

Homedale Elementary



Student Handbook

Homedale Elementary School

420 W. Washington Ave.

Homedale, ID 83628

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<http://homedaleschools.org>

“Trojan Pride”

Vision Statement

Everything we do is in the best interest of our students – we inspire them to dream toward a better future, and we equip them with the skills necessary to achieve those dreams.

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General Information

STUDENT ENROLLMENT PACKET: The student enrollment packet is very important and must be filled out completely. It provides the child's address, phone number, emergency contact numbers, etc. It is also very important that you inform the office of any changes in student information throughout the year, most importantly phone numbers and addresses.

NOTICE TO PARENTS: According to Idaho Law (IC 18-4511) we must have a copy of your child's birth certificate on file. Either at the time of enrollment or within thirty (30) days you must provide either a certified copy of your child's birth certificate or other reliable proof of identity and birth date. Proof shall be accompanied by an affidavit (notarized statement) explaining why you cannot provide a copy of the birth certificate. Other reliable proof of your child's identity and birth date may include a passport, visa, or other governmental documentation of your child's identity.

PLANNED ABSENCES: Please notify the teacher and the office if you plan on taking your child out of school for vacation, etc.

BIRTHDAYS: Children enjoy celebrating their birthdays at school. If you wish to provide treats for your child's class, please notify the teacher in advance. Remember that treats cannot be homemade. Possible treats include bakery cookies, boxes of crackers, cheese sticks, fruit, miniature candy bars, etc.

WALKING/BIKES: Please help your child select the best route to follow if he/she is walking or riding their bike to and from school. Bikes must be parked in front of the school and should be secured to the bike racks by a chain or cable.

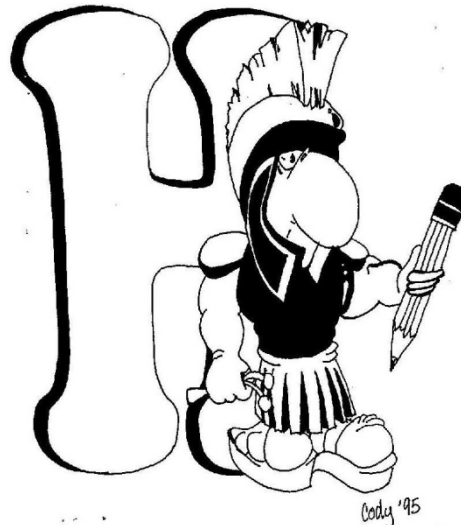
GOING HOME: Children are not allowed to use the office phone to make arrangements to go home with a friend. All such plans need to be made at home. Send a note or call the school so we are aware of where you want your child to go after school.

To change the way your child goes home, please call the office by 3:30. Unless we receive a call, your child will be sent home the regular way.

FIELD TRIPS: Every year we have field trips and/or activities away from our school grounds. In order to put your child in a safe environment, we rely on chaperones to supervise these activities. To make this the safest experience for the students, we require the following:

1. Chaperones ride the bus to and from the activity. Chaperones will be given a group of students that they will be responsible for supervising.
2. Younger siblings or children may not attend the field trips for any reason.
3. This is a class activity; parent/guardians or their designee (grandparents, etc.) are the only ones that may attend.

We appreciate your cooperation with this matter.



Trojan Traditions

AREAS	Be Respectful	Be Safe	Be Responsible	Be Organized
Classroom	<ul style="list-style-type: none"> - Listen politely to teachers and peers - Use appropriate language - Share - Work cooperatively with your group 	<ul style="list-style-type: none"> - Keep hands, feet, and other objects to self - follow safety procedures 	<ul style="list-style-type: none"> - Raise your hand before speaking - Follow directions the first time given 	<ul style="list-style-type: none"> - Complete and return homework - Have supplies ready - Give your best effort - Take pride in your work
Hallway	<ul style="list-style-type: none"> - Move quietly and promptly, walking in a 4-S line (straight, silent, single file, spaced arm distance from the person in front of you) - Stay to the right of the hall - Respect all hallway displays by keeping your hands off the walls 	<ul style="list-style-type: none"> - Walk at a safe pace in a 4-S line - In case of emergency, proceed to the nearest exit - Keep hands, feet, and other objects to self 	<ul style="list-style-type: none"> - Report problems to a staff member - Take care of your belongings and school equipment 	<ul style="list-style-type: none"> - Carry a hall pass when needed
Trojan Café	<ul style="list-style-type: none"> - Sit with feet on floor, bottom on bench, and facing the table - Remember “please” and “thank you” - Talk quietly and use kind words - Keep food, hands, feet, and objects to yourself 	<ul style="list-style-type: none"> - Walk, don’t run - No pushing in line—hands and body to yourself - Watch for spills that might be slick 	<ul style="list-style-type: none"> - Get all utensils and condiments before sitting down - Wait quietly to be dismissed - Clean up after yourself - Leave all food in the Trojan Café 	<ul style="list-style-type: none"> - Bring cold lunch or lunch money if you need it
Recess	<ul style="list-style-type: none"> - Take turns and include others - Play fairly - Use appropriate language and kind words - Follow all directions the first time they are given - Do not climb fences or backstops 	<ul style="list-style-type: none"> - Follow all playground rules - No horse play on the equipment - No fighting, play fighting, or wrestling - No throwing or kicking rocks, sand, mud, bark, sticks, snow, etc. 	<ul style="list-style-type: none"> - Observe bells/whistles and respond immediately by going to your classroom line - Follow all rules - Return equipment to playground cart 	<ul style="list-style-type: none"> - Dress appropriately for the weather - Line up at the end of recess
Restroom	<ul style="list-style-type: none"> - Dispose of trash in the proper place - Respect the privacy of others - Use quiet voices 	<ul style="list-style-type: none"> - Keep feet on floor - Keep water in the sink - Use soap and water for washing hands 	<ul style="list-style-type: none"> - Flush the toilet - Wash your hands - Use trash cans - Report any problems to a teacher 	<ul style="list-style-type: none"> - Try to use the restroom at recess and lunch - Keep hall pass visible
Library	<ul style="list-style-type: none"> - Listen carefully to the story or video - Sit and read quietly - Allow others to read uninterrupted 	<ul style="list-style-type: none"> - Keep hands and feet to self - Follow all library rules 	<ul style="list-style-type: none"> - Take good care of books - Push in your chair when done reading at the table 	<ul style="list-style-type: none"> - Read your library book before returning it - Bring all books to be returned each day
Bus/Arrival/Dismissal	<ul style="list-style-type: none"> - Get on/off the bus in a single file line - Stay seated and face forward while on the bus - Enter the building in a 4-S line - Remove hats and hoods as you enter the building - Use kind words and actions 	<ul style="list-style-type: none"> - Stay in seat at all times - In case of bus evacuation, follow safety procedures - Walk bikes on school grounds - Cross the road in the crosswalks - Promptly line up when the bell rings 	<ul style="list-style-type: none"> - Keep hands and feet inside the bus - Park bikes in bike racks - Arrive to school on time - Get to breakfast and/or playground promptly - Keep track of your belongings 	<ul style="list-style-type: none"> - Be on time - Watch for your bus stop

School Discipline

We believe that:

1. Students and teachers have a right to an excellent environment in which to teach and learn.
2. Parents and teachers should maintain open communication, mutual support, and constructive involvement.
3. Parents have a responsibility to teach their children basic rules of decency and respect and to see that they obey them.
4. All students are required to behave in a positive manner that does not interfere physically or mentally with their own educational welfare or the educational welfare of others.

Our goal is to provide each student with a healthy, productive, and safe environment. The staff will enforce a consistent set of rules and expectations based on four major foundations: RESPECT, SAFETY, RESPONSIBILITY, and ORGANIZATION. These are our “Trojan Traditions”, and every rule fits in one of these categories to provide consistency within our discipline policy. Students are taught each expectation just as every other skill or concept is taught. These expectations are reinforced throughout the school year in every part of the school.

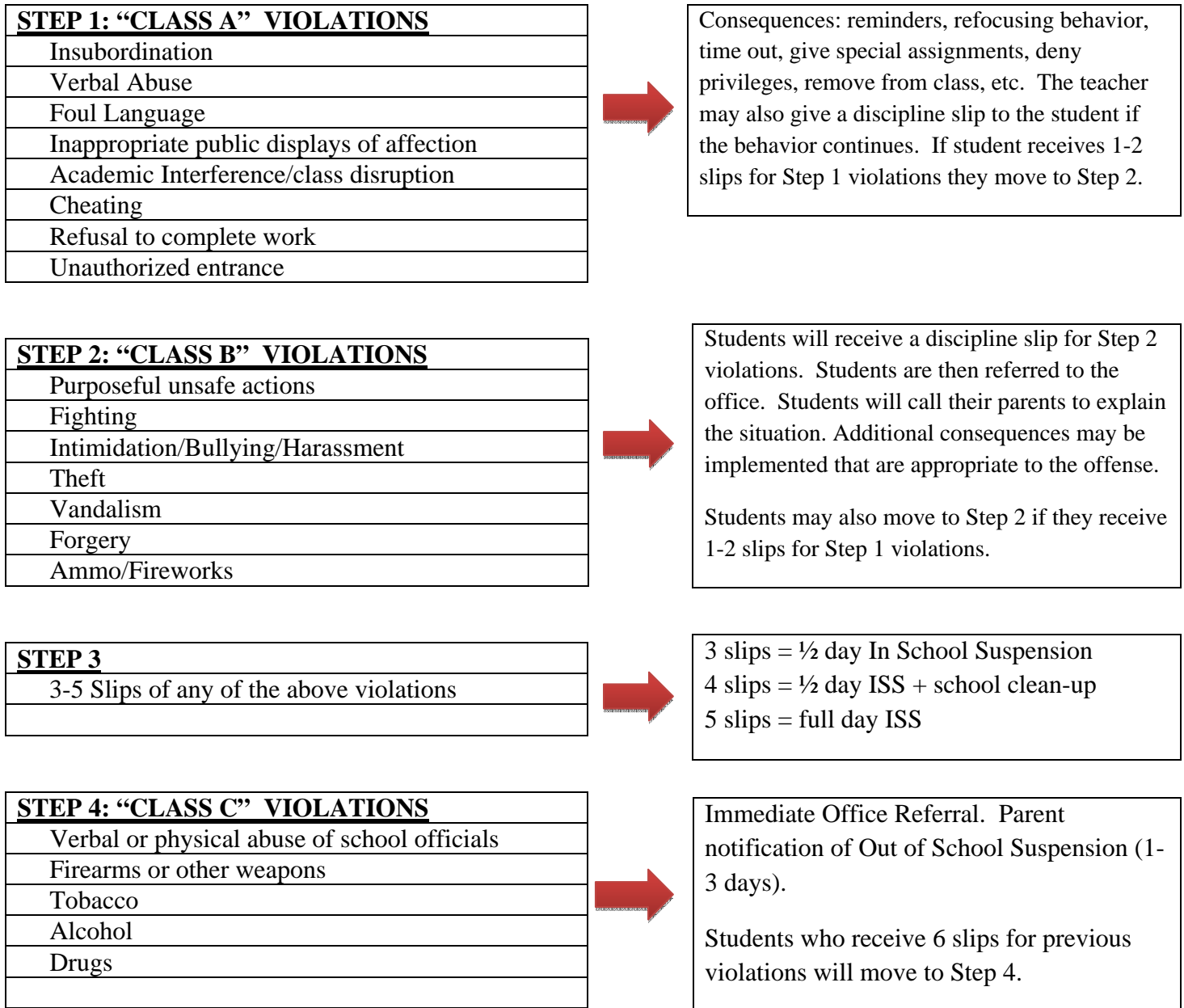
In addition to the “Trojan Traditions”, we have some general rules that we expect all children to follow in order to keep everyone safe and to preserve an excellent learning environment.

1. No controlled items can be on school grounds at any time. This includes (but is not limited to) alcohol, tobacco, drugs, or weapons (toy or real).
2. Students are not allowed to break the law. This includes (but is not limited to) vandalism, assault, harassment, and threats of violence.
3. Students are **not** to bring toys, trading cards, bats, hardballs, skates, heelies, skateboards, scooters, personal electronic communication and entertainment devices (cell phones, iPods, mp3 players, electronic games, etc.), or any other unsafe, valuable, or distracting items for use at school, unless arranged by the classroom teacher. These items will be confiscated and taken to the office until the parent can pick them up.
4. Students must keep their hands and feet to themselves. They may not touch other students by hitting, kicking, fighting, pushing, tripping, tackling, or in any other inappropriate way.
5. Students must stay on school grounds during school hours, stay in designated playground areas, and refrain from throwing hard objects such as rocks, snowballs, iceballs, sand, pebbles, etc.
6. Students will be courteous. We will not tolerate threats, obscene language or gestures, name calling or insults, rudeness, lying to or arguing with an adult, booing, or cutting in lines.
7. Students will respect the property of others. Unacceptable behaviors include but are not limited to stealing, writing or marking on furniture and walls, tearing down displays, dirtying the bathrooms, littering, and using another person’s property without permission.
8. Students may not play games in which the loss of personal property occurs.
9. Gum is not allowed in school other than on a designated classroom gum day.

The school assumes no responsibility for loss, damage, or theft of any personal items brought to school.

The classroom teacher, special subject teacher, or educational assistant will normally handle violations. Violations are normally divided into three categories: (A) minor, (B) major, and (C) severe. Depending on the severity and/or frequency of any violation to the rules and expectations, there are several possible consequences. The consequences will normally be determined only after listening to all sides and considering individual circumstances. These may include special assignments, detention, denial of privileges, suspension, confiscation of item(s), removal from class, restitution, superintendent or school board hearing, or a referral to police or other agency as needed. Administrative discretion will be used when a student repeatedly or blatantly disregards school and/or district policy(s).

Discipline Procedure



Administrative discretion will be exercised. Bus violations will be handled according to district policy.

PLAYGROUND RULES

1. Play in designated areas on the playground.
2. Use equipment for its intended purpose
3. No play fighting, tackling, wrestling, or fighting.
4. Do not chase playground equipment or balls that go over the fence or into the street. Notify the person on duty and ask them what to do.
5. Do not climb on fences or backstops.
6. Include others and take turns.
7. Use appropriate language and kind words.
8. Listen and follow directions the first time they are given.
9. Observe bells/whistles and respond immediately by going to your classroom line.
10. Follow rules for equipment and games and play fair.
11. No hanging on basketball rims.
12. Arguing is not allowed. Any disagreements should be resolved by talking it out, talking to a duty person, ~~or getting the assistance of a Club Kid helper.~~
13. Failure to follow playground rules may result in removal from the playground or game.

SLIDES:

1. Go down feet first only with your legs straight.
2. Wait 3 seconds before starting down. (Count 1 alligator, 2 alligator, 3 alligator)
3. Do not stop on the slide.
4. Keep hands and feet inside the slide at all times.
5. Do not climb up the slide.

MONKEY BARS (WEST PLAYGROUND)

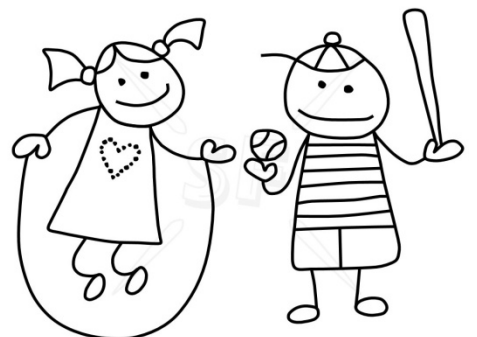
1. Use hands only to go across the bars – do not hang upside down or climb on top of the equipment.

SADDLE LADDER (BRIDGE BETWEEN STRUCTURES ON EAST PLAYGROUND)

1. Hands must be on the side rails until the last rung of the ladder is reached.
2. No standing up and walking on the ladder rungs.

ROCK WALL

1. Only 2 students may be on the wall at the same time.
2. When the first student is on top of the platform, another student may begin at the bottom.
3. Stand back at least 2 steps from the wall when waiting your turn.
4. Do not help another student by trying to pull them up.
5. You must wear shoes to climb the wall – no flip flops!



Attendance/Retention Policies

Your child should attend school each day that he/she is well. Every absence, even for a part of the day, interferes with your child getting the best education possible. If your child must be absent for any reason, please notify the school before 9:00 am on the day of the absence.

Homedale School District 370 School Board Policy 8.01 states in part: “A student absent over twelve (12) days per school year will face possible denial of promotion to the next grade level (retention).”

Emergencies or Illness

If your child becomes ill at school or suffers an accident requiring attention, you will be notified to come and pick up your child, or told where your child is if they have been transported to a medical facility. It is the parent’s responsibility to pay for any necessary medical treatment.

Please make sure we have current phone numbers for you at home, work, and emergency backup phone numbers so someone can be reached in an emergency situation.

Early Check Out from School

If you need to pick up your child during the school day, you must sign him/her out at the office. Students will not be released to any persons other than parents/guardians without written authorization from the parents/guardians. If necessary, the parents/guardians may also call the secretary to give verbal authorization.

Appropriate School Clothing

Students, in cooperation with their parents, have freedom of choice in clothing and personal appearance except when the choice disrupts the classroom, becomes dangerous to the child or others, or is unsanitary. Parents are asked to assist their children in observing the following guidelines:

1. All shirts and tops must have a 3-finger width on the shoulder. This includes items such as muscle shirts and tank tops.
2. Mesh shirts, see-through tops, tops with spaghetti straps, halter tops, and tops with excessively low necklines or bare midriffs are prohibited.
3. Shorts, skirts, and cut-offs must be finger-tip length or longer. The hem must meet or extend beyond the child’s fingertips when his/her arm is extended down the side of the leg.
4. Sunglasses, hats, and hoods are not allowed indoors.
5. Articles of clothing that display profanity, obscene gestures, alcoholic beverages, drugs, gang references, weapons, or violence are not permitted.

HEALTH, MEDICATION, INJURY, OR ILLNESS

School personnel can administer simple first-aid. If your child is injured or becomes ill, he/she will be cared for temporarily by the school nurse or staff member and you will be notified. If you or the emergency contacts you have specified cannot be located and it is deemed necessary, emergency services will be notified and your child will be taken to the nearest hospital emergency room, unless you have given instructions to the contrary. The School District does not provide medical insurance to pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. It is extremely important that the school have the name of another party to call in case of illness or injury if you cannot be located. **The office must always have your current home, cell, and business telephone numbers.**

If you believe your child is ill and may not be able to fully participate at school, please keep your child home from school. Call the school to let the office know your child is ill.

If a student is at school and unable to fully participate in his/her programs at school because of a fever, cough, nausea, other medical symptoms, or contagious disease, the child will be sent home from school. Homedale School Board Policy 8.12 states: students with contagious communicable diseases are to be removed from school, and school activities until the student has recovered from the disease and/or is no longer capable of spreading the disease to others. If you believe a program must be modified because of a physical/medical issue, please contact the school immediately.

If your child requires special consideration (activity, food, injury) because of an illness, the school will need a written doctor's order stating what is required at school.

It is helpful to have a written doctor's statement if your child has missed school because of an illness that has required a medical visit.

The parent or guardian is responsible for notifying the school with a written doctor's order of an allergy or other medical condition.

Medications of any kind (including over-the-counter medications) may only be given with written orders from the student's current health care provider as stated in the Homedale School Board Policy 8.13. Forms for medication administration at school may be obtained at the office.

Students may not carry medication of any kind with them to school. If a physician believes that a student must carry emergency medication, the physician must write an order stating those conditions.

According to Homedale School Board Policy 8.14, students with lice and/or eggs (nits) shall not be permitted to attend school. When lice or nits are found, the affected student shall be excluded from school, according to the described procedures. Excluded students may return to school when re-examination by the nurse or designee shows that all pests and nits have been removed.

IMMUNIZATIONS

Children attending school must be immunized. Idaho law requires the following be given: 5 DPT; 4 Oral Polio; 2 MMR, 3 Hepatitis B, 2 Hepatitis A, and 2 Varicella. These are the requirements for children born after September 1, 2005. **In accordance with Idaho law Code Section 39-4801, this record must be on file with our office before your child may enter school.**

BUS INFORMATION AND RULES

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus; keep the bus clean.
5. Violence is prohibited.
6. Remain seated.
7. No smoking.
8. Keep your hands and head inside the bus.
9. Do not destroy property.
10. For your own safety, do not distract the driver through misbehavior.

If the student breaks the rules, the following will occur when the first written warning is issued:

1st offense – Warning

2nd offense – Change seats

3rd offense – Suspension of bus privileges for three (3) days

After first suspension: 4th offense – Suspension of bus privileges for two (2) weeks

After second suspension: 5th offense – Suspension of bus privileges for remainder of school year

SEVERITY CLAUSE: If a student willfully damages or destroys other student or school district property, OR if a student commits or attempts to commit physical harm to others, said student will pay for damages and may be suspended for three (3) days or lose bus privileges for the remainder of the school year as determined by school authorities.

Bus Rules: Homedale School Board Policy 4.14

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process. Parents are expected to check homework and sign when required.

VISITING CLASSROOMS – GUIDELINES

Parents are encouraged to visit their child's classroom. To help make the visit productive, parents are asked to adhere to the following guidelines.

1. Visits are best arranged in advance. This helps you avoid dropping in at recess or another time when the class might be out of the room.
2. Limit your visits to 20-30 minutes unless arrangements have been made in advance with the teacher for a longer visit.
3. Never interfere with the teacher's instruction and never express differences of opinion or dissatisfaction in the presence of students. Please make an appointment to speak privately with the teacher should you have questions or concerns.
4. Sign in at the office to register your presence in our building. You need a visitor's pass to be in the building.

VOLUNTEER GUIDELINES

We encourage partnerships with the community/patrons and welcome all volunteers. We recommend that you volunteer at prearranged times under the direction of our classroom teachers or Title One coordinator.

- You must check in at the office and wear a visitor's pass.
- The teacher will prepare activities and/or curriculum for volunteers.
- Please come prepared to help, not just observe.
- Be prepared to work with all children, not just your own child.
- Please do not bring siblings, younger children, or visitors with you.

IDAHO READING INITIATIVE

The Idaho Reading Initiative, enacted by the Idaho Legislature, was designed to ensure that all children in the State of Idaho will master the skills they need to become successful readers. Endless research-based studies show reading skills are directly related to a child's success in school. It is the goal of the State Department of Education to work with your child's school, teacher, and administration to promote his/her reading success!

Students in Kindergarten through Third Grade are assessed in compliance with state law. The purpose of this test is to identify students who may need extra help to become successful readers. The State Department chose a formative assessment system, which helps teachers individualize their instruction, called AIMSWeb. If a child is having difficulty with any reading skills, this program will provide a way to monitor student progress between testing so teachers can measure how effective the interventions are for a child. A test administrator, chosen and trained by your school district, will test students individually using the Idaho Reading Indicator (IRI). The IRI will be given three times a year. The results will be available to administrators and teachers through Idaho System for Educational Excellence (ISEE). We are in the process of training staff on all of the uses this new system will offer.

We strive to keep parents informed. For current and up-to-date information regarding the IRI please visit the state's website at www.sde.idaho.gov/site/reading_indicator/. Parents are important partners in a child's reading success. We encourage you to read daily with your child, participate in school events, visit your local library, talk with your child often about their day at school. Showing interest in a child's learning can make all the difference in your child's education.

Your child's teacher and school are the best resources for information relating to your child's academic growth. Good communication with these sources is essential. Your continued interest in your child's reading growth sends a powerful message to your child. We look forward to working together with you to provide your child with the best education possible, and to ensure all students are successful learners!

DIRECT WRITING ASSESSMENT (DWA)

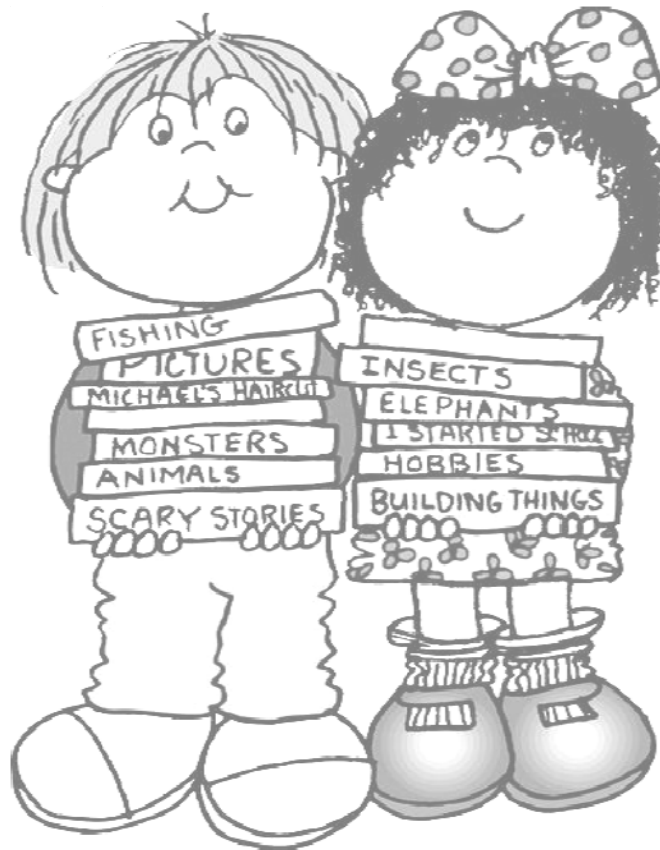
The Idaho Direct Writing Assessment (DWA) is a performance-based test to assess progress toward achieving Language Arts Standards. The DWA requires students to plan and write an essay in response to an assigned prompt within a 90-minute time frame. The prompts used are developed by Idaho teachers.

LIBRARY POLICY

We are happy to be able to offer library privileges to our students. We have a great selection of books in all levels. However, in order to keep our books in good condition for our children to enjoy for years to come, we must follow some basic rules.

1. Damaged Books: If the original cost of the book was more than \$10.00, but less than \$17.00, the charge will be \$5.00. For those books costing more than \$17.00, we will charge \$6.00.
2. The child who checks out the book is responsible for any damage to the books while in his/her possession.
3. If your child has a damage fine, he/she will not be able to check out a book until the damage is paid for.
4. If your child loses a book, it must be paid for before he/she can check out another book.
5. Children caught throwing books in the air or hitting other students may be fined and be subject to a library suspension. They are required to carry books according to library procedure.
6. Parents are not allowed to help their children take AR tests in the library or classroom, however parents are always welcome to come and read with children.

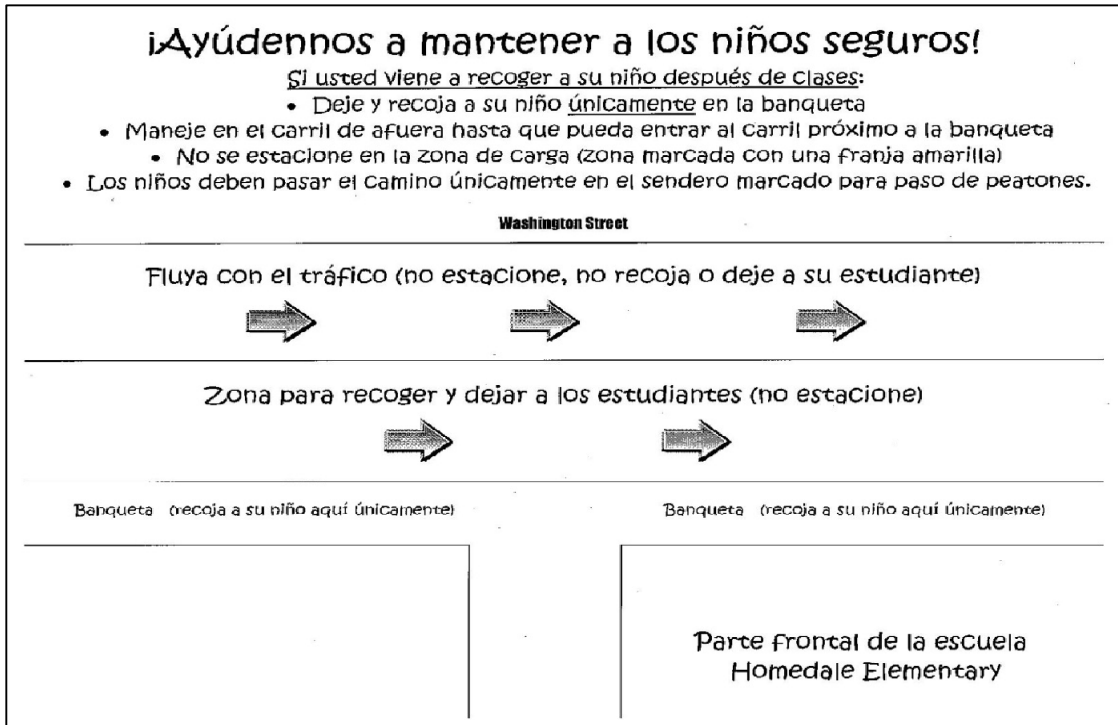
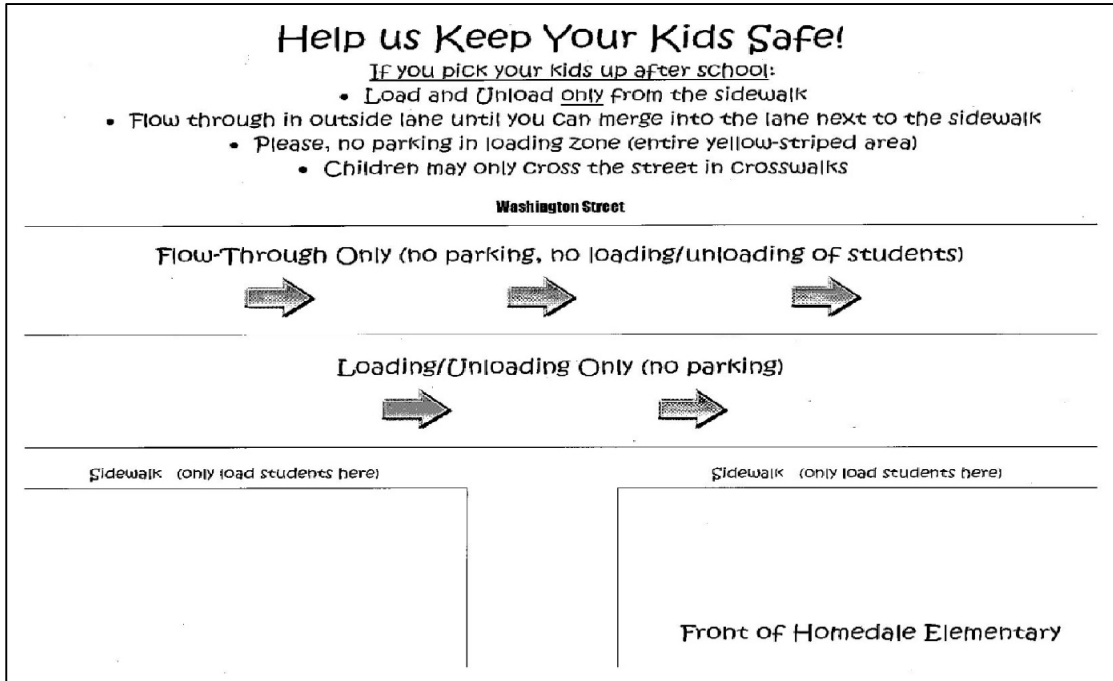
We look forward to serving your children in the library. Thank you so much for your support in helping us care for our library books.



Transportation Drop-off/Pick-up

If you drop off or pick up your children, the drop-off/pick-up zone is on Washington Street outside the school's front entrance. There are **three lanes** of traffic on this street with **no parking** in any of these lanes. The lane to the far left is **Washington Street**. The middle lane is the **Flow Through Only** lane used for merging into and out of the lane closest to the sidewalk. Do not park or load/unload students in this lane. The lane to the far right, closest to the sidewalk, is the **Loading/Unloading Only** lane. **Unload and load only from the lane nearest the sidewalk.**

Do not drop off students behind the school. These are for buses only.



School Lunch Program

Vicki Eby, Director
E-mail: veby@homedaleschools.org
Ph: 208-337-4033
Fax: 208-337-4703

The school lunch program serves breakfast and lunch each school day. Trojan Café opens at 7:30 a.m.

Breakfast and Lunch Prices

<u>Breakfast</u>	<u>Price</u>
All students K-12	FREE
Non-student (@ Elementary)	\$0.75
Adult	\$2.00

<u>Lunch</u>	<u>Price</u>
Elementary School	\$1.35
Middle School	\$1.60
High School	\$1.60
Adult	\$3.30
Reduced meal price – student	\$0.40



Facts About School Lunches

Breakfast is available for morning session Kindergarten students, but lunch is NOT served to Kindergarten students, unless they attend school all day.

All students K-6 will also receive a free fruit and vegetable snack in the ~~morning between breakfast and lunch~~ [afternoon](#) thanks to our Fresh Fruit and Vegetable Grant.

Free and Reduced Meal Applications are available at each school office or lunchroom and can also be found at www.homedaleschools.org under the section labeled Departments then look in the Food Service section. There are both Spanish and English forms available.

Special Dietary Needs

There are forms available in the Food Service Office for any students who have food allergies or food intolerances. Medical statements must be turned in to the lunchroom before we can implement a food plan. The form must be signed by a licensed physician, physician's assistant or registered nurse.

Lunch Charge Policy

Accounts must be prepaid on students for lunches. Arrangements may be made in advance if needed. All children will be limited to \$-10.00 in charges. After that point, they will be given a peanut butter and jelly sandwich for lunch. Please contact Hot Lunch Director, Vicki Eby, if you have any questions or concerns at (208) 337-4033 or at veby@homedaleschools.org.

Lunchroom Courtesy Expectations

- Students are to talk in conversational tones while in the lunchroom. Noise and loud talking is discouraged.
- Students are expected to keep the lunchroom clean for the next group of students.
- No running in the lunchroom. Students are to remain seated at their table until they are dismissed to go outside.
- Milk cartons, food, or utensils of any kind are not allowed to be taken from the lunchroom.
- Students must have a minimum of three items on their tray. One of these three items must be a fruit or a vegetable.
- Except for cold lunch, outside food items are not to be brought into the lunchroom.

SCHOOL CLOSURE

All decisions on school closure are treated with great concern and given sincere consideration before a decision is rendered. If road conditions are determined to be unsafe for student, staff, and parent transportation, the Superintendent and district staff will place calls to local media so the information that school will be closed can get to our parents as quickly as possible. The following media will be contacted:

TELEVISION:

Channel 2

Channel 6

Channel 7

Channel 9

RADIO:

KQFC (97.9 FM)

KKGL (96.9 FM)

KBOI (670 AM)

KZMG (93.1 FM)

KTIK (1350 AM)

KIZN (92.3 FM)

KCIX (106 FM)

KIDO (580 AM)

KXLT (108 FM)

KSAS (103.3 FM)

KFXD (630 AM)

KTMY (104.3 FM)

KSRV (96.2 FM) (1380 AM)

KTSY (89.5 FM)

KWEI (99.5 FM) (*Spanish Radio*)

KQTA (101.9 FM) (*Spanish Radio*)

KDBI (106.3 FM) (*Spanish Radio*)

School Hours

AM Kindergarten: 8:~~00~~¹⁵-11:~~35~~⁴⁵ PM Kindergarten: 12:~~10~~⁰⁰-3:~~50~~⁰⁵ Grades 1-4: 8:~~00~~¹⁵-3:~~50~~⁰⁵

Trojan Café opens for breakfast at 7:~~15~~³⁰. Library ~~and~~[,] Computer Lab, ~~and Club Kid~~ open at 7:~~30~~⁴⁵. Playground supervision begins at 7:~~30~~⁴⁵. For their safety, we ask that students do not arrive at school before 7:30. In case of inclement weather, students will go to the multi-purpose room instead of the playground upon arrival at school. Please remember to use designated drop-off/pick-up areas.