



# Heyburn Elementary School Handbook



## *Home of the Cougars*

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Heyburn Elementary Handbook

**Welcome to Heyburn Elementary!** This handbook is provided to you for school information, procedures and policies.

### SCHOOL HOURS

**Classes begin at 8:00 a.m. The tardy bell rings at 8:10 a.m. Our school day ends at 3:30 p.m.** Supervision is provided each morning beginning at 7:30 a.m. **PLEASE DO NOT SEND YOUR CHILD BEFORE 7:30 a.m.** We are not responsible for your child before this time. Students who walk to school should arrive at approximately 7:55 a.m.

### SCHOOL DISMISSAL

**Our school dismisses at 3:30 p.m.** However, because our school is a transfer for busses, we do have an early release for students riding an early bus and living within the city of Heyburn. Students who ride our early buses will be dismissed at 2:55 pm.; all other bus riders are dismissed at 3:30 p.m. **Parent pick-up times are between 3:10 and 3:20 p.m.** It is essential that those walking leave the school grounds as soon as possible. Parents are asked to pick up their student in the designated drop-off/pick-up area on the east side of the building by no later than **3:20 p.m.** This is the designated area for parents to park and watch for their student. We ask that parents dropping off and picking up students do so along the edge of the sidewalk. If you are in the drop-off/pick-up lane, **please pull to the end of the drop-off area so that others may park behind you** - we will deliver your child to your car. If you choose to park in our parking area and drop off or pick up your child, you will need to walk them to the sidewalk or from the sidewalk to your car for their safety. **Please do not pick up or drop off students in the bus loading zone or staff parking lot**, as this creates a very unsafe situation.

### SCHOOL CLOSURES

When it becomes necessary to dismiss school because of inclement weather or an emergency, announcements will be made through local radio stations and/or the district automatic dialer. If school is closed during the school day, students will be sent home according to the instructions the parents filled out at the time of registration.

### KINDERGARTEN

The **morning session of kindergarten begins promptly at 8:00 a.m. and ends at 11:00 a.m.** Morning kindergarten pick-up and drop-off will be on the east end of the building. The **afternoon session begins promptly at 12:00 a.m. and ends at 3:00 p.m.** Drop off for the afternoon session is at the front doors of the school and pick-up at 3:00 is on the east end of the building. Please refer to the school calendar and Monday Memos for early dismissal days because the kindergarten schedule may be different on these days. We ask that parents dropping off and picking up students do so along the edge of the sidewalk, **pulling to the farthest end of the drop-off lane so that others may park behind you** - we will deliver your child to your car if you are in the drop-off/pick-up lane. If you choose to park in our parking area to drop off or pick up your child, you will need to walk them from your car to the sidewalk or from the sidewalk to your car for their safety.

### TRANSPORTATION

As a staff, we are concerned for each of our students and want them to arrive home safely at the appointed time. Therefore, it is very important we are aware of what is happening during bus loading and unloading. 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, allowed to walk home, or allowed to go home with someone else.**
- 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 load and unload in front of the school.
- When students get off the buses in the morning, they will immediately go to gym for breakfast or Read Naturally.
- Parents picking up and dropping off students need to do so in the designated area on the east end of the building.

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.

If you have questions or concerns regarding bus transportation, please contact the transportation supervisor, Ryan Edwards, at the **bus garage: 436-3311**.

## ATTENDANCE

Regular attendance is critical to student success, since missed days are missed opportunities for instruction and learning. With this in mind, the Minidoka County Joint School District's attendance policy states that students are expected to be in attendance at least 90% of the time. That means a student may only miss 1 day of school for every 10 days they are enrolled. The school's goal is to communicate with parents when attendance problems arise. Attendance letters are sent home when a child has exceeded the 90% attendance rule in accordance with state and district policy. **Continued absences may result in a referral to truancy court.**

**TARDIES:** Learning activities begin at 8:00 a.m. in the classroom. All students who arrive at school **after 8:10 a.m.** are considered tardy and must check-in at the office. Excessive tardiness may also be **referred to truancy court.** Excessive is defined as more than 6 tardies in a single trimester.

## ABSENCES

**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 **officially** excuse the absence. Parents are also encouraged to contact their child's teacher for make-up work.

## BIRTHDAY PARTIES

Occasionally students wish to observe their birthdays at school. Each teacher has their 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 more appropriate to do this privately.

## CALENDAR

The official school year calendar is available at the school office or on the school and district website at [www.minidokaschools.org](http://www.minidokaschools.org). All early dismissals, conferences, holidays, vacations, etc. will be listed on this calendar and the district website. We also post details about special events to our school website.

## CELL PHONES, ELECTRONICS, TOYS, ETC.

Please do not send students to school with valuable jewelry, large amounts of money, electronic games or toys, trading cards, etc. or other expensive objects. If these items are brought to school, they **may be taken by the teacher for safe keeping and must be signed for and picked up at the office by a parent or guardian.** The school is not responsible for any lost or stolen items. Any object that diverts a student's attention from his/her schoolwork should not be at school.

In order to maintain a secure and orderly learning environment and to promote respect and courtesy regarding the use of electronic communication devices, the District has established policy governing student use of electronic communication devices (ECDs). Heyburn Elementary will follow the district policy for ECDs —Policy #503. Students may not use cell phones during the school day without permission. **If a student uses their personal electronic communication device during school time without permission, it will be taken by staff and turned into the office where it will remain until signed for and picked up by a parent or guardian.** Likewise, if a student misuses an electronic device provided by the school, consequences may include replacement of the device and/or a suspension of privileges.

## CONFERENCES

Regular communication with your child's teacher about your child's progress is an important element of student success. We encourage our parents to contact their child's teacher any time there is a question or concern. Formal parent-teacher conferences will be held two times a year and are listed on the district calendar. Parent-teacher conference forms will be sent home with an appointment time prior to the conference. If your schedule conflicts with the assigned appointment time, we will be happy to reschedule the conference for a time that is more convenient so that we can still meet. At each scheduled conference, parents will receive an oral and written report relating to student progress. The written report will not provide traditional A, B, C, D, F grades, but will instead, focus on individual student progress towards mastery of the standards. Please refer to our school website for a more detailed description of the Common Core State Standards and our report card rubric. Please do not hesitate to contact your child's teacher should the need arise for additional conferences at any time during the school year.

## DRESS CODE

The Minidoka County School's Standard of Dress Policy (# 507.98) 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. **(The general rule of thumb for shorts and skirts is no higher than 3 inches above the knee.)** 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, Bandanas, 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.

## EMERGENCY DRILLS

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

## EVACUATION PROCEDURE

In case of an emergency evacuation, all students will be evacuated to a designated building. A reunification plan is in place to ensure students are safely reunited with their families in the event of an emergency. In the event of an emergency, all possible efforts will be made to contact parents to determine further action for the safety of their child.

## FEES

Parents are encouraged to pay a \$13 activity fee for their student and kindergarten parents are encouraged to pay an \$8.00 fee. These fees provide for various student activities that enhance the education of every child during the school year. Examples include: assemblies, student recognition awards, graduation ceremonies, field trips and field day activities, etc. Please note: all fees are optional.

## 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: **1151 7<sup>TH</sup> St., Heyburn, ID 83336, telephone (208) 679-2400**. Please note: a signed permission form from a parent or guardian is required for all field trips.

## FOOD SERVICE

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 offered a free breakfast each morning before school. Please contact the office or cafeteria for current lunch prices for students and adults. Families may also qualify for free or reduced priced lunches. All families are encouraged to

pick up an application at our school office for this service. Parents will be notified by phone and/or in writing when lunch balances are low. Parents may check their child's lunch account balance and pay online for lunches at [www.myschoolbucks.com](http://www.myschoolbucks.com).

Parents are always welcome to have lunch with us at school. If you would like to come and enjoy lunch with your student, please call the office that morning before 9:00 a.m. so that our cooks can prepare enough food for you. Be sure and check in at the office before going into the cafeteria. **Parents: please do not send sodas or carbonated beverages for your child to drink at lunchtime.** Menus are posted online at [www.minidokaschools.org](http://www.minidokaschools.org) so parents can plan ahead. For more information about school lunch at Heyburn, please refer to our school webpage.

### **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. 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 (SBAC) TESTING**

As mandated by state law, all students are tested each year. Heyburn Elementary follows state testing requirements. The results of these tests are used to help us help your child improve in any area of weakness. Parents will be notified of the results following each testing period.

### **LIBRARY/MEDIA CENTER**

1. Students may check out two books every week as long as books have been returned.
2. 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.
3. 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.
4. **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.
5. Please return damaged books to the school for repair. Please do not repair the books at home.
6. 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 in the gym. Please label your child's clothing. Lost items such as glasses, jewelry, keys, toys, etc. are kept in the office. All unclaimed items will be donated to a charitable organization.

### **MEDICATION**

Do not send any medication, including over the counter medications, to school with your child. Medicine cannot be dispensed at school without a completed Medication Authorization Form. For more information please contact the school.

### **NEWSLETTER- MEMOS**

Communicating with families is a top priority at Heyburn. School newsletters, Monday Memos, and reminders are sent home and posted on our school website throughout the year. Please refer to our school webpage, under your child's grade level and teacher for weekly Monday Memos and additional classroom information. Our webpage contains information that will help keep parents informed of events that are taking place at the school. Monday Memos are also sent home weekly by the teacher. These memos are designed to keep parents up to date concerning what is going on in specific classrooms:

### **PARENT TEACHER ORGANIZATION (PTO)**

Our school is very fortunate to have an active PTO organization. Many parents have been involved in projects that have proven 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.

### **PROCEDURES**

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

### **RELEASING STUDENTS FROM SCHOOL**

We assume responsibility for your child's well being during the school hours. Please come to the office to sign 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 day must check them out at the office.

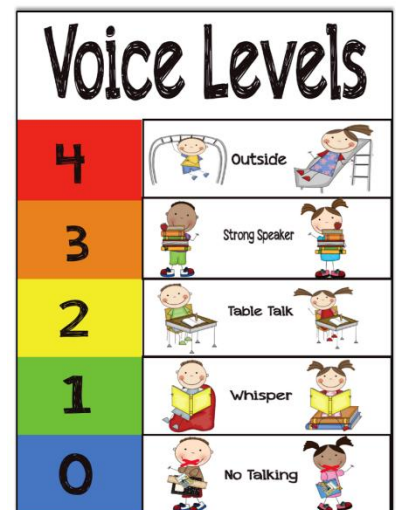
**SCHOOLWIDE BEHAVIOR EXPECTATIONS AT HEYBURN**

The staff at Heyburn believes it is our responsibility to administer a fair and comprehensive schoolwide behavior program. We utilize a progressive discipline program that is designed to be preventative and change behaviors at the lowest level possible. There are three types of behavior defined below: minor, major, and severe. Schoolwide behavior expectations are explained in the chart "Heyburn Elementary School - Behavior Expectation Matrix" below. These are the expectations for all students, kindergarten through fifth grade. You will notice across the bottom of the chart are acceptable voice levels that students will be asked to use throughout the school. The voice level chart here is posted throughout the school as a gentle reminder to students. In the event that a student's behavior falls within the major and severe categories below, possible consequences for student misbehavior may include time outs, missing recesses/activities, in-school detention, out-of-school suspension, etc. When behavior is this significant parents will be notified by written notice or telephone as outlined below.

**MINOR Behaviors** are those behaviors that occur occasionally. These behaviors do not significantly interfere with the learning of others. These are behaviors that can be resolved by the teacher with re-teaching and classroom consequences. Corrections of these behaviors do not require more than 3 consequences or re-teaching opportunities. Parents are not normally notified of these behaviors as they are typical elementary behaviors, such as speaking out of turn or not following directions.

**MAJOR Behaviors** are those behaviors that can be classified as chronic minor behaviors, or that **moderately** interfere with the learning and safety of others. These behaviors have not been resolved through classroom consequences and re-teaching. Major behaviors interrupt the learning of others and may compromise safety. Major behaviors require a written office discipline referral (formerly known as a citation) and parent notification by the teacher.

**SEVERE Behaviors** are those major behaviors that are chronic, severely interrupt the learning atmosphere, or **significantly** compromise the safety of others. It also includes blatant defiance and/or disrespectful behaviors. Severe behaviors require immediate office referral, parent notification by administration, and may or may not involve law enforcement. These behaviors include such things as fighting, on-going bullying, theft, possession of weapons, drugs or alcohol) and are subject to the penalties set by school board policy. They require that the school take action to protect the learning, health, and safety of other students. School board policy is available at the district web-site: [www.minidokaschools.org](http://www.minidokaschools.org)



Heyburn works diligently to foster and teach kindness to all students. Kids say and do unkind things, however our focus is to prevent those behaviors by teaching student's appropriate behaviors and responses. Bullying is defined by State law as follows:

No student shall intentionally commit, or conspire to commit, an act of harassment, intimidation or bullying against another student. "Harassment, intimidation or bullying" means any intentional gesture, or any intentional written, verbal or physical act or threat by a student that: A reasonable person under the circumstances should know will have the effect of:

1. Harming a student; or
2. Damaging a student's property; or
3. Placing a student in reasonable fear of harm to his or her person; or
4. Placing a student in reasonable fear of damage to his or her property; or
5. Is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student.

An act of harassment, intimidation or bullying may also be committed through the use of a land line, car phone or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

# Heyburn Elementary School- Behavior Expectation Matrix

	School Wide	Classroom	Bathroom	Hallway	Playground	Lunch Room	Bus & Bus Loading Area
Be Ready	-be to school on time and ready to learn -dress appropriately	-be on time -have appropriate materials -be ready to work	-use the bathroom quickly and quietly	-hands to self -quiet walking feet -looking forward	-dress for the weather -line up immediately when the bell rings	-keep hands to self -face forward in the line	-go directly to bus line -sit in your bus line 2 by 2
Be Respectful	-keep hands, feet, objects, and hurtful words to self -be kind and courteous to students, staff, and visitors -follow all safety rules -to our building and equipment	-be courteous of others -be considerate of others' personal property and space	-put paper towels in trash can -be mindful of others' privacy -use soap, toilet paper, and paper towels appropriately	-stay on the right side of the hall -hold doors for others	-take turns -follow game rules -include others -be a good sport -apologize for mistakes -keep hands, feet, objects, and hurtful words to self	-use manners -pick up trash and dump your own tray -eat your own food -eat main dish or drink all your milk	-walk to and from busses -follow teacher and driver instructions
Be Responsible	-keep clean -keep correct voice level -be responsible for personal belongings	-complete all assignments -do your personal best -follow directions -stay focused on learning	-flush when finished -use closest student bathroom -report serious problems to your teacher -wash hands and return promptly	-go directly to your destination -have permission from staff to be in the hallway	-use equipment appropriately -play in designated areas -immediately and accurately report problems to an adult	-Clean up after yourself -sit where directed until dismissed -always walk in the lunchroom	-follow bus rules to and from school -wait to load bus until directed by a teacher or driver -allow bus number sign to be visible by all
Appropriate Voice Level	-as directed by teacher	-as directed by teacher	-Level 0	-Level 0	-Level 4	-Level 1 (in line) -Level 2 (at tables)	-Level 2

## SCHOOL-WIDE PROGRAMS

Heyburn Elementary School is a Schoolwide Title I school. This means that we continue to develop and act on plans developed with all stakeholders for using federal funds to support schoolwide improvement efforts. Curricular programs are based on effective school research and the Idaho Common Core Standards. Several areas of school improvement will continue to be focused on as a complete school team effort,

1. Improving student achievement in reading, math, and writing
2. Parent and community involvement

### 3. Student Achievement and Recognition

These are supplemented with support programs.

#### SPECIAL SERVICES

**TITLE I** - our Title I staff provide extra 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.

**ENGLISH LANGUAGE LEARNER** - all students who have a language other than English spoken in the home are tested for English proficiency. If a student is not fluent in English, additional services are provided by the school in small groups to help students acquire English proficiency.

**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 appropriate for their abilities, needs, and talents. The state and local district also recognize 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. Heyburn Elementary School spirit shirts have been made available by our PTO for all 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.

#### TELEPHONE

All 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 the school and your call will be transferred. Please know that during instruction, teachers are not likely to answer the phone. Likewise, the administrators have a number of responsibilities outside of the office and therefore may not be able to answer your calls when you call. If an immediate response is needed, please ask the secretary for an appointment. 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 at: [www.minidokaschools.org](http://www.minidokaschools.org)

#### 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 and ensure a smooth transition for your child at their next school. 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. We are very grateful for the many hours of service that 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 badge. Please call the school if you are able to volunteer in any way. We need volunteer participation.

If parents wish to observe a teacher, arrangements must be made with the building administrator in advance. The administrator will be happy to join the parent(s) during the observation.

**Creating a successful learning experience for every child is our top priority.** Please help us to fulfill our mission by:

1. **Sending your child to school regularly** - *missed days are missed opportunities and we look forward to having your child in school every day.*
2. **Regularly communicating with your child's teacher about their progress** - *waiting until the next scheduled PTC may cause unneeded frustration for both you and your child.*
3. **Being actively involved in your child's education** - *being actively involved can be as simple as ensuring your child comes to school regularly and does their homework each day. While we certainly welcome and appreciate volunteers, we*



*recognize that some of our parents have other obligations that may prohibit them from being a volunteer at the school. Instilling in your child the importance of doing the work of learning demonstrates to them that you care about education and the work your child is doing.*



## Parent/Student Signature Page

Parents, please initial that you have reviewed with your child and understand our handbook and behavior expectations. A parent and student signature is required. Please return this page signed to your child's teacher.

Parent/Padre \_\_\_\_\_ Date/ Fecha: \_\_\_\_\_

Student/Estudiante \_\_\_\_\_ Date/Fecha: \_\_\_\_\_

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I have read and understand the student handbook for Heyburn Elementary. (He leído y entiendo el handbook de estudiantes para Heyburn Elementary.)

I have read and understand the behavior expectations for Heyburn Elementary. (He leído y entiendo las expectativas de comportamiento a Heyburn Elementary.)

### Additional Parent Information:

Parent Name: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Parent or Guardian Daytime Phone: \_\_\_\_\_

Again, welcome to Heyburn Elementary, we look forward to working with you and your child!

