



Thirkill Elementary School
Home of the Thunderbirds
60 E. 4th S.
Soda Springs, ID83276
Phone 208-547-4426 Fax 208-547-2617
www.sodaschools.org

Handbook and Policy Manual
2018-2019

Board of Trustees

Dan Lau, Irene Torgesen, Jim Stoor, Alan Erickson, and Craig Kenyon

District Administration

Dr. Molly Stein Superintendent
Mrs. Kim John Secretary
Mr. Jonathan Balls Business Manager
Mrs. Valee Wells Food Service Director
Mr. Rod Worthington Special Services Director
Mr. Brent John Transportation Director
Mr. Jonathan Balls Maintenance Supervisor

School District #150 does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex and/or disability.

SODA SPRINGS IDAHO SCHOOL DISTRICT VISION, MISSION AND GOALS

VISION (CREATED 4-2-2014 AMENDED 8-12-2015)

The Soda Springs School District, in partnership with the community, will provide a safe and supportive learning environment combined with educational opportunities wherein each student becomes an educated, responsible, contributing citizen.

MISSION (CREATED 4-30-2014 AMENDED 8-12-2015)

The Soda Springs School District will:

- Promote success by advocating and sustaining a school culture conducive to student learning with excellence in teaching.
- Value uniqueness and diversity by fostering respectful relationships and engaging every student through varied learning strategies.
- Assist students in developing character, physical, social/emotional maturity and a positive work ethic.
- Incorporate relevancy, technology, and critical thinking through rigorous academic learning experiences resulting in high student achievement.
- Provide and maintain safe facilities which meet the current and future academic needs of the students and the community.
- Demonstrate fiscal accountability and responsible governance.

GOALS

VISION: The Soda Springs School District, in association with our community, will provide a safe and supportive learning environment combined with educational opportunities wherein each student becomes an educated, responsible, contributing citizen.

MISSION: The Soda Springs School District will: (1) Promote success by advocating and sustaining a school culture conducive to student learning incorporating high expectations for teaching. (2) Value uniqueness and diversity by fostering respectful relationships and engaging every student through varied learning strategies. (3) Assist students in developing character, physical, social/emotional maturity and a positive work ethic. (4)

Incorporate relevancy, technology, and critical thinking through rigorous academic learning experiences resulting in higher student achievement. (5) Provide and maintain safe facilities which meet the current and future academic needs of the students and the community. (6) Demonstrate fiscal accountability and responsible governance.

GOALS: 1. (Student Achievement) Promote excellence in teaching, critical thinking, and rigorous academic learning. The district will maintain an efficient data management system allowing for frequent progress monitoring, and collect all achievement data, establish a student data management plan, and set achievement targets and expectations for all students.

2. (Staff and Human Resources) Professional development will be provided to all instructional staff on standards, subject matter knowledge, and meeting individual student developmental needs. 3 (Facilities) The district will continue the planning process relative to future facility needs.

<u>Administration, Faculty, and Staff</u>

Mr. Rod Worthington, B.S., M.Ed.	Principal
Mrs. Shannon Steele	Secretary
Mrs. Kathy Hatch, B.S., M.A., Ed.S.	Counselor
Mrs. Lezlie Dunn	Maintenance

Faculty

Ms. Mary Gambles, B.A.	4 th Grade
Mrs. Hailey Herron, B.S.	4 th Grade
Mrs. Whitnee Buger, B.S.	4 th Grade
Ms. Michele Stoor, B.A.	3 rd Grade
Mrs. Dana Crowther, B.S.	3 rd Grade
Mrs. Summer Fullmer B.A.	3 rd Grade
Mrs. Dori Clegg, B.S.	2 nd Grade
Mrs. Sally Peterson B.S.	2 nd Grade
Mrs. Allyson Cunningham, B.A.	2 nd Grade
Mrs. Wendy Wistisen, B.A.	1 st Grade
Ms. Monica Sturm, B.S.,	1 st Grade
Mrs. Donna Gentry, B.S.	1 st Grade
Mrs. Jennifer Balls, B.A.	Kindergarten
Mrs. Shantel Allen, M.A.	Kindergarten/Developmental PreK
Mrs. Audrey Chapin B.S	Title I

Special Services

Mrs. Jessica Fuechsel, B.A., Special Education
 Mrs. Shari Goode, M.S., CCC-SLP, Speech/Hearing Services
 Mrs. Tricia Brown, Resource aide and Speech/Hearing Services
 Mrs. Robyn Hopkins, Resource Aide
 Mrs. Sandra Batterton, Resource Aide
 Mrs. Marco Lloyd, Title I Education
 Mrs. Camra Neuman, Title I Aide
 Mrs. Amy Bowen, Resource Aide
 Mrs. Heidi Munson, Resource Aide
 Mrs. Denise Steiner, Resource Aide

Ancillary Staff
 Mrs. Tracy Lakey, Librarian
 Mrs. Sandy Bryant, Library Aide
 Mrs. Myra Leatherman, Music
 Mrs. Katie Petterborg, P.E.
 Mrs. Jodi Gaines, Computers
 Carol Williams, Technology Specialist
 Brian Bassett, Technology Specialist
 Valee Wells, Food Service Supervisor

District Consultants
 Mrs. Joni Vaughn, M. PT, Physical Therapist
 Mrs. Megan Toupin, MOTR/L Occupational Therapist

Contact Information

Section 504	Mr. Robert Daniel	Soda Springs High School	547-4308
	Mrs. Debbie Daniels	Tigert Middle School	547-4922
	Mr. Rod Worthington	Thirkill Elementary	547-4426
	Mrs. Shari Goode	Thirkill Elementary	547-4426
Title II	Dr. Molly Stein	District Office	547-3371
Title VI	Mr. Rod Wothington	Thirkill Elementary	547-4426
Title IX	Building Counselors	Soda Springs High School	547-4308
		Tigert Middle School	547-4922
		Thirkill Elementary	547-4426

School Mission Statement



Thirkill Thunderbird Leaders

Learn, Encourage, Achieve, Dream, Excel, Respect, Serve

At Thirkill School, we believe that a positive, safe, and supportive environment will encourage personal, academic, and social growth in each child. Education is life. Each child is unique. We value children of all ages and esteem their worth to be immeasurable. Example is an integral part of helping a child to learn. We strive to increase the educational well-being and quality of life for all students.

School Creed

- I will act in a positive and respectful manner to myself and others.
- I will grow each day, developing a lifelong love of learning.
- I will become culturally aware of our world.
- I will give of myself and share in responsibility at school, in my community, my country, and my world.

School Goals

At Thirkill Elementary we support as our goals that every child:

- Will be challenged to perform to their potential in reading, math, science, writing, and technology.
- Learn in different ways and will be provided with educational opportunities to meet their individual learning style.
- Is accepted at their current developmental state and will be provided a learning environment to facilitate growth from that point.
- Will strive to meet and/or exceed the established state standard exit goals as stated by each grade curriculum or individualized educational program.
- Follow established district policy for conflict resolution and discipline.
- Develop leadership skills through the integration of The Leader In Me

Abuse of School Employees

Any parent or guardian or other person who upbraids, insults, or abuses any teacher or employee of the public schools, in the presence and hearing of a pupil or other adult thereof, is guilty of a misdemeanor and charges will be filed. (I.C. 18-916, ch. 227, 2, pg. 624.)

Administering Medications

According to Board Policy #561, if a student must take medication during the school day, the following guidelines shall be followed:

Prescription Medications

- The parent/guardian must submit a written request to the school if he or she wants the school to store and/or administer the medication.
- The medication must be in its original container.
- **The student's name, prescription number, doctor, and directions must be clearly set forth on the container.**

Non-Prescription (over the counter) Medications

- The parent/guardian must request in writing that non-prescription medication be given during school hours. Specific directions for administering the **medication and the parent's/guardian/s signature must be received before** any medication will be given to the student.
- **The medication must be in the original container and the student's name and directions for administering the medication must be written on the container.**

Attendance

Our school is maintained for instructional purposes. School progress is a result of regular attendance at school. Please do not keep children out of school unless they are ill. Frequent absences of students from the day to day classroom experiences disrupt the instructional and learning processes. The benefits of instruction, once lost, are often difficult to regain. The entire process of education requires the continuity of instruction, class participation, learning experiences and study. The following guidelines at Thirkill will be followed:

School District #150 Policy, School Attendance Policy #522 states the following:

"The board of trustees of this district recognizes that, because time on task is very important to the education of students, it is necessary to establish and enforce attendance requirements. Students are required to be in attendance at school as least ninety percent (90%) of the time that school is in session during each school term. In enforcing the attendance requirements, the board may deny a promotion to the next grade or deny credit to any student who is

not in school at least ninety percent (90%) of the days that school is in session. If a student is determined to be a habitual truant, the board may expel or disenroll the student."

"Absence from class for any reason, including family convenience and school and school approved activities, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Except in extraordinary circumstances, students are expected to be present at school and in their assigned grade or subject."

Parents need to be aware that under present District Attendance Policy, if your child's absences exceed these days, you will have to meet with the District Attendance Committee. This committee has the authority to recommend to the school: retention, reinstatement of credit, contractual agreement, or consult the student and/or parent regarding alternative options.

We recognize, of course, that sometimes absences cannot be helped. We also know that excessive absence is one of the causes of school failure. In addition to that, research has shown that the habits and attitudes formed in the early years of school usually last a lifetime. Compulsive absence nearly always results in failure in careers as well as in school.

We ask that you help your child develop good habits and attitudes that promote success. Remember, if the number of days absent exceeds the allowable days within the semester period, you will need to meet with the District Attendance Committee.

Students are expected to be on time to school. School begins at 8:00 a.m. with the tardy bell ringing at 8:05 a.m. School is dismissed at 3:45 p.m. each day Monday through Thursday.

Bell Schedule

1st Bell	8:00 a.m.
Tardy Bell	8:05 a.m.
Morning Recess Begins	10:15 a.m.
Morning Recess Ends	10:30 a.m.
Afternoon Recess Begins	2:15 p.m.
Afternoon Recess Ends	2:30 p.m.
School Dismissed	3:45 p.m.

Cafeteria Information

Appropriate behavior in the lunch and breakfast area is expected of all students and adults. Inappropriate behavior will cause the student to be removed from this area. The following guidelines are to be understood and practiced by the students:

- Following procedures for entering and exiting the room;
- Always walk;
- Sit at assigned tables; remember to eat before you talk;
- Loud talking or shouting is not allowed;
- Show respect to the lunch aides and respect the rights of others;
- Raise your hand if you need assistance
- Clean your area before leaving the table;
- No food fighting
- Food is not allowed outside of the lunch room area.

School Lunch schedule:

1st Grade	11:10 a.m.
2nd Grade	11:20 a.m.
3rd Grade	11:30 a.m.
4th Grade	11:40 a.m.

Lunch prices:

\$2.70 per day for student; reduced lunch is 40 cents per day. Adult meals are \$3.80 a day. Milk is 35 cents.

Bicycles

Bicycle racks are provided at the main entrance to the school. All bicycles should be placed in the bike racks and left there until time for the students to return home. The school is NOT responsible for lost, misplaced, or damaged bicycles. It is strongly recommended that students use a lock to secure their bicycles.

Bullying

It is the policy of this district to maintain a safe school environment for all students while attending school, riding the school bus, and attending district-sponsored activities on school premises or at other locations. Bullying, regardless of the **specific nature of the students'** behavior, is disruptive to a safe school environment and will not be tolerated. Bullying is defined as misconduct by a student(s), which is characterized by the aggressor(s) repeatedly engaging in negative actions against another student(s) in an attempt to exercise control over the victim. Bullying is generally characterized by aggressive or intentionally harmful behavior, which is carried out repeatedly over time.

Students attending district schools are prohibited from engaging in the following behaviors:

1. Physical abuse against a student, including, but not limited to, hitting, pushing, **tripping, kicking, blocking, or restraining another's movement; sexual misconduct;**

causing damage to another's clothing or possessions; and taking another's belongings.

2. Verbal abuse against a student, including, but not limited to, name calling, threatening, sexual misconduct, taunting, and malicious teasing.
3. Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.
4. Cyberbullying, including, but not limited to, using any electronic communication device to convey a message in any format (audio or video, text, graphics, photographs, or any combination thereof) that intimidates, harasses, or is otherwise intended to harm another individual.

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as harassment, intimidation, or bullying. At the discretion of the school principal and/or superintendent, the alleged perpetrator(s) may be suspended pending the outcome of the investigation. Students who engage in bullying will be disciplined as determined to be appropriate, up to and including suspension and/or expulsion. *The school administrator may refer allegations of bullying to law enforcement if he/she reasonably believes that the student has engaged in criminal conduct.*

School District Policy No. 506.50

HARRASSMENT AND BULLYING REPORTING PROCEDURE

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged act(s) immediately to the building principal (or designee). A student may report bullying anonymously. A teacher, school administrator, or other school employee shall be particularly alert to possible situations, circumstances, or events that may constitute bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

To encourage a safe school environment, Soda Springs School District has a safety reporting system. SafeSchools Alert, is a tip reporting system which allows students, staff, and parents to submit safety concerns to our administration four different ways:

Phone: 888.341.7917

Text: Text your tip to 888.341.7917

Email: 1422@alert1.us

Web: <https://sodaschools-id.safeschoolsalert.com/>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. Every tip SafeSchools Alert receives about our district is immediately logged in the system and our administration is notified so that they can investigate and take appropriate action. Tips may **also be submitted anonymously if preferred. Of course parents may still contact their child's**

building principal with concerns. In addition, parents are encouraged to contact law enforcement if they feel their child is in immediate danger. Tips received which point to violations of the law will also be turned over to law enforcement.

INVESTIGATION PROCEDURE

Upon receipt of a report or complaint that alleges bullying, the building principal (or designee) shall undertake an investigation. The investigation may consist of personal interviews with the complainant, individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may include other methods and documents deemed pertinent by the investigator. The building principal (or designee) may take immediate steps, at their discretion, to protect the complainant, student(s), or others, pending completion of an investigation of bullying.

In determining whether alleged conduct constitutes a violation of this policy, the building principal (or designee) should consider the surrounding circumstances, the developmental and maturity levels and/or special needs of the students, the nature of the behavior, past incidents, and/or continuing patterns of behavior or circumstances giving rise to the complaint. Whether a particular action(s) or incident(s) constitutes a violation of this policy requires a determination based on all the facts and the surrounding circumstances.

Upon completion of the investigation, the building principal (or designee) will take appropriate action. Such action may include, but is not limited to:

1. Warning
2. Detention
3. Suspension
4. Exclusion or Expulsion

Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. In summary, action taken for violation of this policy will be consistent **with the applicable statutory authority, the school district's policies** and regulations.

The building principal (or designee) is not authorized to disclose to a victim educational or personnel data, including any disciplinary action taken against an alleged perpetrator. To the extent permitted by law, the principal will notify the parent(s) or guardian(s) of the student(s) involved in a bullying incident and the remedial action taken, based on a substantiated report.

Discipline Policy

It is the function of Thirkill Elementary School to meet the educational needs of every child by working with the home and community. To be effective, schools must have a standard of discipline. The rules and regulations in this handbook are established to give all students the opportunity of attending school in a positive and wholesome atmosphere.

We anticipate a positive and successful school year for your child. In order to increase student learning, a safer and more orderly school environment, cooperation with others,

self-management skills and respect of the rights of others, we are implementing The Leader In Me program.

The Leader in Me is an approach to developing a culture of leadership in our school and is based on *The 7 Habits of Highly Effective People®* by Stephen Covey. Founded on internationally recognized, universal principles, *The Leader in Me* model emphasizes skills that students need in order to be successful in an ever-changing society.

Developing a culture of leadership in our school is about helping children be leaders of their own lives, it helps them identify their own unique talents and abilities and encourages them to make a positive difference in the world.

The 7 Habits for *The Leader in Me* include:

1. Be Proactive
2. Begin With the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to Be Understood
6. Synergize
7. Sharpen the Saw

The core of any good discipline program is high amounts of nurturing, praise and love. We value all the children at our school and will strive to provide a safe learning environment for them. Please feel free to discuss any questions you have regarding our school discipline program with our teachers or staff members.

Parents are provided with a Parent's Guide to *The Leader in Me* at the beginning of their kindergarten year or as new students enroll.

Dress Standards

Students at Thirkill Elementary are expected to come to school clean, neat, and dressed in a manner which is accepted as being in good taste. Clothing which distracts from or disrupts the educational process is not appropriate. Students are prohibited from wearing clothing **that reveals a student's breast, abdomen, or buttocks. Spaghetti straps are prohibited.** Clothing which have obscene or vulgar expressions will not be allowed. When questions arise as to the appropriateness of clothing, the principal will be the final determiner. Hats are not to be worn in the building. Because Thirkill Elementary is a Drug Free School, hats, shoes, and clothing with drug, alcohol, and tobacco slogans or signs will not be allowed in school. Students who do not meet the outlined standards of dress will be asked to change their clothes immediately, or be sent home to change, and will not be allowed into school until they comply.

Emergency Medical Assistance

In the event a student requires an ambulance, doctor, emergency room attention, or hospitalization due to an accident or illness while at school, the school will attempt to contact the parent or guardian; the designated emergency contact telephone number; or **the student's doctor for instructions.** If the school is unable to contact those persons **designated, the school is required to act "In Loco Parentis" (in place of the parents).** Any

expenses incurred are the responsibility of the parent/guardian and not the school. If a student experiences nausea or vomiting during school hours, the parent/guardian will be notified to check them out as we do not have a staff nurse on duty.

False Fire Alarms, 911 Call

It is unlawful for any person to create a false fire **alarm or call the number "911" for the purpose of making a false alarm or complaint and reporting false information which could or does result in the emergency response of and firefighting, police, medical, or other emergency services.** Such people shall be guilty of a misdemeanor.

Field Trips

Official field trip forms must be completed, signed and returned to the student's teacher before the date of the planned trip. Telephone calls from the parents giving verbal permission will not be allowed. Please help your child plan ahead for their field trip events by signing and returning the required form. *Preschool aged children are not allowed on the field trip due to school insurance restraints.*

Fire Drills and Other Emergency and Safety Drills

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire and safety drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines. Fire and Emergency Drills are conducted throughout the school on a monthly basis to assist the students and staff with proper emergency procedures.

Grading Policies and Grading Periods

Thirkill Elementary is on a semester system and will send home a report card at the end of each semester. A mid-semester progress report will be sent home between report cards. Parents are encouraged to attend the parent/teacher conferences that are scheduled at the conclusion of the first quarter and the middle of the third quarter.

Immunizations

Under Idaho Law (I.C. 39-3601), we are required to obtain proof of immunizations and report the status of immunizations in our school to the Idaho Department of Education. Proof will consist of medical or Health Department records. This proof must be received on the day of enrollment at Thirkill Elementary School. If you are in the process of updating records please provide proof of progress at the office. If proof is not provided the school is required to exclude the student from school attendance.

Immunizations required are:

- 5 or more doses of DTP, DT, or Td vaccine

- 3 doses of Hep. B for children born after November 22, 1991
- 3 or more doses of polio vaccine
- 2 doses each of measles/mumps/rubella vaccine given after one year of age.

Parents may, for religious, medical, or personal reasons, claim an exemption to these requirements by signing an exemption form available at the office.

Insubordination, Disrespect, or Defiant Behavior

Insubordination, disrespect, and/or defiant behavior are not to be tolerated by supervisory personnel or school employees. Appropriate and consistent disciplinary action will be taken following this type of student behavior and will usually involve suspension and an apology to the offended party.

Lice - No Nit Policy

According to School District #150 Exclusion for Head Lice Policy #563:

Head lice is a common condition in the school-aged child. It is highly contagious and easily spread from direct or indirect contact with the infested person and/or infested personal items such as coats, backpacks, and hats.

The school principal or designee will screen students for head lice. If nits (egg cases) or lice are present, the student will be excluded from school until the student is nit and lice free. The principal reserves the right for final determination.

Office Hours

Office hours are from 7:30 a.m. until 4:30 p.m. Monday through Thursday, except holidays as noted in the district calendar. The phone is not answered before 7:30 a.m. or after 4:30 p.m. Please plan your phone calls accordingly.

Meet and Greet

All students and parents are encouraged to attend the Thirkill Elementary School Meet and Greet. This event will be held prior to the first day of school. During this time, parents and students will be able to bring their school supplies, become familiar with their classroom, and meet their teacher.

Parent/Teacher Concerns

It is the policy of Thirkill Elementary School that the following steps are followed if a parent **has a concern or disagreement with your child's teacher:**

- Contact the teacher and discuss your concerns
- Set up an appointment, if needed
- Contact the principal if the first two steps do not bring a satisfactory resolution to the problem

Please follow these steps in order. If you contact the principal first without contacting the teacher, you will be asked to go back and repeat steps one and two before the principal will discuss the issue with you.

It has been our experience that 99% of problems or concerns are solved through following steps one and two. We have found that problems or concerns are often the result of miscommunication or misinformation. Working directly with the teacher will strengthen the **lines of communication and help foster a greater bond between your child, your child's teacher, and you.**

Pets at School

Pets are not allowed at school.

Phone Calls and Student Use of the Telephone

School telephones are available for administrative and school business. Calls to the school should be limited to extremely important or emergency reasons only. Phone calls to students during the day will not be honored. **A student's place is in the classroom where learning can take place.** A message will be taken and delivered to the classroom teacher during break time. **Phone calls to home for permission to go over to a friend's home after school or other activities will not be allowed.**

Procedures for Student Enrollment

Under the terms of Idaho Code 18-4507-4511, **Missing Children's Act**, we are required to **obtain a certified copy of the child's birth certificate as proof of the child's identity within 30 days of enrollment in school.** If a birth certificate is unavailable, the parents must file an affidavit explaining the inability to produce a certified copy of the birth certificate and **provide other reliable proof of the student's identity such as a passport, visa, or other governmental documentation.**

If such documentation is not provided within 30 days, the school is required by law to notify the local law enforcement agency of the failure and parents will be given an additional 10 days to comply with the request.

If you have questions regarding this requirement, please feel free to discuss it with the principal or secretary.

Proper Dress for Weather Conditions

Children should arrive at school dressed for the weather of the day. Please prepare your child for the temperatures of Soda Springs, Idaho. Our winter temperatures and weather

are extreme. Please dress your child properly with a heavy coat, hat, gloves or mittens, and boots.

If a child is not dressed appropriately, a parent will be called to provide proper clothing. All healthy students are expected to go outside after lunch and during recess times except when weather conditions are extreme. On extremely cold or wet days, the principal will declare an inside day and the children will remain inside during recess time.

If you desire that your child not go outside because of health reasons, please send a note indicating such. However, this note will only excuse them from 2 (two) days of outside recess time! **Any length of time beyond this MUST be authorized by a doctor's note!**

School Bus Policy

Safe school transportation is considered an integral part of the total educational program. Riding a school bus is a privilege contingent upon proper and courteous conduct. We recognize that a safe school bus operation is only possible with the full cooperation of our parents, students, and school staff. It is very important that the school be accountable for students during bus transportation. All bus students must ride their designated buses unless a written note from the parent/guardian is brought to school. Phone calls to change bus routes is a disruption to the day and is discouraged. Please make plans accordingly. If a non-bus student is going to ride a bus or if a bus student is going to ride a different bus, a signed note must be presented at the office for the principal's **signature**. Then the note must be shown to the classroom teacher and bus driver.

Without parental and school permission, no student is allowed on an alternate bus route. Buses will be able to accommodate groups going to parties or activities if there is room on that particular bus. Buses will stop only at regularly scheduled stops. District bus rules must be followed at all times.

- Observe the same conduct as in the classroom
- Be courteous and use no profane language
- Do not eat or drink on the bus
- Keep the bus clean
- Cooperate with the bus driver and treat them with respect
- Do not smoke
- Do not be destructive
- Stay in your seat
- Keep head, hands, and feet inside the bus at all times
- Bus driver is authorized to assign seats

Students not in compliance with the bus rules will receive a bus report referral for discipline from the bus driver. A continued noncompliance with bus rules will result in loss of bus riding privileges.

School Pictures

Individual student pictures are taken in the fall. Class group pictures are taken in the spring. Contact the secretary for more information.

Sexual Harassment

Behavior or conduct or language of a sexual nature is not permitted at Thirkill Elementary or on the bus. This will not be tolerated. **It is every student's right to attend school in an atmosphere free from sexual innuendos, behavior, conduct, or language.** Students not complying with this policy will be suspended from school attendance. Length of suspension time will be determined by the principal.

Student Check-Out Procedures

Parents must come to the school office to pick up their children, if they are needed during school hours. Students will be turned over to their parents or guardians after the parents have signed the school check out log found in the office. All children leaving the school during school hours will be signed out of school at the office by their parents or designee. This procedure is necessary to provide as much protection for your children as possible.

Swearing

Swearing is a disruption to our school life. Any swearing or inappropriate language to a teacher, staff member, or other student will result in disciplinary action. Swearing or inappropriate language will NOT be tolerated.

Tardy Policy

Punctuality can be taught and should be encouraged by all staff members and students. Tardiness has a disruptive effect on the educational atmosphere of the classroom. It is the responsibility of all classroom teachers to require students to be punctual. It is the responsibility of the parent/guardian to make sure their child is at school on time. A student who arrives in the classroom or at an assigned learning station after the tardy bell has rung or after the class is in session will be marked tardy.

Persistent tardiness will result in disciplinary action which will include a letter from the building attendance committee and referral to the school board for possible loss of credit. This will cause your child to repeat the class/grade.

Testing

Students K – 3 are also required by Idaho State Law to participate in the Idaho Reading Indicator (IRI). This is a test that is designed to assess reading readiness skills in the younger students. **Students are tested in September and April using Istation.**

All students in the 2nd - 4th grade test as many as five times during the year with the Renaissance STAR Norm Referenced Test for **reading and math to determine a student's reading and math level**. Kindergarten and 1st grade students test three times during the year with STAR Early Literacy.

Students in the 3rd and 4th grade are required by Idaho State Law to participate in the Idaho Standards Achievement Test (ISAT) testing program. This program assesses skill levels in English Language Arts and Mathematics. This program is used state wide for students in grades 3-10. Parents also receive a district handout regarding this testing program and are requested to familiarize themselves with this program as well. Information can also be found at <http://testscoreguide.org/id/>.

Vandalism or Destruction of School Property

Students and their parents shall be held responsible for damages, or losses, due to vandalism or destruction of school property. This includes not only students in our building, but other visitors or community groups using the building. Vandalism also includes writing things on bathroom walls, desks, or other school property. Vandalism will result in an automatic suspension.

Withdrawal or Transfer Procedures

Parents should notify the school office as soon as possible prior to a student's withdrawal. This allows time to complete the checkout process. Please take care to see that all school property is returned to the school. All textbooks and library books are to be returned and lunch fees paid before records can be forwarded to the new school.

Threatening Violence on School Grounds

Idaho Code 18-33021 states: *Any person, including a student, who willfully threatens on school grounds by word or act to use a firearm or other deadly or dangerous weapon to do violence to any other person on school grounds is guilty of a misdemeanor.* Threats of violence will be taken seriously. They will be investigated by the building principal (or designee) and appropriate action will be taken. This may include counseling, discipline, or referral to law enforcement or combination as deemed appropriate.

The Gun-Free School Act, March 31, 1994, requires: *AUTOMATIC EXPULSION FROM SCHOOL FOR A PERIOD OF NOT LESS THAN ONE YEAR OF ANY STUDENT WHO BRINGS A FIREARM TO SCHOOL. POSSESSION OF LOOK ALIKES OR OTHER WEAPONS WILL BE REFERRED DIRECTLY TO THE DISTRICT DISCIPLINE REVIEW COMMITTEE FOR EXPULSION.*

Other Concerns

If you have any other questions or concerns not listed here, please feel free to contact the **principal, secretary, or your child's teacher.**