

HEYBURN ELEMENTARY PARENT/STUDENT HANDBOOK 2026-2027



Dr. Teresa Rensch, Superintendent

Dr. Bridgit Arkoosh, Principal

Mrs. Tammie Woster, Secretary

Office: 208-245-2045

1405 Main Ave.; St. Maries, ID 83861

Fax: 208-245-5418



Heyburn Elementary

“Home of the Lumberjacks”

TABLE OF CONTENTS

ATTENDANCE & TARDIES (see Board Policy 3040)	4
TARDIES.....	5
LEAVING EARLY/ARRIVING LATE	5
BEHAVIOR MATRIX (See Board Policy 3330).....	6
BICYCLES, SCOOTERS, & SKATEBOARDS—AND OTHER ITEMS FROM HOME (See Board Policy 3330)	7
BREAKFAST / LUNCH INFORMATION	7
BUS RULES AND EXPECTATIONS (See Board Policy 8000)	7
TRANSPORTATION CHANGES.....	8
TWO ADDRESS BUSING.....	8
CALENDAR -2026-2027	9
COLD WEATHER AND RECESS	9
CONCERNS, COMMUNICATION, & CHAIN OF COMMAND	9
DAILY SCHEDULE	10
ELECTRONIC COMMUNICATION DEVICES (See Board Policy 3110).....	10
FOOD ITEMS (See Board Policy 8200).....	10
LUNCH SCHEDULE	11
PARENTS, VISITORS, & VOLUNTEERS.....	11
SCHOOL NEWSLETTERS.....	11
STAFF EXTENSIONS AND EMAIL.....	12
STUDENT DRESS CODE (See Board Policy 502.04)	13
TECHNOLOGY ACCEPTABLE USE (See Board Policy 502.17)	13
DIGITAL CITIZENSHIP & SAFETY EDUCATION—See Board Policy 2335.....	13
BOARD POLICIES	13
SPECIAL NOTE TO PARENTS AND STUDENTS	14
TITLE ONE: PARENTS’ RIGHT TO KNOW	15
Heyburn Elementary School Schoolwide Title I Parent Involvement Plan	1
Heyburn Elementary School Title I Program School-Parent Compact	2
2026-2027 HANDBOOK SIGNATURE PAGE	3

Welcome Back, Heyburn Jacks!

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 District Mission

Committed to quality education and collaboration by teaching skills, developing knowledge, and fostering responsibility and confidence so that all students become productive citizens.

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 x411

Mrs. Tammie Woster, Secretary x410

ATTENDANCE & TARDIES (SEE BOARD POLICY 3040)

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.

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.
3. 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.
4. 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.**
5. 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.
6. 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.

7. Upon the student exceeding the tenth (10th) 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.
8. 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.
9. 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.
10. 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.
11. If the student/parent/guardian appeal is not granted, the student will remain in that particular class for the remainder of the semester with a NO CREDIT (N/C) grade assigned, which will not affect the student's GPA, if the student has a passing grade at the end of the semester. If the student does not have a passing grade at the end of the semester, he or she will receive a failing grade for the semester. If disciplinary issues occur, the student may be suspended per Board policy.
12. 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.
13. 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.

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/legal guardians. **Students who are tardy or are returning to school from an appointment need to be checked in at the office by a parent/guardian.**

BEHAVIOR MATRIX (SEE BOARD POLICY 3330)

Tier One

- **Defined:**
 - handled by classroom teacher; primarily impacts the student; does not require administrative intervention; does not significantly impact the educational environment; not chronic
- **Examples include:**
 - breaking class rules; not following directions; off task/not participating; disrespect; inappropriate behavior; minor disruptive behavior; damaging materials; littering; disorderly conduct; aggressive behavior; cheating; plagiarism; stealing; bad attitude; profanity; cell phone violation #1. Does not appear to be chronic behavior.
- **Key Characteristics of Chronic Behavior include:**
 - frequency (happens consistently, often daily or multiple times per week); ongoing (persists for weeks or months, not just a one-time or short term issue); resistant to redirection (continues despite teacher feedback, consequences, or classroom support); disruptive or concerning (interferes with student's learning or that of others); and documented (typically observed across multiple settings or by different staff members, with patterns noted). The definition of chronic behavior: "problem behaviors that occur repeatedly and persist over time, despite interventions or reminders."
- **Interventions include:**
 - proximity control; verbal reminders/redirection; positive reinforcement; movement break/alternate activity; reteach expectations; classroom time out with reflection form; parent contact.
- **Consequences include:**
 - time out; break in classroom; move seat; completing work during recess or unstructured/*PAT time*; problem solving discussion with staff or teacher; reteach and practice expectation; loss of privilege or free time; card/token/clip move; natural consequence; circle of control exercise; written apology; verbal apology; detention; letter home; phone call home; quiet lunch; writing lines; recess loss.
- **REQUIRED DOCUMENTATION:**
 - Qmlativ; teacher log of incident & intervention.
 - Teacher should track frequency and times to identify patterns.

Tier Two

- **Defined:**
 - behaviors that are handled by the teacher and can include behavior/support team intervention and involvement; behavior that interferes with the educational environment; behavior that puts others at risk; may require administrative involvement; may be chronic and documented Tier 1 behaviors
- **Examples include:**
 - disrespect to adults or peers (insolence, insubordination, defiance, disrespect, backtalk, crude or profane gestures); inappropriate behavior; disruptive behavior; eloping from class or recess without permission; talking without permission *after repeated attempts to redirect*; inappropriate language/noises; cheating; lying; theft; not keeping hands/feet/body/objects to self; aggressive behavior (running, pushing, shoving, horseplay, vandalism); unsafe but nonviolent behavior; cell phone violation #2.
- **Prior documentation required for:**
 - disrespect; talking without permission; inappropriate language or noises; lying; hands/feet/body/objects to self; cell phone violation.
- **Consequences include:**
 - behavior conference with student; behavior reflection form with goal setting; loss of privilege; check-in/check-out system; classroom behavior plan or contract; small group social/emotional skills instruction; parent meeting; parent phone call; note sent home; problem solving writing/drawing assignment; quiet lunch; apology (written or verbal); time out in buddy classroom; restitution; reteach/practice expectations; loss of specials; loss of recess; possible alternative to all-class reward; in-class suspension; Tier 1 consequence choices.
- **REQUIRED DOCUMENTATION:**
 - parent contact; incident recorded in Qmlativ; Follow cell phone infraction #2 in board policy; referral to MTSS-B team, begin behavior tracking form (A-B-C, frequency, duration), teacher log; administrative triplicate form (if administrative intervention is required).

Tier Three

- **Defined:**
 - behaviors violate SMSD policies and/or Idaho state law; may be chronic Tier 2 behaviors; student knowingly and willingly engages in the behavior; and the behavior requires administrative involvement
- **Examples include:**
 - actions that cause physical harm; assault; battery; drug use; physical altercation/fighting; having or using a weapon; having or using drugs/alcohol/tobacco; theft; vandalism; trespassing; arson; bomb threats; bullying; intimidation; harassment; leaving the building without permission; spitting/exchange of bodily fluids; other behaviors deemed unsafe or illegal; chronic cell phone violations (3+); chronic defiance; behavior that significantly disrupts instruction; may be chronic and documented Tier 1 and/or Tier 2 behaviors.
- **Applicable definitions:**
 - Assault is defined as the unlawful act of causing a person to reasonably fear imminent harm.
 - Battery is defined as intentional, unlawful touching of another person without their consent.
 - Harassment is defined as unwanted, intimidating, offensive, or humiliating behavior directed at an individual--often based on protected characteristics like race, religion, sex, or age. Can be verbal, physical, or visual contact
- **Consequences include:**
 - parent contact and meeting; detention, in-school suspension; reverse detention (parent attends school and monitors student); parent escort at school events; loss of free time; loss of privileges; restitution; law enforcement contact; out-of-school suspension; expulsion; extended loss of privileges; restriction plans; behavior intervention plan; structured breaks; check in/check out system; cell phone insubordination and level 3 plan; Tier 2 interventions; referral to outside services with parent cooperation; functional behavior assessment (FBA); behavior intervention plan (BIP); consideration for Special Education or 504 plan support.
- **REQUIRED DOCUMENTATION:**
 - parent contact; record in Qmlativ; formal referral form (MTSS-B); record of disciplinary infractions and actions; updated MTSS-B or student support plan; teacher log; administrative triplicate form.

BICYCLES, SCOOTERS, & SKATEBOARDS—AND OTHER ITEMS FROM HOME (SEE BOARD POLICY 3330)

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, broken, 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.

Ebikes are not permitted on Heyburn Elementary's campus.

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. Students may not bring toys from home to play with at school. Items brought from home will be confiscated.

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.

BREAKFAST / LUNCH INFORMATION

Breakfast is offered at 7:40 a.m. and is **free to all students**. Meal credits for lunch 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 8:00 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.

2026-2027 Meal Prices

<i>Student Breakfast</i>	Free		
<i>Adult Breakfast</i>	\$3.55		
<i>Student Lunch</i>	\$4.40 (daily)	\$22.00 (weekly)	\$88.00 (monthly)
<i>Student Lunch (Reduced)</i>	\$0.40 (daily)	\$2.00 (weekly)	\$8.00 (monthly)
<i>Adult Lunch</i>	\$5.65		
<i>Milk a la Carte</i>	\$1.10 (daily)	\$5.50 (weekly)	\$22.00 (monthly)

BUS RULES AND EXPECTATIONS (SEE BOARD POLICY 8000)

Safety is of prime importance for the District students as they are transported to and from school and for school-sponsored activities. Bus transportation safety depends upon alertness on the part of the bus drivers

and courtesy and good conduct on the part of the students being transported. Safety requires the cooperation of students, parents or guardians, and school personnel. Please refer to Board Policy 8000 to reference bus rules and etiquette expectations.

Transportation Matrix: To report "minor" or "low level" infractions, the bus driver will file a written Bus Conduct Report with the Transportation Supervisor and the students.

- A. BUS CONDUCT REPORT 1**—The parents or guardians will be called by the bus driver and informed when their student has become a safety risk.
- B. BUS CONDUCT REPORT 2**—Should behavior issues continue and a second Bus Conduct Report is written, the bus driver will call the student's parents/guardians. The parents/guardians will be called by the building principal and disciplinary action will be discussed.
- C. 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 for this meeting. At the meeting, a one (1) week to three (3) week suspension for the student to ride the school bus may be assigned.
- D. BUS CONDUCT REPORT 4**—Students who receive a fourth Bus Conduct Report may be considered for suspension for the remainder of the school year. The student and their parents or guardians will be required to appear before the Board of Trustees in executive session, to review the case, and to make a final determination.

St. Maries Joint School District No. 41 Board of Trustees may, for cause, deny transportation to any student on any school bus operated by the District. When transportation is denied, the building principal shall be notified to assure that transportation is not listed as a "related service" for the student on an Individual Education Plan. Verbal and Written notice will be given to the student's parents or guardians.

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.

CALENDAR -2026-2027

Access the 2026-2027 school calendar at: <https://www.sd41.org/district-calendar>

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 should 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 requested 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, COMMUNICATION, & CHAIN OF COMMAND

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.

Phone calls and/email communication will be returned within 48 hours, when possible. School staff is not expected to check emails or voicemail messages after school hours or on the weekends.

DAILY SCHEDULE

2026-2027 Schedule

7:40 am	Playground & Cafeteria open
7:55 am	Students enter building
8:05 am	Classes begin
9:45 am	K-2 Recess
10:00 am	3-5 Recess
10:55 am-12:10 pm	K-5 lunch & recess; staggered every 10 minutes
1:15-1:30 pm	2-3 Recess
1:30-1:45 PM	K-1 Recess
2:40 pm	Dismissal (2:10 pm on Mondays)

Parents should help students plan their arrival so they arrive at school **no earlier than 7:40 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 **8:05 a.m.** must enter through the front and check in at the office. School dismisses at 2:10 p.m. on Mondays and at 2:40 p.m. Tuesdays through Fridays.

ELECTRONIC COMMUNICATION DEVICES (SEE BOARD POLICY 3110)

Although St. Maries Joint School District recognizes the importance of technology in the educational setting. Electronic communication devices, like cell phones, pose a significant distraction to the learning environment. A growing body of evidence suggests that student access to cell phones and other electronic communication devices can be detrimental to students' well-being and academic success. Therefore, the use of electronic communication devices at school is prohibited, **unless otherwise noted in this policy.**

This policy will be strictly and fairly enforced by all District personnel.

FOOD ITEMS (SEE BOARD POLICY 8200)

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 (see 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.**

LUNCH SCHEDULE

2026-2027 Lunch & Recess Schedule	
10:55-11:15 am lunch; 11:15-11:35 am recess	Kindergarten
11:05-11:25 am lunch; 11:25-11:45 am recess	1 st Grade
11:10-11:30 am lunch; 11:30-11:50 am recess	2 nd Grade
11:00-11:20 am lunch; 11:20-11:40 am recess	3 rd Grade
11:20-11:40 am lunch; 11:40 am-12:00 pm recess	4 th Grade
11:30-11:50 am lunch; 11:50 am-12:10 pm recess	5 th Grade

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.** The application and documentation must be received at least two weeks prior to any volunteering opportunity. The district has an approval process that each volunteer must pass before being allowed to volunteer with our students. This process must be renewed each school year.

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.

SCHOOL NEWSLETTERS

School newsletters will be published for the Heyburn community at least once a month and sent to parents/guardians via email & text link. 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 may also be posted on our Facebook page <https://www.facebook.com/HeyburnSD41/>.

Our parent group (Heyburn P.T.O.) also periodically posts on Facebook. They also include their upcoming events and volunteer opportunities in the regularly published school newsletter.

STAFF EXTENSIONS AND EMAIL

Department	Name	Position	Ext.	Email
Office	Dr. Arkoosh	Principal	411	barkoosh@sd41org
	Mrs. Woster	Secretary	410	twoster@sd41.org
Preschool/TK	Mrs. Short	Preschool	426	jshort@sd41.org
Kindergarten	Mrs. Aguirre	Teacher	423	maguirre@sd41.org
	Ms. Hodgson	Teacher	424	hhodgson@sd41.org
	Mrs. Smith	Teacher	422	ssmith@sd41.org
1st Grade	Mrs. Martin	Teacher	427	dmartin@sd41.org
	Mrs. McMannis	Teacher	428	emcmannis@sd41.org
2nd Grade	Mrs. Bolen	Teacher	433	vbolen@sd41.org
	Mrs. Hanlan	Teacher	430	mhanlan@sd41.org
	Ms. Hume	Teacher	421	sferris@sd41.org
3rd Grade	Mrs. Ford	Teacher	420	eford@sd41.org
	Mr. Hamblin	Teacher	434	bhamblin@sd41.org
4th Grade	Mrs. Anderson	Teacher	418	leanderson@sd41.org
	Mrs. Bailey	Teacher	432	lbailey@sd41.org
5th Grade	Ms. Scott	Teacher	417	hscott@sd41.org
	Mr. Pulley	Teacher	416	dpulley@sd41.org
	Mrs. Wynn	Teacher	415	dwynn@sd41.org
Special Ed	Mrs. Moore	Teacher	425	mmoore@sd41.org
	Mrs. Stoltzfus	Teacher	414	rstoltzfus@sd41.org
	Ms. Trott	Teacher	419	ctrott@sd41.org
Reading Specialist	Mrs. Lusk	Teacher	429	mlusk@sd41.org
Reading Specialist	Mrs. Spooner	Teacher	418	jspooner@sd41.org
Instructional Aides	Mrs. Chatigny	Behavior Interventionist	425	echatigny@sd41.org
	Mrs. Harvey	Literacy Aide	429	lharvey@sd41.org
	Mrs. Thorhaug	Literacy Aide	429	kthorhaug@sd41.org
	Mrs. McQuade	Literacy Aide	418	amcquade@sd41.org
	Mrs. Swartz	Library Paraprofessional	-	cswartz@sd41.org
	Mrs. Asbury	PE Paraprofessional	-	kasbury@sd41.org
	Mrs. Hamburg	Instructional Assistant	425	lhamburg@sd41.org
	Mrs. Owens	Instructional Assistant	428	bowens@sd41.org
	Mrs. Perry	Instructional Assistant	414	bbarnes@sd41.org
	Mrs. Antonio-Mazza	Instructional Assistant	425	
	Mrs. Short	Instructional Assistant	414	sshort@sd41.org
	Mrs. Vonk	Instructional Assistant	425	tvonk@sd41.org
	Mrs. Miller	Instructional Assistant	419	lmiller@sd41.org
	Mrs. Harvey	Instructional Assistant	425	mharvey@sd41.org
	Mrs. Dearman	IBY Instructional Assistant	425	adearman@sd41.org
	Mrs. Staton	IBY Instructional Assistant	414	nstaton@sd41.org
Student Services	Mrs. Blackwell	School Psychologist	217	dblackwell@@sd41.org
	Ms. Siekawitch	Director of Special Education	219	ssiekawitch@sd41.org
	Mrs. Carlson	Speech/Language Pathologist	436	tcarlson@sd41.org
	Mrs. Tareski	Occupational Therapist	436	jtareski@sd41.org
	Mr. Bassett	Certified OT Assistant	436	ebassett@sd41.org
	Mr. Patzer	Counselor	410	spatzer@lonepinebehavioralhealth.com

STUDENT DRESS CODE (SEE BOARD POLICY 502.04)

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. For specific guidance, please refer to Board Policy 502.04. The building principal/designee shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building principal/designee shall be final. Principals, administrators, and teachers shall use reasonable discretion in enforcing this policy.

TECHNOLOGY ACCEPTABLE USE (SEE BOARD POLICY 502.17)

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.

DIGITAL CITIZENSHIP & SAFETY EDUCATION—SEE BOARD POLICY 2335

BOARD POLICIES

Board Policies may be found on the SMJSD 41 website: www.sd41.org → About Us → Board Policies

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

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.

4. Board Policy 504.02 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.

TITLE ONE: PARENTS' RIGHT TO KNOW

August 14, 2026

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.

Sincerely,

T.J. Blackwell

Federal Programs Director

St. Maries School District #41

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 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; and
 - d. Coordinating parent involvement programs/activities with Head Start, Heyburn Developmental Preschool, St. Maries Public Library, and other community resources.

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.

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.

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.



LUMBERJACK PRIDE

"Work Hard, Do Your Best, Be Kind, Be Safe"

Please return to your child's teacher by September 18, 2026. 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 Behavior Matrix expectations 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: _____