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Theresa Bunker Elementary

Parent & Student Handbook



*Independence, respect, and academic achievement for
all.*

Theresa Bunker Elementary 2021-22



All Together Now!



Vision: Independence, respect, and academic achievement for all.

Mission: The Mission of Theresa Bunker Elementary is for all students to learn in a safe, collaborative environment in which learning is paramount. To fulfill our mission, we will foster independence, promote an inclusive model, and make every decision based on what is best for students.

D91 Vision, Mission, and Core Beliefs

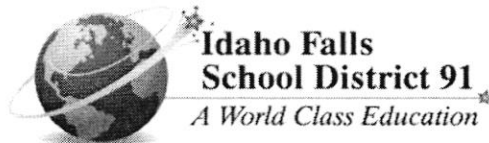
The vision of Idaho Falls School District 91 is to provide all students with a Culture That Empowers, Instruction That Engages, and Technology that Enables.

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.

DISTRICT #91 STRATEGIC PLAN

Focus Areas

1. *Learner Readiness*
 - a. *All learners will be proficient in reading by the end of 3rd grade*
 - b. *All learners will be proficient in math*
 - c. *All learners will be college and career ready for success beyond high school*
2. *Culture that Empowers*
 - a. *Establish a safe, supportive, orderly and collaborative culture in all our schools*
 - b. *Set high expectations for all learners*
 - c. *Foster individual ownership of learning*
3. *Instruction that Engages*
 - a. *Implement PLC process with integrity*
 - b. *Focus on reading, writing and speaking every day across all content areas*
4. *School and Community Involvement*
 - a. *Schools will be welcoming*
 - b. *D91 and its schools will communicate regularly and in a positive manner*
 - c. *D91 and its schools will invite and encourage input and participation*



Staff Assignments 2021-22:

Assignment:	Teacher Name:	Room Number:
Kindergarten	Taylor Berent	2
1 st Grade	Amy Ehlers	3
1 st Grade	Jennifer Barnes	4
2 nd Grade	Amy McMullen	6
2 nd Grade	Rachelle Borges	7
3 rd Grade	Megan Dalley	9
3 rd Grade	Marie Hammon	13
4 th Grade	Jordan Morgan	11
4 th Grade	Neva Lindsey	15
5 th Grade	Amanda DiLenge	19
5 th /6 th Grade Split	Kaitlin Stidham	17
6 th Grade	Kate Danielson	18
Resource Room Teacher	Cathy Johnson	10
Resource Room Teacher	Elaine Maxwell	10
Counselor	Debra Nelson	Office
Principal	Mark Morgan	Office
School Secretary	Sondra Phillipp	Office
Part-time Secretary	Miriam Rohde	Office
PE Instructor	Sarah McMurtrey	Gym
Music Instructor	Rachel Dalbo	16
Librarian	Cathy Wachs	Library
Art Instructor	Sydnee Nethery	8
Title 1 Tutor	Maggie Morgan	
Title 1 Tutor	Sharon Byron	
Title 1 Tutor	Jeannie Martinez	
Title 1 Tutor	Leslie Stratton	
Title 1 Tutor	Jana Saari	
Title 1 Tutor		
Ext. Day Kinder. Instructor	Claudia Elliot	5
A.M. Kindergarten Aide		2
P.M. Kindergarten Aide	Kayla Jensen	2
Resource Room Aide	Sarah McMurtrey	10
Resource Room Aide	Cynthia Christensen	10
Resource Room Aide		10
Inclusion Aide	Rebecca Kraemer	
Inclusion Aide		
School Psychologist	Richard Troyer	Library west office
SLP	Kay Williams	District Office
Child Nutrition Cashier	Sharon McCray	Work Room
Food Server		Work Room
Duty Aide	Sarah McMurtrey	
Duty Aide		
Duty Aide		

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.
- **I-Ready Math Assessment K-6:**
- **Istation:** A reading assessment used in K-6 which provides progress monitoring. May be given up to once per month. Provides evidence of progress towards the reading standards.
- **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.
- **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) 525-7642 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...



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 POLICY (IFSD BOARD POLICY 1002.5)

ACCIDENT 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.

ARRIVING AND LEAVING THE SCHOOL

Playground areas are only supervised during school hours. Morning supervision begins at 7:40 a.m. (8:40 a.m. on Fridays), and afternoon supervision ends at 2:20 p.m. For student safety, students are not allowed to play on playground equipment before school hours and after school hours without adult supervision.

PLEASE REMEMBER THAT SCHOOL STARTS AT 7:55 A.M. AND ENDS AT 2:05 P.M.

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). 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.* Please do not send special flowers, balloons, treats, etc., to the school to be delivered to your student. They will be held at the office until the end of the day. **Homemade treats are not permissible.** Thank you for your help in this area.

BUSSING

The school is responsible for students while they are transported on school busses. 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 busses 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 safety 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. Students coming to school after the tardy

bell must check in at the office.

Communication

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!

Notes/Communication Home

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.

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.

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.

- Hats or the hood from a hooded sweatshirt 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 your children safe.

When you drop-off or pick-up your student(s), please:

- Turn north onto "BUNKER LANE" and pull into our PARENT PICKUP zone
- **Do not** drop-off or pick-up students in the bus loading/unloading zone.
- **Do not** leave cars unattended, block driveways, or garbage cans.
- **Do not** pick up your student in the parking lot or on the street, this creates an unsafe situation

Please be courteous with bus drivers, students on bicycles, students walking, and other parents.

ELECTRONIC DEVICES (CELL PHONES)

Students should not be using their cell phones during the school day. Phones will either be kept in backpacks or in a classroom storage area depending on the teacher's preference. Students may only use their cell phones in the classroom when they have clear, direct permission from their teacher. Cell phones should never be used by students in the restrooms, cafeteria or at recess.

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.

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. Types of homework include:

Practice - The most common and simple type of assignment, this is given to help students master specific skills. Practice exercises should be limited to material presented in class.

Preview - Preview assignments are given to prepare students to gain maximum benefit from subsequent lessons.

Extension - Extension assignments are given to determine if the student can transfer a new skill or concept to a new situation. Extension assignments differ from practice assignments in the degree of application and abstract thinking required.

Creative - Creative assignments require students to integrate many skills and concepts in the process of producing a response. Creative assignments normally take more time to complete (from several days to weeks) than the other three types. Book reports and research projects are examples of this type of assignment.

Homework assignments should always serve a purpose stemming from class work providing students an opportunity to apply, supplement, and reinforce information they have learned. Homework also allows students to complete unfinished class assignments and make up work missed during absences. Homework is designed to give the student the experience of working independently which helps to develop initiative, self-discipline, responsibility, and independence. Finally, homework can be a vehicle through which teacher expectations, student progress, and the school's curriculum is shared with parents.

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

Theresa Bunker 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.

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.

LUNCH

We have staggered lunch times, students eat at tables with their classroom and then have a 15 minute recess.

- 1st and 2nd grade 11:30-11:45 (recess 11:45-12:00)
- 3rd and 4th grade 11:45-12:00 (recess 12:00-12:15)
- 5th and 6th grade 12:00-12:15 (recess 12:15-12:30)

MEDICATIONS

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 need to be taken during the day, you can fill out a medication form. Please contact the school's secretary for more information.

MONEY AND VALUABLES

Students and parents are hereby notified that Theresa Bunker Elementary and Idaho Falls School District #91 are not responsible for 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

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

NEW STUDENT IDENTIFICATION/REGISTRATION

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.)

Parent Teacher Organization (PTO) – PARENTAL INVOLVEMENT

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 Bunker School Improvement Plan
- Review the school's Emergency Preparedness Plan Annually

SCHOOL SECURITY – WE TAKE STUDENT AND STAFF SAFETY SERIOUSLY

- ALL DOORS ARE LOCKED – if you are coming to pick up a student, or to bring a late student, please come to the front door and ring the video doorbell.
- All non-school personnel are required to use the front entrance and sign-in at office to receive a visitor pass.
- All members of the faculty and School District staff will wear identification badges.
- During school hours, students will be released to parents/guardians at the front office

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.

STUDENT CHECKOUT

If parents need to pick up their children during school hours, they need to check out their children at the front office and sign the checkout log. Students will only be released to parents/guardians at the front office.

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 to the phone. For normal calls we will take a message and deliver it to the students or give the message over the intercom.

TRANSFERRING OR WITHDRAWAL

If you are leaving District #91 and need to check your child out of school, please notify the office or your child's teacher 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.

TREATS

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 Theresa Bunker 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 Theresa Bunker 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 Theresa Bunker, 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.

Zero Tolerance for Weapons & Explosives

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 weapon 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.