

## HEYBURN ELEMENTARY HANDBOOK

Welcome to Heyburn Elementary! This handbook is provided to you for school policies and information. You may also find our handbook online at [www.sd331.k12.id.us](http://www.sd331.k12.id.us)

### SCHOOL HOURS

School begins at 8:12. Our school day ends at 3:00. Supervision is provided each morning at **7:45 a.m.** **PLEASE DO NOT SEND YOUR CHILD BEFORE THIS TIME.** We are not responsible for your child before this time. Students who walk to school should arrive at approximately 8:00. This helps our breakfast program run smoother as well as helps us with supervision problems.

Those students who walk home leave at 3:00 p.m. It is essential that those walking leave the school grounds as soon as possible. Buses then come and go and the walking students will not be in the way. Students who ride home with their parents will be excused at 3:00 as well. Parents are asked to pick up their student along "N" Street **east of the main building** in the loading and unloading zone. This is the designated area for parents to park and watch for their student. **After picking up a student, parents should immediately leave the loading zone so another car may use the loading space.** Do not pick up students in the staff parking lot. This creates a very unsafe situation.

### KINDERGARTEN SCHEDULE

The morning session of kindergarten begins at 8:12 a.m. and ends at 11:00 a.m. The afternoon session begins at 12:10 p.m. and ends at 3:00 p.m. **Please refer to the school calendar for early dismissal days. The kindergarten schedule will be different on these days.**

### 90% READING GOAL

Minidoka County School Board has adopted the 90% Reading Goal, which encourages all parents and guardians to read with their child(ren) for 20 minutes each day, from birth on. Our goal is to have 90% of all third graders reading at grade level by the end of 3<sup>rd</sup> grade. The more a child is read to, the better reader he/she will be. At Heyburn Elementary we encourage all parents to read to their children.

### ATTENDANCE

Good attendance at school is an extremely important aspect of each student's education. The Minidoka County Joint School District's attendance policy states that students are expected to be in attendance at least 90% of the time. Failure to attend denies the student learning opportunities and decreases the effectiveness of the teacher's presentation. Students are expected to meet grade level standards by the end of each school year. Students with excessive absences miss critical instruction needed in order for them to meet the standards necessary for success at their grade level. The school's goal is to communicate with parents on attendance problems that arise (such as sickness) and encourage students to develop a habit of being to school regularly. Attendance letters will be sent home when a child has missed 6 or more days. Excessive absences will be reported to Judge Duff.

We ask that parents call the school before 9:00 a.m. the day of an absence or provide a note the following day that explains the absence. Please send all doctor excuses to the office to excuse the absence. Parents are also encouraged to call the teacher's interschool extension number (679-4145 + extension) to ask for make up work or express concerns about absences.

**TARDIES:** All students who arrive to school **after 8:20 a.m.** are considered tardy and must check-in at the office. Excessive tardies will also be reported to Judge Duff.

### BIRTHDAY PARTIES

Occasionally students wish to observe their birthdays at school. Each teacher has his/her own policy concerning this activity. However, there are some general guidelines we all follow:

- Food treats are permissible, but interruption of the school program should be kept to a minimum.
- Food treats need to be individually wrapped and prepared commercially.
- Please do not provide gum.

- Please do not pass out invitations to private birthday parties at school. We do not want to have any student feel left out, so it is probably more appropriate to do this privately.

### BUSING

As a staff, we feel that it is very important to be aware of what is happening during bus loading and unloading. We are concerned for each of our students and want them to arrive home safely at the appointed time. A few guidelines need to be understood and followed.

- All students must ride their designated buses unless a written note from the parents is brought to school.
- Without parental and school permission, no student will be allowed on an alternate bus route or other form of transportation.
- Students who ride buses are subject to school discipline. Students who fail to follow bus rules may receive bus tickets and possible disciplinary consequences **at the school**.
- Buses will pull onto 17<sup>th</sup> Street from "O" Street and load and unload on the south side of 17<sup>th</sup>.
- When students get off the buses in the morning, they will immediately go to breakfast or to the playground.
- The crosswalk on 17<sup>th</sup> Street will be used at all times during bus loading and unloading.
- Parents who pick up and drop off students, need to do so in the designated area.
- Parents should not park by the road closure gate.
- Bus garage phone number is 436-3311.

### CALENDAR

The official school year calendar is available at the school office or on the district website at [www.sd331.k12.id.us](http://www.sd331.k12.id.us). All early dismissals, conferences, holidays, vacations, etc. will listed on this calendar and website.

### CELL PHONES, ELECTRONICS, TOYS, ETC.

Cell phones are discouraged and cannot be used during the school day without permission. Students are not to bring valuable jewelry, large amounts of money, electronic games or toys, trading cards, etc. or other expensive irreplaceable objects to school. If these items are brought to school, they may be confiscated and can be picked up at the office by a parent or guardian. The school is not responsible for any lost or stolen items. Any objects that divert a student's attention from his/her schoolwork should not be at school.

### CLOSING OF SCHOOL

When it becomes necessary to dismiss school because of inclement weather or emergency closures, announcements will be made through local radio stations.

### CONFERENCES

Parent-teacher conferences will be held **three** times a year. All of these conferences begin at 2:00 p.m. and continue until 7:30. Each conference takes place in the middle of a **trimester** to possibly provide parents with information that will help their student before the end of the **trimester**. Appointments with parents for each conference day will be made by the teachers and will take into consideration such factors as parents with more than one child in school as well as the working schedules of parents. If your scheduled time conflicts with the given appointment, we will be glad to rearrange the conference so that we can still meet. Should the need arise for a conference at any time during the year, please do not hesitate to contact your child's teacher. At each scheduled conference, parents will receive an oral and written report relating to student progress. The written report does not necessarily give actual grades, but focuses on individual student progress.

### DISCIPLINE AT HEYBURN

The staff of Heyburn believes it is our responsibility to administer a fair and comprehensive discipline policy. The purpose of this policy is to insure the rights of each student to attend a school with a positive productive learning environment. Our long range goal is to help each student experience the satisfaction of self-discipline. When dealing with inappropriate behavior, the issues and behavior are discussed and the student involved is helped to understand why their behavior was not acceptable. Consequences are assigned for student discipline.

**MAJOR offenses** (such as fighting, **bullying**, theft, possession or weapons, drugs or alcohol) are subject to the Heyburn School Discipline plan as well as the penalties set by school board policy, and require that the school take action to protect the health and safety of other students. School board policy is available at the district web-site, ([www.sd331.k12.id.us](http://www.sd331.k12.id.us)). Parents will be provided with a copy of board policy at the time disciplinary consequences are assigned.

## **DRESS CODE**

The Minidoka County School's Standard of Dress Policy states the following guidelines:

- A. **General:** Clothing should always be clean and in good taste. Clothing including shirts, book bags, backpacks, accessories with messages, writing, graffiti, and/or insignia which advertise, endorse, and/or promote drugs, tobacco, alcohol, profanity, illegal activities, racially derogatory or "hate group" references, Satanism, death or destruction, violence, shock-rock, sadism, gangs, racial separatism, and sexual innuendo are not permitted at any time.
- B. **Clothing:** Pants are to be worn at the waist. Pants that cannot be held up without a belt are forbidden. Bib type overalls shall be worn in an appropriate, safe, fastened manner. No extremely tight fitting clothing will be worn. Clothes must conceal undergarments at all times. See through, mesh, and/or fishnet fabrics, halter tops, spaghetti straps, off the shoulder or low cut tops, bare midriffs, and skirts and shorts shorter than mid-thigh are prohibited. Attire which detracts in any way from the educational mission of the schools' instructional program is unacceptable.
- C. **Insignia:** Insignia are unacceptable in any form if they contain words, symbols, messages, styles or gang symbols, logos, emblems which degrade gender, religion, culture, sexual orientation, ethnic values, obscene symbols, signs, and slogans.
- D. **Head Coverings, Bandannas, and Hats:** During school hours, all head coverings are unacceptable for all students and staff with the exception of head coverings for medical purposes or religious observance.
- E. **Accessories:**
  1. Belts must be in the belt loops and are not to be hanging from the waist.
  2. Accessories having studs or spikes are prohibited. All paraphernalia is prohibited.
  3. Chains, including wallets which have a chain attached are prohibited.
  4. Jewelry which could inflict bodily harm, be used for drug paraphernalia, or construed as a weapon is prohibited. No jewelry is to be worn that has references to sex, drugs, alcohol, gangs, or any of other insignias, etc. as outlined in sections A and C.
  5. Shoes must be worn at all times. No roller blades or **skate shoes** are allowed at school.
  6. Visible body piercing such as face, eyebrows, arms, tongue, hands, and feet, or jewelry that could inflict bodily harm to self or others is prohibited.
  7. No gang-related, profane or vulgar language, symbols or insignias, etc. are to be cut into hair or tattooed or cut into skin. All permanent marks must be covered.

Complete copies of this policy are available online at [www.sd331.k12.id.us](http://www.sd331.k12.id.us).

## **EVACUATION PROCEDURE**

In case of an emergency evacuation, all students will be evacuated to United Electric. If circumstances prevent us from evacuating to United Electric, students will then be evacuated to the Heyburn Fire station, Police station, and City Office. All possible efforts will be made to contact parents to find out what to do with their child.

## **FEES**

Parents are asked to pay a \$10 activity fee for their student. This fee provides for the various student activities that occur during the school year. Examples include assemblies, student recognition awards, field trips, activities for good behavior, etc.

## **FIELD TRIPS/ACTIVITIES**

Properly supervised and planned educational field trips and activities are an important part of the instructional program. Any person needing special accommodations to participate in school activities should contact Heyburn Elementary one (1) day prior to the activity at 1431 17<sup>th</sup> St. Heyburn, ID 83336, telephone (208)679-2400. A signed permission form from a parent or guardian is required for all field trips.

## **FIRE AND EMERGENCY DRILLS**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and emergency drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

## **FOOD SERVICES**

Students have the opportunity to eat a hot lunch and breakfast at the school. They are also welcome to bring a cold lunch from home. All students are also offered a breakfast each morning before school at a no cost. Please contact the office or cafeteria for current lunch prices for students and adults. Families may also qualify for free or reduced priced lunches. They are encouraged to pick up an application at our school office for this service. Students can only charge a

lunch up to **five** times. After the **fifth** charge students will receive a peanut butter and jelly sandwich for two days. After that, the student must bring a cold lunch, until the account is paid in full.

Parents are always welcome to have lunch with us at school. If you would like to come and enjoy a delicious lunch with your student, please call the office that morning before 9:00. Be sure and check in at the office before going to the cafeteria. The lunch cashier collects the lunch money. We ask that you consider paying for your child's lunches for a week's time or even for the period of a month. **Parents: please do not send sodas or carbonated beverages for your child to drink at lunchtime.** Menus are prepared and sent home on a monthly basis so parents can plan ahead.

### HOMWORK

Homework assignments provide students an opportunity to apply, supplement, and reinforce information that has been learned at school. Homework allows the pupil to complete unfinished class assignments and make up work that was missed during absences. It also gives the student the experience of working independently. This experience will help him/her to develop initiative, self-discipline, responsibility, and independence.

### INCLEMENT WEATHER

When the weather becomes extremely cold, we allow students to stay indoors during recess time. As a school staff, we recognize the difference between uncomfortable temperatures and those that present a health hazard to our students. We have found that when students are able to go outside during recess time, the fresh air and change of environment gives them a break that helps them feel renewed when they come back in. **Please prepare your child for the temperatures of an Idaho winter by dressing them properly with a heavy coat, hat, gloves, and boots.**

### IRI AND ISAT TESTING

As mandated by state law, all students are tested three times a year. The results of these tests are used to help your child improve any area of weakness. Parents will be notified of the results following each testing period.

### LIBRARY/MEDIA CENTER

1. Help to develop a love of reading by enjoying the library book with your child. Let your student see you reading too. Spend time with the television off.
2. Students may check out two books every week as long as books have been returned.
3. Help students learn to be responsible for their library books by bringing them back on time. If your child is not finished reading a book they may check the book out again for another week.
4. When your child is absent he/she needs to return the library book the first day he/she comes back to the library. He/She needs to let the librarian know they have been absent and it is their first day back.
5. Remember you and your child are responsible for returning books on time and paying for lost or damaged books. When books have not been returned, students will lose the privilege of checking out books.
6. Please return damaged books to the school for repair. Please do not repair the books at home.
7. Help your child find a place for his/her book which is out of reach of pets or little brothers and sisters.

### LOST AND FOUND

Lost and found clothing items are kept nearby the office. **Please label your child's clothing.** Items such as glasses, jewelry, keys, toys, etc. are kept in the office until claimed. All unclaimed items will be donated to the Mini-Cassia Christmas Council at the end of the school year.

### NEWSLETTER

School newsletters and **Reading Connection publications** are sent home each month. These contain information that will help keep parents informed of events that are taking place at the school. Our desire is to communicate with parents consistently, and the newsletter is one means that helps us do this. Many teachers send home a classroom newsletter. These newsletters will keep parents up to date concerning what is going on in specific classroom.

### PARENT TEACHER ORGANIZATION (PTO)

Our school is very fortunate to have an active PTO organization. Many parents have been involved in projects that have proved very beneficial to our school. PTO nights are scheduled throughout the year where parents can gain information about the school and see our students perform. We encourage all parents to join and participate in PTO; a great organization that does GREAT things for Heyburn Elementary Students. **Membership is \$1.00.**

## PROCEDURES

One of our goals at Heyburn is to maintain an orderly climate that is conducive to learning. In order to provide that climate, the following procedures have been implemented.

### **Hallway Procedure;**

1. Line up outside grade level doors, in *orderly* lines.
2. Enter building only when teacher is present.
3. Walk *without* talking.
4. Keep hands to yourself.
5. Keep lines straight and stay with group.
6. DO NOT enter the hallways in the *north and south buildings* before the 8:15 bell. Students with library books may go to the library. Students with notes will stay in the cafeteria. Students must keep their backpacks with them.

### **Cafeteria Procedure;**

1. Enter lunchroom quietly and in correct lunch order. Follow Cougar Paw Prints.
2. Each class sits together at designated tables. Teachers must seat all students.
3. Use good manners.
4. Use a soft speaking voice.
5. Keep the table and floor clean.
6. Dump trays and exit by following Cougar Paw Prints.

### **Assembly Procedure;**

1. Enter in an orderly manner, without talking.
2. Sit in designated area by following teacher's directions.
3. Sit quietly with class.
4. Sit cross-legged. Do not sit up on heels.
5. Show respect to performers.
6. Use "High 5" sign to come to order.
7. If individual problems occur, student(s) will be removed from assembly.
8. Exit, following teacher's instructions.

## RELEASING STUDENTS FROM SCHOOL

We assume responsibility for your child's well being during the school hours. **Please come to the office to notify us that you will be taking your child out of school** so that we are aware that your student will be leaving. The office will send for your child by using the intercom system. This precaution is taken solely for the protection of your child. We must have permission from parents to release their student to another person. Any person you would like to come and get your child any time during the school year needs to be entered in our office computer so that we know we have parent permission.

## REWARDS FOR EXCELLENT BEHAVIOR

We know that the best way to build good discipline at our school is to pay attention to the positive things that go on each day. We realize that many of our students work very hard and strive to use proper behavior at all times. We want to recognize those students who consistently follow school rules. Some of the ways in which good behavior is rewarded are:

- **Cougar Good Guy**

Each week a child will be selected by their classroom teacher to receive the "Cougar Good Guy Award". This award is presented to students who exemplify the "Six Pillars of Character". Certificates are given out and the student's picture is hung on the Cougar Good Guy Bulletin Board in the cafeteria.

- **Regular Classroom Awards**

Individual teachers recognize proper student behavior in their classrooms as well.

- **Winter Intramurals**

During the winter months, an intramural program is provided for fourth and fifth graders who have demonstrated good behavior and academic excellence.

## SCHOOL-WIDE PROGRAMS

Heyburn Elementary School is a School-wide Programs School. This means that we will continue to develop and act upon plans for using federal funds to support school-wide improvement efforts. As a complete school team effort, several areas of school improvement will continue to be focused on.

1. **Improving student achievement in reading and math**

2. **Parent and community involvement**
3. **Student Achievement and Recognition**

Curricular programs are based on effective school research. Some of the programs currently in place are the Open Court Reading and Saxon Math. These are supplemented with support programs.

### **SPECIAL SERVICES**

**TITLE I-** Our Title I staff provides special help to students in the areas of math and reading. This is done in the classrooms as well as in small groups or individually. The objective is to help build necessary skills that will enable the student to work at grade level. Building motivation and interest are important elements of the Title I program.

**RESOURCE ROOM-** The Idaho State Department of Education and our school district recognize that all children must have the opportunity to receive an educational program which is commensurate with their abilities, needs, and talents. The state and local district also recognizes that children may require special programs and services that are supplemental to or different from regular classroom instructions. These services are provided at Heyburn Elementary by qualified staff.

**SPECIAL ACCOMMODATIONS-** We are always happy to have visitors come into our school and participate in our educational programs. If at any time special accommodations are needed for individuals with disabilities, please contact the office so that we may arrange for those accommodations.

### **SPIRIT DAY**

Spirit Days are days that our students will be asked to wear red and white to help build school spirit. The PTO has made available special Heyburn Elementary School shirts for all of those who would like to purchase one. These shirts will help us celebrate Spirit Day. Students without shirts are encouraged to participate by wearing red and white.

### **STUDENT PLANNERS**

All first through fifth graders at Heyburn receive a very unique day planner that they are required to use each day of the school year. The majority of the planner is daily schedules in which students record the assignments they will work on each school day. At the end of the day students will check off the assignments that they completed in school. **Parents and teachers are encouraged to use the planner as a communication tool.**

### **TELEPHONE**

Most staff members have a phone placed in their classroom for the purpose of improving communication with parents. Whenever you need to leave a message you can call directly into his/her room and leave a message on the voice mail (679-4145 + extension). Staff members will check their voice mail periodically and return calls promptly. You are encouraged to use this phone system to leave a message with the teacher on concerns regarding your student. **Teachers can also be contacted through their email. Email addresses are on our school website [www.sd331.k12.id.us](http://www.sd331.k12.id.us)**

Our school's office telephone number is 679-2400. Please use this number when calling about transportation changes for your student. Students cannot make arrangements during school hours to go to another child's house. This must be done at home. Written notes from parents must be sent to the school if a child is going to another person's house. This is a safety precaution for everyone.

### **WITHDRAWING STUDENTS**

If your child must leave Heyburn to transfer to another school, please notify the office or your child's teacher in advance. This will allow time to complete the check out procedures. Please take care to see that all school books and other property have been returned.

### **VISITORS / VOLUNTEERS**

**All visitors and volunteers must check in at the office.** We appreciate very much the many parents who come into our school to visit and/or volunteer their time to help out. Many hours of service have been given. When volunteers come to the school, we ask them to please come to the office first; sign in and obtain an identification button to pin on as you work in the school. Please call the school if you are able to volunteer in any way. **We need volunteer participation.**