limit include:

- School Activity Absence (ACT): An absence due to participation in district sponsored field trips, extra-curricular, or co-curricular activities may be granted upon approval of the

superintendent/designee.

- In-School Suspension (ISS): (In-School Suspension) One in which the student is considered present in school for attendance purposes. Make-up work is allowed. This includes absences marked as SSS or OSS. (Out of School Suspension)
- Death in Family (DIF): Death in Family is used for death of an immediate family member.
- Court (CRT): Court excused absence - student has to have a written excuse from the court.
- Medical (MED): An excused absence, due to illness or a medical/dental appointment, directly verified by a licensed medical practitioner cleared with the attendance office before or within two business days of the student's return to school.
- Tardy Medical (TED): Tardy from returning from Dr. appointment -verified by Dr. excuse.
- School Closure (CLS): School Closure for something that has happened at the school such as pipes freezing, no heat, etc. This includes absences marked as WTHR.
- Homebound (HMB): verified absence for those students who have been placed on homebound and are receiving their homework from the homebound teacher/aide.

ATTENDANCE AWARDS

Attendance will be celebrated and encouraged each trimester and at the end of the year. Attendance awards and certificates will reflect perfect attendance and punctuality. The following criteria will be used to determine if a student will receive a certificate.

Trimester Awards	Yearly Awards
<ul style="list-style-type: none">● Perfect Attendance (and no T-10s)● 2 or less tardies	<ul style="list-style-type: none">● Perfect Attendance (and no T-10s)● 5 or less tardies for the year

Thank you for your efforts to ensure students are consistently in attendance at school. Attendance at school each day adds to student's skill sets that will set them up for success in their future careers and lives.

ACCIDENTS AND ILLNESS

If a student is seriously ill or has a serious accident, we do everything possible to contact the parents. If this is unsuccessful, we will notify the emergency contact number listed on your information card. Under extreme emergencies, if we are unable to contact these people, we will take the necessary steps for hospitalizing your child. Under no circumstances will we send a child home unless the parent or person listed as the emergency contact gives us permission.

BICYCLES, SKATEBOARDS & SCOOTERS

All bicycles, skateboards and scooters are to be put in the bike rack upon arrival at school. It is recommended that students lock up their bikes, scooters and skateboards (wrap a cable lock around the trucks). Students will need to provide their own lock. The school or district cannot be held responsible for stolen or damaged

bicycles or equipment. They should remain there until students go home. Bicycles, skateboards & scooters are not to be ridden on the playground or through crosswalks. Students are encouraged to wear and follow applicable safety rules and safe school routes.

BIRTHDAYS AND SPECIAL OCCASIONS

Please coordinate any birthday or special occasion celebrations with your student's teacher. *If treats are brought to school for activities such as birthday treats, class parties, special rewards, etc., they must be **commercially prepared items**, preferably individually wrapped. **Homemade treats are not permissible.*** Please do not send special flowers, balloons, treats, etc., to the school to be delivered to the classroom for your student. These items will be held at the office until the end of the day. Thank you for your help in this area.

BUSSING

The school is responsible for students while they are transported on school buses. Therefore, all students must ride their designated bus unless parents provide written notification and the student is issued a bus pass from the office.

The safe and proper transportation of students on school buses is important to all parties concerned. The conduct of students, whether waiting for transportation or while being transported, is the same conduct expected of students while in class. All behavior must support safe travel. Drivers must be able to carry out their responsibilities so that passengers have a safe ride to and from school. Bus drivers may issue citations to students who misbehave on the bus. Bus drivers will attempt to notify parents if citations are given. The school principal may also follow through with consequences up to and including issuing a suspension from riding the bus.

CHECKING STUDENTS OUT OF SCHOOL

Students taken out of school prior to the dismissal bell will need to be checked out from the office. Once a student is in school, parental/guardian permission is required to check them out of school. Students will not be released to anyone who is not listed as a contact in Powerschool. They will also be required to show their identification if we don't already know them. Students coming to school after the tardy bell must check in at the office.

CHILD NUTRITION AND WELLNESS

Refer to the Child Nutrition section of the D91 webpage: <https://www.ifschools.org/domain/40>

Our child nutrition staff works diligently to provide our students and staff with healthy, nutritious, and low-cost or free meals that meet the latest state and federal nutrition guidelines. If you think your family would

benefit from free or reduced cost meals, please be sure that you have turned in your free and reduced lunch form to our cafeteria cashier.

PLEASE NOTE: If your child is going to be late coming into school and needs a hot lunch, it is imperative that you call no later than 9:15 a.m. to order lunch for him or her. Otherwise, plan to send a home lunch.

General Guidelines:

- We encourage our students to start with the healthiest parts of their meal before they eat their desert or chips. Then they are more likely to not get hungry later in the day.
- Students may not share or trade food. They need to eat the food that they brought. So, please DO NOT send large bags of chips to school with your student because they will want to share them.
- Please DO NOT send energy drinks with your student.

Breakfast: is served in the cafeteria starting at 8:25-8:50 a.m. The full price for breakfast is \$2.15. Please be sure your child arrives on time if they want to eat breakfast at school.

Lunch: The lunch schedule is posted above. The full price for lunch is \$2.90. We send home monthly lunch menus. If you can't find your menu, they are posted on the D91 website.

Many of our students also bring lunch from home, please be sure you work together with your students to put together nutritious lunches that they will eat.

COLD/INCLEMENT WEATHER

According to District policy, students will remain indoors when the temperature is zero degrees wind chill. There will be times when the temperature is marginally in that range, and we may use an abbreviated schedule at lunch because the length of time students are outdoors is also a factor. This policy also pertains to before school times.

If a student has been seriously ill and needs to remain indoors during recess, parents should send a note to inform the teacher. A student will need a doctor's note to be excused from recess for more than three days.

COMMUNICATION - School to Home

Effective two-way communication supports student achievement. Communication opportunities include: Back to School Night or Open House, school newsletters, district/school website, Blackboard text messages, Facebook, Flyers, phone calls, Class Dojo messages, and more! Feel free to reach out, we love to hear from parents!

As a school, we try to keep parents informed of student progress and events taking place at school.

Experience has shown that some notes sent from school never reach home. ***Please check with your children and look in their backpacks to check for notes that are sent home from the school.***

Please sign up for our text message system – directions are on School District 91's homepage.

COMPUTER USE POLICY (CHROMEBOOKS)

Idaho Falls School District #91 is a 1:1 chromebook district. All families sign and review our Technology Use Agreement when students are registered. At school, teachers assign students to a chromebook for the year and students will use that chromebook for different educational purposes throughout the day. During the school day, teachers actively monitor their students as they use their chromebooks. Idaho Falls School District #91 also uses internet filters and monitoring software to keep our students safe while they are using technology at school. Students are expected to respect their chromebook and use it appropriately. Misuse of technology will result in disciplinary action and/or require the student to reimburse the district for any damages.

DELIVERIES

Flowers, balloons, treats, etc. intended for individual students will be held at the office for your student. Please do not send or have items delivered to the school. Please share these items with your child(ren) at home.

DISCIPLINE - see "Discipline Policy" (p.19)

DRESS CODE (Board Policy 1005.4 Dress and Appearance)

Dress and appearance must not present health or safety problems or pose potential disruption of the educational process as determined by school personnel. Parents will be notified and will be asked to bring appropriate clothing to school. Please help us in creating an environment that is conducive to learning and safe for all students.

Remember - always dress for the weather . . . Hats, coats, gloves, boots etc. when the weather calls for it.

- Hoods may be worn outside only.
- Shoes should be appropriate for P.E. and the playground

DROPPING-OFF AND PICKING-UP STUDENTS

- **Student safety is a primary concern. Help us keep our students safe.**
- Please be courteous with bus drivers, students on bicycles, students walking, and other parents.
- **Map Parent Drop off Hawthorne.pdf**
- A link to the drop off and pick up map is also available on our Hawthorne Web Page

Hawthorne Elementary - Parent Drop Off Map



School Times:

8:55 School Starts
8:40 Duties out
8:25 Breakfast starts
***1 hour later every Friday

Walking to School:

- Use the crosswalks at 15th, 16th and at 17th and S. Boulevard.
- Walk with a friend.
- Always watch out for cars!

Parent Drop Off Guidelines:

- Please drive north on Calkins Ave. and enter the alley to drop students off in the drop off zone, that is the SAFEST place. Then exit onto S. Boulevard (right turn only during drop-off and pick-up).
- Older students can be dropped off along Calkins and then they walk across the field to their lines.
- Please REFRAIN FROM dropping students off on 16th Street, it is very busy and unsafe during drop off and pickup.

ELECTRONIC DEVICES (CELL PHONES)

May be used by students with the permission of the classroom teacher and at the discretion of the principal. These are the expectations:

- Students will only use appropriate technology at teacher's discretion.
- Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
- Students are not to call, text message, email, or electronically communicate with others from their personal device without teacher approval.

Students shall be responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are misused by non-owners (with or without their consent), device owners are jointly responsible for the misuse or policy violations.

Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction. Teachers will bring all misused electronic devices to the office. Parents will make arrangements with school administration to pick up the misused electronic devices.

Cell Phones

Due to the fact that smartphones, when using cellular data, have the ability to access the unfiltered internet on school grounds, they will not be allowed during school hours (8:25-3:05) except as directed by the teacher.

Watches

Watches that are also phones may be worn, but students may not call or text during school hours. If a student is using a cell phone, or watch phone, during school hours it will be confiscated and parents will be contacted.

GRADING

Please refer to the School Calendar for the end dates of each grading period. Progress reports are available and sent home in the middle of each trimester. Report cards are sent home at the end of each trimester.

Grade levels report progress in different ways.

- Kindergarten students receive a checklist of skills noting mastery at the end of each grading period.
- Grades 1 & 2 are evaluated on mastery of specific concepts in terms of
 - o 1 = Demonstrates Consistency
 - o 2 = Progressing/Improving
 - o 3 = Needs Improvement
- Grades 3 through 6, a traditional evaluation system is provided as follows:
 - o 90% - 100% = A
 - o 89% - 80% = B
 - o 79% - 70% = C
 - o 69% - 60% = D

Homework

Refers to tasks that students are assigned to do on their own time, after school hours, as an extension of classroom work.

IMMUNIZATION

Idaho State Law requires all children enrolled in a public school to complete immunizations and have immunization dates on file before admission to school.

INJURIES

If a student is injured seriously or feels like she/he is seriously injured, we will notify you. Because accidents do happen, it is important that your student's emergency information is accurate and up to date. We will make every attempt to contact the primary guardians before we call others listed on the emergency card. If you have any changes to your emergency information, please notify the school as soon as possible.

LIBRARY

Hawthorne has an excellent library. Students are encouraged to check out books. Each class has a scheduled library time. Reading levels are indicated on the spine of each book. Students are responsible for returning their library books on time. Let's all work together to keep our library books in great shape!

LOST AND FOUND

There are many items left at the school every year by the students. Please feel free to check our lost and found or ask at the office for items left by your child. Large items coats, hats, gloves, etc. will be in the lost and found box. Small items rings, watches, etc. will be in the office. At the end of each month, the Lost and Found will be cleaned out and given to a charitable organization. This day will be the last calendar day for the month which is a weekday that school is in session. To help return lost items - PLEASE put your child's name on everything they bring to school.

MEDICATIONS

Medications are controlled by the office for all students. The following medications will be given out only if parents have given consent in PowerSchool with yearly registrations.

- Benadryl
- Cough Drops
- Hydrocortisone
- Neosporin
- Tums

If there is a need for an update or change of consent, please contact the school's secretary. Students are not allowed to have medications of any type on their person or in their classroom. If a child has a prescription or medication that needs to be taken during the day that is not listed above including inhalers, you must fill out a medication form which must be signed by a doctor. Please contact the school's secretary for more information.

MESSAGES

To avoid interruptions in the classroom, teachers and students will not be called out of the classroom to relay messages. Exceptions will be made for emergencies. Please do not call the office requesting message delivery at the end of the day. ***Please plan for how your child will get home from school prior to their arrival at school.*** If it is necessary to make changes to transportation arrangements, please call the school by 2:00pm. That allows sufficient time to deliver messages even if the school secretary is addressing multiple tasks. In the event of an emergency do not leave a message, continue calling until you speak with office staff.

MONEY AND VALUABLES

Students and parents are hereby notified that Hawthorne Elementary and Idaho Falls School District #91 are not responsible for the personal property of students. Students are encouraged to take steps to secure their property and to use locks to safeguard their property.

Teachers cannot be responsible for a student's money and valuables. Therefore, we discourage students from bringing money to school except for those times when there is a specific purpose: book orders, school projects, pictures, etc.

When you do send money (either cash or check) to the school with your child, please send it in a sealed envelope with the following information on the outside:

1. Child's name
2. Teacher's name
3. What the money is intended for
4. Amount of money enclosed

NEW STUDENT IDENTIFICATION/REGISTRATION (Please call the office for more information)

According to state law, all new students enrolling in an elementary school must provide a state issued certified copy of their birth certificate within 30 days. It is also required that immunization records be provided for each child. All students enrolled after the first day of school will start school the day after they register. This will decrease classroom interruptions and give the teacher time to prepare for the student.

PETS/ANIMALS

Student pets or animals are not permitted at school unless preapproved by the principal. Pets/Animals that pose a safety hazard (biting) or health hazard (allergens) are not permitted. Please see board policy for questions related to service animals (1007.6 - Service Animals in Schools).

PLAYGROUND AND HALL SUPERVISION

Staff members are assigned to supervision 15 minutes before and 15 minutes after school. There will be staff on duty any time students are on the playground during morning recess and during lunch hour.

Public Concern Procedures (Board Policy 506)

Situations may arise which are of concern to parents and the public. Such concerns are best handled through communication with the appropriate staff members and officers of the district and the Board. The following procedure shall be used by persons with complaints:

- Any concern involving a teacher will **first be addressed between the teacher and the concerned party**. If the initial concern is expressed to an administrator or a counselor, the concerned party shall be referred to the teacher as soon as possible but no later than five working days.
- If the parties are not able to resolve the concern, it will be resolved in an administrator-mediated conference between the teacher and the concerned party.
- Appeals of the mediated resolution will be according to Board Policy section 506

RECESS

Students go to recess at various times under the supervision of their grade level teachers. Students are never to be out for recess without adult supervision. During recess times, appropriate play is enforced for each play area.

Students who engage in inappropriate play for the designated areas are given consequences by their teachers. This may include time-out, missing recess time, calling parents, etc. Students who have serious or repeated offenses are sent to the principal. At that time, more severe consequences are enforced (parents called in to school, skills class, suspensions, etc.)

PARENTAL INVOLVEMENT (see also section on VOLUNTEERS)

We encourage parents, grandparents and guardians to be actively involved in our school community.

Parent Advisory Committee (will become our PTO)

The PTO plays a very important role in partnering in the education of our children with the school, its staff and faculty, and the district. Some of the roles of the PTO include:

- Helping to plan school events like the fall carnival
- Reviewing the Hawthorne School Improvement Plan
- Review the school's Emergency Preparedness Plan Annually

SAFETY

Teach your students about safety, both inside and outside the building. We all must constantly be aware of and alert to anything that presents a potential hazard to students and staff. If you see something that needs attention, please notify the principal, custodian or secretary.

SAFETY & SCHOOL SECURITY

Student Safety is our TOP PRIORITY!

- **SAFETY DRILLS**
 - **EVACUATION**
 - **REVERSE EVACUATION**
 - **SHELTER IN PLACE**
 - **HALL CHECK**
 - **LOCK DOWN**

SECURITY PROTOCOLS

- **WE ARE A CONTROLLED-ACCESS BUILDING - ALL DOORS ARE LOCKED AT ALL TIMES.**
 - Everyone who enters our building has to enter by the front door and be “buzzed in” by school staff.
 - All non-school personnel are required to use the front entrance and sign-in at the office to receive a visitor pass.
 - All members of the faculty and School District staff will wear identification badges.
 - To check a student out during school hours, parents or guardians will:
 - Come to the main door on 16th Street and be “buzzed in”.
 - Ask for their student and present their identification.
 - Students will not be released to people who are not listed on their school record or parent consent (we will call you).
 - Students are brought in their controlled-access doors by school staff.
- **SECURITY CAMERAS** - we have excellent camera coverage in all of our public areas both inside and outside the building.



EVACUATION TO ANNOUNCED LOCATION

STUDENTS

- Bring your phone
- Leave your stuff behind
- Follow instructions

TEACHERS

- Lead evacuation to location
- Take attendance
- Report missing, extra or injured students



REVERSE EVACUATION GATHER TO THE SCHOOL

STUDENTS

- Quickly move into building
- Elementary - go to home room
- Secondary - go to next class period

TEACHERS

- Quickly move into building
- Help students return to building
- Report missing, extra or injured students



SHELTER IN PLACE HAZARD AND SAFETY STRATEGY *Hazards include tornado, hazmat, earthquake, and severe storms*

STUDENTS

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

TEACHERS

- Lead safety strategy
- Take attendance



HALL CHECK GET INSIDE, LOCK OUTSIDE DOORS

STUDENTS

- Return to or remain in classrooms
- Business as usual

TEACHERS

- Bring everyone indoors
- Lock perimeter doors
- Increase situational awareness
- Take attendance
- Business as usual



LOCK DOWN LOCKS, LIGHTS, OUT OF SIGHT

STUDENTS

- Move out of sight
- Maintain silence
- DO NOT open the door

TEACHERS

- Lock interior doors
- Turn out the lights
- Move out of sight
- DO NOT open the door
- Maintain silence
- Take attendance

STAYING AFTER SCHOOL

Occasionally students may be required to stay after school to complete assignments or as a result of inappropriate behavior. Either teacher or the student will notify you if he or she needs to stay after school at the teacher's request. Students will not be kept without your permission.

TARDIES

Our goal is to have all our students in line and ready to go in at 8:55 a.m.! We realize that sometimes things come up and you will be late. If you are late and you arrive later than 9:05, you will have to **BRING YOUR STUDENT IN TO THE OFFICE AND SIGN THEM IN.**

TELEPHONE

To avoid interruptions in the classroom, teachers and students will not be called out of the classroom for a phone call unless there is an emergency. Necessary messages will be taken at the office and relayed to the teacher. If there is an emergency and you need to talk to your student right away we will call them on the phone. For normal calls we will take a message and deliver it to the students or give the message over the intercom.

TOYS

Should be kept at home. Student's cubbies and desks are not secure places and the school cannot assume responsibility for damage or theft.

TRANSFERRING OR WITHDRAWAL

If you are leaving District #91 and need to check your child out of school, please notify the office in advance. This will allow us time to complete the checkout procedure. Please take the time to return all school materials including library books before requesting transfers. When students transfer, their records will be requested from the new school and will be sent as soon as we receive the request.

TRANSPORTATION

If there is a deviation from normal transportation arrangements, please inform the school. Students must bring written confirmation from a parent informing us of the change or a telephone call from the parent informing us of the change. Students will not be allowed to deviate from expected transportation arrangements without notification from the parent/guardian.

TRAVEL TO AND FROM SCHOOL

We share your desire for the safe travel of each child to and from school. The following are safety rules we encourage parents to discuss with their children. It is the responsibility of the parents/guardians to ensure their child(ren) arrives at school safely and return home safely after school.

- Leave home for school early enough to arrive on time.
- Walk on sidewalks (and away from the canals).
- Cross streets at intersections only.

- **USE THE CROSSWALKS - especially at 17th and Boulevard!**
- Obey all traffic laws.
- Look both ways before crossing at intersections.
- Bicycles are to be parked in bike racks.
- Walk bicycles, *scooters*, or *skateboards* when you leave the path or come to the flagpole on 16th Street.
- Walk your bicycle across the street.
- We recommend students always wear bicycle helmets.
- *The school is not responsible for items brought to school that become lost or damaged.*
- In the winter, walk carefully on the ice – sliding on ice is not recommended.
- Respect other people's property. Do not take shortcuts through or across others' yards.
- Do not accept a ride from strangers or talk to anyone you do not know. Report any such incidents immediately to your teacher or to your parent.
- Do not ride home with anyone (including a friend) without parental permission first.
- Go straight home after school.

TREATS/SNACKS FOR BIRTHDAYS OR CELEBRATIONS

Shall be obtained from sources that comply with all laws relating to food and food labeling. Home prepared foods are prohibited. If treats are brought to school for activities such as birthday treats, class parties, special rewards, etc., they must be commercially prepared items, preferably individually wrapped.

VISITORS AT SCHOOL

Parents are welcome to help at school with arrangements made in advance and at the direction of the teacher. We will use the time you are generously donating to improve student outcomes and the Hawthorne Experience! Occasionally parents and/or students request to have siblings, relatives, or friends visit/attend school. This is not allowed as it causes a disruption to the learning environment. Only students enrolled in our school are permitted to attend Hawthorne Elementary.

VOLUNTEERS

We love volunteers who want to help our students learn and achieve! If you (or your child's grandparent) would like to volunteer at Hawthorne, please contact Mr. Morgan, the office or your child's teacher about good times and opportunities. Any time you are volunteering or visiting the school, please sign in at the office and pick up a visitor's badge.

WEATHER

Children should arrive at school dressed for the weather of the day so they are comfortable and can safely enjoy recess. In winter months, children should remember to dress appropriately. Unless parents have contacted the teacher by phone or note about a child staying in, children will be expected to go out for recess. If a student needs to stay in for recess, they will be reading a book or doing a quiet activity in the office area so their teacher can have their lunch break. If your child cannot participate in recess for health reasons, please send a note to this effect. If it is a prolonged stay (longer than 3 days) please send a note from the doctor.

In the event of adverse weather (temperatures less than 0 °, high wind, severe rain, etc.) students will remain inside for recess.

Discipline Policy

Discipline (School Board Policy 1005.0 – Education & Discipline)

At Hawthorne, our main emphasis is to encourage positive student behavior. A safe and accepting learning environment is essential for student achievement and well-being. A positive school climate means everyone – students, parents, staff and community members – feels safe, welcome and respected. Everyone has a role to play in promoting healthy relationships and a school climate which encourages appropriate student behavior. We expect all adults and students to exhibit behaviors that contribute to a positive learning environment.

It is our belief that by working together as a team, your child's education at Hawthorne will reflect excellence. It is our policy that students be held accountable for their actions. Part of becoming a good citizen is learning to accept responsibility for one's actions. To help children learn this important aspect of life, consequences will be delivered for unacceptable behaviors at school. If a student demonstrates inappropriate behavior, the behavior will be addressed maintaining fairness and dignity. As the need arises, parents will be informed and involved in the process.

Positive Behavior Interventions & Supports (PBIS) & Progressive Discipline

We are a PBIS (Positive Behavior Intervention Supports) School. It is our policy that students be held accountable for their own actions. If a student demonstrates inappropriate behavior, he or she will be dealt with fairly and with dignity. We will involve parents when severe problems arise.

Our positive behavior expectations are guided by these three basic principles. Students will:

BE SAFE

BE KIND

BE RESPONSIBLE/BE RESPECTFUL

Hawthorne's approach to making schools safe and accepting involves the whole school and focuses on:

- Collaboratively promoting positive student behavior through PBIS efforts including
 - Clearly defined behavioral expectations
 - Social and behavioral skills instruction (**KELSO'S CHOICE & SECOND STEP**)
 - Positive and proactive discipline
 - Active monitoring and supervision
 - Positive acknowledgements (positive contacts with home, Shout Outs, and more)
 - Data-based decision making
- Building healthy and respectful relationships throughout the whole school community
- Preventing inappropriate behavior through initiatives like bullying prevention programs

- Addressing inappropriate behavior through progressive discipline
- Through progressive discipline, principals determine appropriate consequences and/or supports to help students improve their behavior, while taking into account their individual circumstances. The goal is to help prevent inappropriate student behavior from happening again. When schools use progressive discipline, the following should be taken into consideration:
 - The students' stage of growth, development, and reasoning
 - The nature and severity of the behavior
 - The impact of the behavior on the school climate.

Within this context, more serious consequences may be considered for inappropriate behavior that escalates or is repeated. Providing students with the opportunity to reflect on their own actions and the impact of these actions is essential to student learning. Please be aware that possible consequences for unacceptable behaviors may include loss of privileges, loss of recesses, detention, community/school service, Saturday School, In School Suspension, District 91 supervised school suspension, out of school suspension, or referral to juvenile authorities. Behaviors that are unlawful will be reported to the proper authorities. Behaviors that result in damage or loss of property will result in restitution. Please see Idaho Falls School District 91 Board Policy for a more detailed description of the discipline policy.

Definitions of Problem Behaviors

Minor Problem Behavior

<u>Defiance/Disrespect</u>	Student engages in brief or low-intensity backtalk or failure to respond to adult requests.
<u>Disruption</u>	Student engages in low-intensity but inappropriate disruption.
<u>Dress Code</u>	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.
<u>Inappropriate Language</u>	Student engages in low-intensity instance of inappropriate language.
<u>Physical Contact</u>	Student engages in non-serious but inappropriate physical contact.
<u>Property Misuse</u>	Student engages in low-intensity misuse of property.
<u>Technology Violation</u>	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera and/or computer.

Major Problem Behaviors

<u>Abusive Language</u>	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.
<u>Defiance/ Insubordination</u>	Verbally abusive or deliberately and willfully failing or refusing to follow verbal instructions.
<u>Dress Code</u>	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
<u>Fighting</u>	Student is involved in mutual participation in an incident involving physical violence.
<u>Bullying</u>	Intentional, repeated hurtful acts or disrespectful, rude or insulting messages (verbal, written or gestural) including name-calling, teasing, threats and intimidation, obscene gestures, pictures or written notes.
<u>Harassment</u>	Severe, pervasive or persistent conduct including negative comments, gestures, notes, pictures or threats <i>relating to person's ethnicity/race, national origin, disability, religion, gender or sexual orientation</i> .
<u>Inappropriate Display of Affection</u>	Student engages in inappropriate (as defined by school), consensual verbal and/or physical gestures/contact of a sexual nature to another student/adult.
<u>Lying/ Cheating/Dishonesty</u>	Student delivers message that is untrue and/or deliberately violates rules including plagiarism or has signed a person's name without that person's permission.
<u>Physical aggression</u>	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
<u>Property Damage/Vandalism</u>	Student participates in an activity that results in destruction or disfigurement of property.
<u>Skipping Class/Truancy</u>	Student leaves or misses class without permission.
<u>Stealing/Theft</u>	Student is in possession of, passed on to another or was responsible for removing someone else's property. (Note: If taken directly from another using force or fear, is illegal activity of robbery.)
<u>Technology Violation</u>	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera and/or computer.
<u>Illegal Activity</u>	Possession, use or distribution of cigarettes, alcohol, drugs (marijuana, meth, cocaine, heroin), all other controlled drugs, inhalants, over-the-counter and prescription medications not prescribed for the student; arson; assault; battery; kidnapping; robbery; stalking; sexual offense; weapons including knives, guns, explosives or other objects readily capable of causing bodily harm.

Due Process

All students are entitled to appropriate due process in all matters of school discipline. Due process in America is a Constitutional right (no one can be deprived “life, liberty, or property without due process”). Every student has a “property” right to education. Whenever a student is deprived of his right to education through disciplinary proceedings such as suspension or expulsion, the student is entitled to due process. In schools, that includes the right to be notified of charges or proceedings involving him/herself, and the opportunity to be heard at these proceedings, or to tell your side of the story.

Recess

Students go to recess at various times under the supervision of their grade level teachers and school staff. During recess times, appropriate play is enforced for each play area. Students who engage in inappropriate play for the designated areas are given consequences by their teachers. This may include time-out, missing recess time, calling parents, etc. Students who have serious or repeated offenses are sent to the principal. At that time, more severe consequences are enforced. This is the continuum of recess structure that is considered:

Level 1	Level 2	Level 3	Level 4	Level 5
Studentsnm choose a play area away from problematic peers.	Adult assigned activity play activity <u>within view</u> .	Adult assigned play activity <u>within ear shot</u> .	Adult assigned <u>non-play</u> activity: walking path or sitting on a bench or wall.	Work Detail: picking up litter, cleaning the cafeteria, etc.

Zero Tolerance for Weapons & Explosives (Board Policy Section 1006)

It is the policy of the Board of Trustees of School District 91 that any student who has a firearm or explosive in their possession or who uses other deadly or dangerous weapons as defined in Federal Law Section 921 or Title 16 of the United States Code will be immediately suspended from school. The administration of the building where the offense occurred will hold a Due Process Hearing within five (5) days of the incident and make a written recommendation for expulsion to the Board of Trustees, if appropriate. If petitioned for expulsion, the Board will hold said hearing at the next regularly scheduled meeting, or at a special meeting if the Board deems necessary. Any student expelled under the section may not apply for re-admission for twelve months from the date of expulsion. If re-admission is granted after proper application, it will not occur until the start of the next grading term following approval of re-admission.

Behavioral Intervention Procedures

When students struggle to follow school expectations and district policy, appropriate interventions will take place according to individual classroom plans. When students repeatedly struggle to follow school expectations, policy, or when severe discipline incidents occur, parents will be notified by school personnel. When severe or repeated discipline incidents occur, the child is referred to the principal, parents are contacted, and district policy is followed.

Bullying Prevention (Board Policy 1005.8-2 Acts of Social Violence)

What is bullying? *Bullying is any hurtful or aggressive act toward an individual or group that is intentional and repeated. See Board Policy for details.*

Bullying is against the law. Idaho Statutes include the following types of bullying behavior:

- Harming a student; or damaging a student's property; or placing a student in reasonable fear of harm; or placing a student in reasonable fear of damage to his or her property; or is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.
- An act of harassment, intimidation or bullying may also be committed through the use of a landline, car phone or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.
- A student who personally violates any provision of this section of the Idaho State Statute may be guilty of an infraction and may be cited for assault and battery and a monetary fine.

What Bullying Is and Isn't.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying behavior is aggressive and includes.

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once.

Reporting Procedures

- Students report incidents of bullying to their teachers verbally or in written form.
- Teachers or students report ***repeated*** incidents of bullying to an administrator or school resource officer.
- An investigation will take place to determine the circumstances and nature of the complaint.

If the incident is in fact bullying the result will be handled in accordance with the district policy and the Idaho State Statute.

Kelso's Choice –

Is our primary Student Conflict Management Program. It teaches students the following:

Conflict or disagreement is normal and often happens when children get together. However, hurtful words, gestures, or physical attack are unacceptable ways to deal with conflict and disagreements.

Our goal is to teach students several positive ways to deal with these difficult situations. To do this, we are asking students who have minor problems to try at least two of the following ideas:

1. Go to another game or activity
2. Share and take turns
3. Respectfully talk it over and listen to each other
4. Walk away from the problem
5. Ignore the problem behavior
6. Tell the person to stop the problem behavior
7. Apologize
8. Make a deal or compromise
9. Wait to cool off



This process can be done before asking for adult help. When a request for adult help is made, it will include the two ideas tried: "Mrs. Jones, Tad is teasing me about my glasses. I tried ignoring him, and I've told him it hurts my feelings when he makes fun of me. He's still calling me names." The playground supervisor at school will get involved and help solve the problem by using our playground discipline plan. Of course, the playground supervisor will immediately handle any serious conflicts that cause a child to feel threatened or frightened.

By using the plan, we believe that our students will develop effective problem-solving skills that they can use again and again. It will help them to deal with conflict in a positive manner and to make appropriate decisions. Knowing what to do will help students reduce the stress and number of conflicts they have at school and in their neighborhood.

Colorful charts illustrating ways to deal with conflict will be posted so all children will know their choices. We encourage you to become familiar with this program and use it in your home. By working together, we can develop a healthy life skill for young people to use at home and at school.