



# TSD 401 Elementary Parent & Student Handbook

TSD Elementary Schools are expected to follow the District Policies created by the School Board. These policies can be found on the TSD website, <http://tsd401.org> under the District tab. This handbook explores elementary specific policies and does not in any way replace or alter the district policies.

## WELCOME TO TETON SCHOOL DISTRICT #401

Dear Parents and Students,

It is my honor to serve this school district and our wonderful community. Our efforts are focused on the vision & mission for Teton School District 401:

***Vision:*** Empowering our students to reach their full potential.

***Mission:*** Teton School District 401 provides a safe and exceptional learning environment where career and college readiness are the academic cornerstones of a relevant and progressive education.

### **Goals:**

- 1. Student Achievement:** Teton School District 401 believes that all children can learn. We believe a healthy school culture is student centered. Our schools will implement programs to inspire innovation and prepare our students for the rigorous challenges of college, jobs, and life. Instruction will be innovative, engaging, and creative to motivate our children and produce critical thinkers. In developing a strong school system parents, business and all parts of our community must collaborate and problem solve together to grow our district into one of excellence.
- 2. Student Safety:** The district is committed to providing a safe learning environment for all students, staff, and visitors. This belief is focused on emotional, social and safety needs, to create a school culture that is safe, welcoming and nurtures positive relationships to guide student achievement.
- 3. Fiscal Responsibility:** Teton School District 401 strives to be responsible stewards of public funds with the goal to empower our students to reach their full potential. The district will balance competitive salaries with a healthy General Fund balance, aligning spending to district priorities and being transparent. We define transparent as having all financial documents available to public on the district website (under the district tab, then to levies and bonds), in accordance to policy number 8605.
- 4. Community Relations:** Teton School District 401 strives to keep the public informed and maintain effective two way communication. Community participation and engagement is vital in order to provide a quality education for all students. All district employees are important public relations ambassadors.
- 5. Facilities:** Teton School District 401 believes all students deserve a safe and exceptional learning environment. The facilities our students, educators and staff utilize on a daily basis should optimize student learning in energy-efficient, cost-effective and technologically advanced spaces. We believe all parents, businesses and community members must work together in order for our district to create and maintain the facilities our students need to reach their full potential.

The biggest reward is to participate with our students and staff on the daily adventure of learning and exploration. Please contact me to share your thoughts and ideas.

Monte Woolstenhulme, Superintendent  
[mrw@d401.k12.id.us](mailto:mrw@d401.k12.id.us)

## **ELEMENTARY SCHOOL PHILOSOPHY**

“TSD 401 Elementary Students Will Be Respectful, Responsible, and Ready.” The faculty and staff of the elementary schools in Teton Valley believe that elementary school is an organization designed to develop cooperation, responsibility and respect, thereby creating an atmosphere for learning. It is believed that each and every student is entitled to the best possible education and each child can succeed at learning. We strive to provide each child with a solid foundation in the basic skills of reading, math, and language arts that are essential for further education and for life in today’s rapidly changing world. We believe that a strong education encompasses music, physical education, science, social studies and the arts in addition to the core subjects. We strive to provide for the unique and diverse needs of our students by using a variety of research proven educational methods, techniques and materials. We welcome parent involvement and are committed to establishing a positive home/school learning partnership.

Teton School District is comprised of four elementary schools. There are three schools that serve kindergarten through third grade students; Driggs Elementary, Tetonia Elementary and Victor Elementary. There is one school that serves all fourth and fifth graders in the valley, Rendezvous Upper Elementary. Teton School District also has a pre-k program for students who qualify for developmental support or as a peer model. More information about the pre-k can be found on the district website.

## **GOVERNANCE**

Teton School District is a public school with specific groups or individuals making governing decisions.

### **School Board**

The public school board is comprised of five members representing different regions of the valley determined by population. The school board is the highest governing body in the district and approves all hiring along with the superintendent. The school board also sets board policy that directs many decisions within the district from disciplinary measures and parent visitation rights.

The school board meets the second Monday of each month in a public meeting at 7:00pm. All district staff members are welcomed to attend.

### **Superintendent**

The superintendent oversees the running and management of TSD401. The superintendent is appointed by the school board and is evaluated by the school board. The superintendent directly supervises Principals in the district.

### **Food Service Director**

The food service director oversees the school lunch and breakfast programs and the kitchen staff that make these programs possible.

### **Federal Programs Director**

The federal programs director oversees all programs that are federally required and federally funded. IT is the responsibility of the federal programs director to ensure compliance with federal regulations, file federal reports on these programs, and direct the spending of federal funds.

### **Special Education Director**

The special education director oversees special education programs in the district including special education staff, and students. The special education director is responsible for ensuring compliance with IDEA regulations and meeting the needs of special education students.

**Transportation Director**

The transportation director oversees school transportation services including school buses and district vehicles. The transportation director is responsible for scheduling and overseeing transportation routes and staff.

**Maintenance Director**

The maintenance director oversees the facilities in TSD. Maintenance staff members are responsible for keeping school facilities clean and in working condition.

**Curriculum Director**

The Curriculum Director works with building Principals to support and guide instruction pre-k – 12. The Curriculum Director aides in the development of Core Standards aligned instructional practices, curricular resources, and assessments.

**School Principals**

Site-based principals oversee certified teachers and site-based classified staff. Principals are responsible for the running of the school they are appointed to including, but not limited to: student safety, instructional leadership, building level discipline, teacher and classified staff evaluation, professional development, and student achievement.

**GENERAL SCHOOL INFORMATION****SCHOOL HOURS**

Driggs Elementary and Rendezvous Upper Elementary - 8:25 am to 3:05 pm Monday through Friday

Victor and Tetonia Elementary- 8:30am – 2:50pm Monday through Friday

Morning pre-k- 8:30 am to 11:15 am

Afternoon pre-k- 12:00pm – 2:50pm

Playground areas are supervised from 8:00 am to 3:30 pm on school days. Please do not drop your child off earlier than 8:00 am and please pick up your child no later than 3:15 pm.

**ATTENDANCE & TARDINESS**

Elementary parents are asked to have children arrive at school at least 10 minutes prior to the school start time to ensure minimal interruptions to class time. Children are asked not to come before 8:00am, however, because there is no adult supervision. Students who are not in the classroom by 8:30am will be considered tardy. If your child arrives at school after 8:30 am, they will need to check in with the office. If a student has excessive tardies, parents can expect to be contacted first by the homeroom teacher and second by the principal. Excused tardies include doctor appointments or family emergencies. Three tardies are considered an absence.

If it is necessary for your child to leave the campus during school hours, parents are required to sign their child out (and back in) with the school secretary.

If your child will be leaving school with any person other than a parent or guardian, a note must accompany your child to ensure that your child goes home with the correct and authorized person.

## **ABSENCES**

If your student will be absent, please call in as early as possible. When your child misses school, contact the respective teachers right away for make-up assignments. Repeated absences interfere with the continuity of the program and may cause your child to fall behind. Teton School District #401 Board Policy requires that all students at the elementary level attend at least 90% of scheduled student days. If your child has reached or exceeded the 10% of allowable absences, a meeting will be held with the principal. Excessive absences may be reported to local authorities.

Excused absences include family emergencies and medical appointments, although the school requests that medical appointments be scheduled after school and that family trips take place during school vacations.

## **IF YOUR CHILD IS SICK OR HAS LICE**

A school is a unique environment where students, teachers, and staff are in close contact on a regular basis and illness can spread quickly. To ensure the health and safety of all persons on campus please do not bring your child to school if they are exhibiting symptoms of illness such as a fever, sore throat, cough, earache, sneezing and runny nose, nausea, stomachache, diarrhea or a visible skin rash. Please notify the school at once if your child is exposed to a contagious disease, and keep him or her home until no longer contagious. Students who develop symptoms while at school will need to be picked up by a parent and taken home.

All cases of head lice should be reported to the school immediately. In the event of exposure to head lice, children are checked; if there are any lice or nits, the student must stay home until they are gone. Lice control information is available on the web at <http://www.cdc.gov/lice/>.

## **ADMINISTERING MEDICINE AT SCHOOL & RESTRICTING ACTIVITY**

Over-the-counter medicines such as Children's Tylenol may be dispensed to your student only with verbal permission from a parent. Prescription medications may be dispensed to your student only with written instruction from a physician. Such instruction should include the required dosage and dosing intervals.

If there are restrictions regarding physical education class, recess or any other activity, a doctor's note must be provided. If a student is excused from PE, he/she will also need to avoid physical activities during recess times.

## **AFTER SCHOOL**

Students are expected to ride a bus home or to be picked up by parents no later than 3:15 pm.

Students may remain on campus after school in the following instances:

- At the request of a teacher (with parental approval)
- If they are enrolled in after-school options

All parents are expected to arrive on time for their child's pick-up.

Students who have not been picked up within 15 minutes of their class ending time will be sent to the office.

## **THE SCHOOL OFFICE**

The office is open from 8:00 a.m. - 4:00 p.m., Monday-Friday. Office staff can assist parents with general questions as well as scheduling time with teachers, school staff or the principal.

## **MESSAGES**

School staff members answer the office phone from 8:00 a.m. - 3:30 p.m., Monday-Friday. The telephone voice mail is active at all times, and all messages left on voicemail will be responded to as quickly as possible. In order to ensure uninterrupted class time, please contact your child at school only in case of an emergency. Messages can be left for teachers and students with the front office. If you wish to confer with one of your child's teachers, please schedule an appointment in advance.

If calling to inform your child of a change in after-school plans, **please call the office prior to 2:30 pm.** *Messages after 2:30pm are not guaranteed to reach students*

## **TELEPHONES & COPY MACHINE**

The school's telephones are available for school business. Students are asked to make after-school, social or carpool arrangements before coming to school in the morning and keep phone use for serious situations. Business machines such as the copy machine, fax and school computers are for school use only.

## **VISITORS**

Visitors are welcome on campus, but we ask that you check in with the front office to receive a visitor badge. Visitors are welcome to walk around campus and to attend assemblies. Classroom observations or visitations must be arranged in advance with the school principal.

## **PARENT INVOLVEMENT**

Parents are an integral part of elementary school. Teachers interact directly with parents on a regular basis discussing the progress of students, communicating the academic program for different grade levels and at times fielding parent concerns. Parents can expect a weekly classroom newsletter to be sent home each Monday describing what is happening in their child's classroom for the week. Parents will also attend a minimum of two conferences per year, one in November and one in January to discuss the progress of their child. At any time parents can contact the school to set up a meeting with their child's teacher.

Often times, parents will volunteer to spend time in the classroom assisting a teacher. This is welcomed, but needs the approval of the building principal if the volunteering will occur more than once in the school year. The principal, the classroom teacher, and the parent volunteer must sign a volunteer permission form before working in the school. Parents wishing to volunteer may also be directed to the Teton Valley Education Foundation (TVEF) Executive Director who oversees volunteer programs in the schools.

To ensure that volunteering does not impede on the typical classroom day, volunteering will be limited to one hour per week. Requests for volunteering more than one hour per week needs to be coordinated through TVEF. A parent wishing to spend regular time in the classroom may be required to have a background check prior to working in the school.

## **LOST & FOUND**

The school maintains lost-and-found bins. Lost-and-found items are periodically displayed in the front of the school; unclaimed items are given to charity or sold at school rummage sales.

All jackets, sweatshirts, and other outer garments, as well as backpacks, lunch boxes or canvas sacks, thermoses, book bags, purses, and other easily misplaced items should be labeled with students' names.

## **FIELD TRIPS**

Throughout the year students and classes will take scheduled field trips both in and out of Teton Valley. At the beginning of the year, parents are asked to sign an in-valley field trip permission form giving permission for their child to attend in-valley field trips throughout the school year. For each out-of-valley field trip a separate form will need to be signed. School buses will be used for all field trips requiring transportation.

## **REPORT CARDS**

Three times annually teachers will prepare report cards to describe student progress. Letter grades are not used at the Elementary level. Standards based report cards are used to communicate student progress. Teachers are asked to assess student skill level on a scale of proficiency on each standard. Teachers use a variety of assessments to determine student skill level. Report cards will be discussed in parent teacher conferences.

## **FUNDRAISING**

At times students may be involved in fundraisers for outside of school activities such as sports teams. All fundraising that enters the school needs to be approved by the building principal. In addition, students may not sell items for personal gain at school or on school buses.

## **DRESS**

Students are asked to dress in a manner that reflects consideration of what is appropriate to a community and place of learning. Consider the following guidelines:

- **Shoes:** Shoes are to be worn at all times on school campuses. (This includes staff, parents, children, and all guests.) During physical education classes and sports activities students are required to wear closed-toe athletic or tennis shoes; light cotton shoes, plastic shoes, sandals, high-heeled or platform shoes are not appropriate.
- **Variety of activities:** Students engage in a wide variety of both indoor and outdoor activities, including physical education. Choice of clothing should not interfere with full participation.
- **Weather:** Temperature can vary 30 degrees within a single day; therefore, students should consider dressing in layers.
- **Health & Safety:** Some clothes and accessories may interrupt and/or be unsafe for certain activities (dangling earrings or bracelets, scarves, etc.), or may be distracting or offensive in the learning environment (provocative or drawing inordinate attention to the wearer).
- **Clothing:** Students are asked to cover belly buttons and underwear (boys pants must cover boxers; girls should not have bra straps showing). Skirts and shorts should be of a reasonable length, at least to the tips of the fingers if arms are held at the student's side. Students must not wear clothing with logos depicting drug use or profanity.

It is left to the discretion of staff members to deal with students individually if dress appears inappropriate; parents will be contacted to bring alternative clothing, or an alternative piece of clothing will be offered the student for the day.

## FACILITY USE

### PLAY AREAS

Children may be in play areas only when supervised. The school takes precautions to insure the safety of the students on all play structures during regular school hours. School staff members supervise the play structures and the playing field on a rotating basis during lunchtime and other play periods.

### OUTSIDE USE OF SCHOOL FACILITIES

Gymnasiums, lunchrooms, libraries, and auditoriums are available for PE classes, after-school sports and for recreational use by local organizations. Outside organizations wishing to use school facilities need to contact the school principal. Hourly fees for building use may be charged by the district.

## TECHNOLOGY

Electronics (including cell phones & I-pods): Increased use of electronics has become a notable distraction in the learning environment. Students at the elementary level may not use electronic devices at school unless pre-arranged by the classroom teacher. All electronics need to be kept at home. Students who must have a cell phone due to after school situations must keep phones off and in backpacks from 8:00 am to 3:00 pm.

If a teacher or staff member observes an electronic device of any sort being used in a classroom or other area of the school the device will be held by the teacher until the end of the day. Persistent violation of the electronic guidelines will be dealt with by the principal.

**Computers:** Research and schoolwork are the approved uses for school computers. Students are not allowed to use school computers without supervision.

### DO

- Use computers for educational purposes: research and school projects
- Respect copyright laws and intellectual property laws

### DO NOT

- Use Internet without adult supervision
- Download, install or change software
- Change anything on the computer
- Download anything without permission
- Chat on any site
- Give out any personal information
- Bring food or drink to the computer labs or near any computer equipment

## PARKING LOT SAFETY

### PARKING LOT GUIDELINES

- Please drive slowly and heed traffic signs.
- If entering the school, park your car in designated areas
- Please do not park your car in the driveway area in front of the school at any time.
- During drop off, if not parking and walking your child into the school building, please drop off quickly
- Do not leave your car idling while waiting for your child.
- Help keep driveways clear and unblocked while waiting for your child.
- Arrive on time for prompt pick up.
- Please make after school plans prior to the school day to avoid confusion about after school plans.
- Please make a quick goodbye, the more people in the parking lot the more confusing it is for teachers, parents, and students.

- Dogs are not allowed on campus, please leave pets in vehicles during pick-up/drop-off

### **SEAT BELTS AND SPEED LIMITS**

All drivers are expected to drive within posted speed limits and ensure that every passenger wears a seat belt. As required by law, younger children must be in an appropriate car seat.

### **ON CAMPUS DRIVING/PARKING**

Cars or other motorized vehicles should not be in any bussing areas at any time during school hours.

Cars cannot be left parked on campus during non-school hours unless the driver is involved with a school activity.

### **BICYCLES & SKATEBOARDS**

Students who bike to school need to park bikes in designated areas and are not to be ridden during school hours. Skateboards may be stored in the school office for safekeeping during the school day. Helmets are legally required for all minors who ride bikes in public areas.

### **CARPOOLING**

Carpooling is encouraged. Please make sure children know who is picking them up and that the school office is informed of any changes. Students riding with another parent must have a written note notifying the office of this plan. At any time school staff reserve the right to check for identification to verify that students are traveling with approved persons.

### **INSURANCE & CARPOOL DRIVERS**

The school suggests that all drivers evaluate their automobile insurance before becoming a carpool driver to be sure they have sufficient coverage. Teton School District #401 does not assume any responsibility for carpool arrangements or for any liability arising from carpooling.

### **PARENT DRIVERS FOR FIELD TRIPS**

At times parents wishing to join a class for a field trip may drive their own vehicle. Parents may transport their own child, but no other children from the school without written permission from the other student's parent(s).

## **COMMUNICATION**

### **Ways to get information:**

#### **SCHOOL NEWSLETTER**

A monthly school newsletter including a monthly calendar of upcoming events is published and distributed to students to bring home. The newsletter contains information on school events as well as articles pertinent to school activities and to the school as a whole. The newsletter will also contain the monthly school lunch calendar.

#### **CLASSROOM NEWSLETTER**

A weekly newsletter will be sent home by your child's teacher. This newsletter will cover what's taking place in the classroom during the week, school or classroom events, and homework.

#### **WEBSITE**

Parents and students will find a variety of information & downloads at <http://tsd401.org>. The website is updated regularly and parents are encouraged to check it often.



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

The elementary schools in TSD #401 are supported by local Parent Teacher Organizations (PTOs). The PTO meets monthly to assist with coordinating school events and fundraisers as well as discuss the needs of the school. We encourage parents wishing to be involved in the school to attend a PTO meeting.

## **ASKING QUESTIONS – WHO TO GO TO**

### **Teachers**

- Questions about your child’s academic, personal or social progress. Please inform teachers if your child is experiencing any unusual stress at home i.e. family sickness, death, parental absence, separation, divorce, so that extra care can be provided at school and the teachers can take the situation into account in their daily work with your child.
- Curriculum projects or educational program
- Concerns about an event your child relates to you at home

### **School Principal**

- Questions related specifically to the elementary program grades K-5, including general curriculum, education programs, student placement, and student discipline
- Problem solving and/or mediation when all other avenues have been exhausted (see conflict resolution policy)
- All-school safety issues

### **Superintendent**

- Questions regarding school governance

### **School Board Representative**

- Questions regarding specific School Board decisions

### **Transportation Director**

- Questions or concerns involving time on the school bus or at bus stops

### **Food Service Director**

- Questions or concerns involving the school lunch program

### **Special Education Director**

- Questions or concerns involving specific special education programs

## **CONFLICT RESOLUTION & STUDENT BEHAVIOR**

### **Elementary School Conflict Resolution Policy and Protocol**

In a small community it is highly important to address conflict in a sensitive and caring way and at all times be mindful of what we are modeling for growing children. When a conflict arises, we ask all members of our community, staff, parents, and students, to follow these steps:

#### **Step One – Ask questions, fact-find, and clarify directly with other party:**

If a student, staff member or parent has a concern, **SPEAK DIRECTLY WITH THE PARTIES INVOLVED** before passing judgment or passing information on to others. This approach can often resolve concerns before they become conflicts. We also ask that communication take place in person. Please do not send emails to communicate sensitive issues.

**Students & Faculty/Staff:** If a faculty or staff member is the other party, then a meeting should be arranged directly with the faculty/staff member. If a student needs help in making this direct communication, they should ask another adult or their parents to assist.

**Parents & Faculty/Staff:** Parents are asked to contact the faculty or staff member directly and set up a meeting to discuss the issue.

**Step Two – Mediation:** If Step One does not result in satisfactory resolution, students and parents should seek help with mediation in the following order:

**When the concern involves a specialist teacher or a faculty/staff member who is not the student's homeroom teacher:** Seek the assistance of the student's homeroom teacher and ask them to meet together with you and the other party. Second, seek the assistance of the principal.

**When the concern involves the homeroom teacher:** Seek the assistance of the principal

**Final Step:** When all possible attempts at resolution have been exhausted, the superintendent should be contacted. If this final mediation does not result in resolution, the superintendent will consider the various points of view and decide what action to take.

## BEHAVIOR

### General School Behavior

Students must agree to follow teachers' and other staff members' instructions at all times. Each student, parent and staff member is asked to contribute to the overall safety at school. This includes behaving in ways that are respectful and not harmful to one self or others. Behaviors that are not allowed include: excluding others, fighting, bullying, harassing, hitting, kicking, teasing, gossiping, lying, cheating, plagiarism, stealing, forming cliques, calling each other names, using offensive or vulgar language, or doing anything to hurt either oneself or another person. In addition, students may not:

- Damage or abuse buildings, trees, plants, or animals that live at school. All animals on campus are protected from being collected and/or caged.
- Damage school resources such as books and other learning materials.
- Posses, use or furnish others with tobacco, cigarettes, alcohol, drugs, and any illegal or controlled substances either on or off-campus. Parents and staff must also observe these rules during school-related field trips and activities where adults are supervising students.
- Leave campus during school hours without a supervising adult.
- Bring or use guns, knives, martial arts weapons, chemicals or explosives, this includes look a-likes or toy guns, knives, swords, etc.
- Play with sticks anytime or anywhere on campus.
- Bring or use portable tape/CD/mp3 players or other electronics at school. Exceptions may be made at the discretion of the teacher.
- Bring toys or money to school (except funds necessary for phone, bus, lunch, etc.)

### School Rules

Prior to the beginning of each school year, staff will review all school rules to ensure understanding of expectations as well as individual classroom expectations. Consistent enforcement of rules is highly important for ensuring a safe environment that is conducive to learning.

## School-wide Expectations

TSD Elementary Students will be Respectful, Responsible, and Ready.

### ***Expected Behaviors & Student Responsibilities***

1. Be responsible for yourself
2. When someone says stop, we STOP!
3. Care for people, property, feelings, and ideas; Be Kind!
4. Walk and speak in quiet voices inside the building.
5. Use school appropriate language and gestures at all times
6. Listen when others are speaking and raise hand to participate
7. Be honest and do your own work
8. Follow directions the first time without arguing
9. Food in eating areas only
10. Gum, toys, and electronics stay at home
11. Observe color zones
12. Have Fun!

### **Hallway Expectations**

1. Red Zone– Silent Zone
2. Classes must be with a teacher
3. Individual students must have a hall pass
4. **Walk** on the right, facing forward
5. Keep hands, feet, and objects to yourself

### **Playground and Recess Expectations**

1. Line up at the first signal
2. Snowballs, sticks, rocks, dirt, sand, clothing and shoes should not be thrown
3. You can play flag and touch football only
4. No wrestling and/or karate kicking
5. Stay within boundaries unless you have permission from a teacher
6. Bathroom breaks with a pass only
7. Use equipment as it is meant to be used and in a safe and appropriate manner
8. Shoes must be worn at all times
9. Trees are to be viewed not climbed
10. Fences and gates are off limits
11. Leave sprinklers alone, please
12. Students must have “the big 5” to play on snow hills

Behavioral guidelines are not enforced with rewards and punishments, but a teacher or principal may remove a student from the classroom or the school on behalf of those who remain, in order to maintain conditions conducive to learning.

### **BEHAVIORAL PROTOCOLS**

At the elementary level we seek to resolve conflicts without the use of punishment and rewards. At all times we strive to create a climate that is safe and conducive to learning for both staff and students. When conflicts arise our intention is to resolve them by speaking directly to the person we have a conflict with. In most cases issues will be resolved this way. Sometimes they will not. For those cases we have a disciplinary protocol.

## **School-wide Behavior Policy and Procedures**

Teachers and school staff are committed to ensuring the safest environment conducive to student learning. When needed, teachers and staff will work with students to create natural consequences to help students meet expectations behaviorally and academically in a loving and caring way.

When a student makes a choice that is not safe or does not help him/herself or the rest of the class to learn, teachers will use the following procedures/steps:

1. Verbal redirection
2. Conversation with student and natural consequence
3. Conversation with student, removal from activity and teacher/parent communication via email, note home, or phone call
4. Student comes to the office to visit principal or counselor
  - a. Fact finding
  - b. Brainstorm solutions
  - c. Pick a solution
  - d. Communicate with any persons involved in the solution
  - e. Call parents with the plan and an update on what happened and write up the plan and process for teacher and parent
5. Student will need to be picked up and taken home, conference will be called with parents, principal, teacher, and student

## **BIRTHDAYS**

The school asks that parents celebrate children's birthdays at home, and that parties include everyone in the class when possible. Party invitations should be handled through the mail or by phone, not at school. Please be sensitive to children's feelings. Gift giving and discussions about party plans belong outside of school hours. If parents wish to bring a birthday treat to class, please arrange this ahead of time with your child's teacher and please include all classroom students.

## **FAMILY ENVIRONMENT**

Elementary parents are integral in supporting the goals of the school. Suggestions of ways to support from home include:

- respecting children's learning style and pace
- setting boundaries and limits and following through with logical consequences rather than using rewards and punishments
- establishing family time
- relating to nature and caring for the environment
- establishing quiet times or times of solitude
- giving age-appropriate responsibilities to develop life skills
- addressing media issues
- attending to food, diet, health, exercise
- Reading regularly together and talking about what happens at school

## **TELEVISION & MEDIA EXPOSURE**

It is the school's recommendation and sincere request that students not watch television or videos or play video or computer games in the mornings before coming to school, and that parents give careful consideration to the content of such games and programs and limit children's time spent on such activities during the school week.

## **FOOD AND LUNCH**

### **BREAKFAST PROGRAM**

A free breakfast program is in place at the elementary level. Breakfast is served from 8:00am – 8:20am each school day. In order to participate in the free breakfast program students need to arrive at school by 8:20 am. Breakfast will not be served after the morning bell rings.

### **HOT LUNCH PROGRAM**

The school kitchen offers an optional hot lunch for students. Lunch rates vary. Parents interested in qualifying for a free or reduced lunch price need to fill out a free or reduced lunch form at the beginning of each school year. Sign-up, payments, and checking account balances can be done through the “Meal Time” Program linked on the district website.

Lunch fees are the responsibility of the parent. When your child’s account gets low a note will be sent home or your child will be given a hand stamp. Please rectify this as soon as possible to ensure that your child has lunch money on their account. Students are allowed to charge 2 lunches.

Parents wishing to join the school for lunch must give notice to the school office by 8:45 am.

### **LOST OR FORGOTTEN LUNCHES**

Students who are not enrolled in the hot lunch program and forget to bring a lunch will be billed for a school lunch.

### **GENERAL FOOD-RELATED HEALTH**

A child’s capacity to learn is deeply related to his or her physical condition, which necessitates a wholesome diet. To learn effectively, children should come to school well rested and having had a healthful breakfast.

## **CAMPUS CARE & PROPERTY**

**SCHOOL RESOURCES:** Resources such as books, science equipment, sports uniforms, etc. are considered school property and as such, damage to these other than normal wear and tear are subject to replacement charges.

**DOGS & SCHOOL PETS:** The only animals permitted are classroom pets (mice, gerbils, etc.). Please do not walk dogs on campus at any time; report stray dogs immediately to the office.

**CLEAN-UP:** If you see litter on the paths or anywhere else as you walk around campus, please stop and pick it up. As a community we are all responsible for maintaining the beauty and cleanliness of the campus.

## **HOMEWORK, ASSESSMENT & PLACEMENT**

### **HOMEWORK**

Homework is an opportunity for practicing outside of the classroom environment, thus reinforcing the transfer of knowledge and skills to long-term memory. Homework is also an opportunity for students to share what they are learning in school with families at home. Homework is assigned on a regular basis and is important to the educational program at the elementary level. Homework is tailored to serve different purposes at different levels, taking developmental appropriateness into account.

In the early elementary years, grades 1-3, the goal of homework is to foster a positive attitude toward learning and a sense of responsibility and follow-through. Students will need support from adults in acquiring homework skills in order to complete assignments. We appreciate parental support in assisting students with completing homework and returning it to school by the due date.

For upper elementary students, grades 4-6, homework builds autonomy, independent thinking and specific skills. Homework is the responsibility of the student, not the parents, and is an indicator for teachers of what students can complete independently. However, parents are asked to support students in managing time, completing assignments, and organizing homework materials.

### **Homework Guidelines**

- Early Elementary 15 – 30 minutes nightly
- Upper Elementary 40 – 60 minutes nightly

Although general guidelines exist for the amount of homework for each group, there will be times when extra time and effort will be necessary such as when completing a research paper; at other times, less homework will be required such as before camping trips or drama performances.

Homework reflects the day's activity and the curriculum. Assessment of homework reflects the nature of the homework. Unacceptable or incomplete homework needs to be made up, with arrangements made individually between student and teacher.

### **ASSESSMENT**

At the elementary level teachers assess student learning throughout the year in the areas of reading, writing, and mathematics in addition to assessing skills taught in the curriculum. The data from these assessments is used to group students for small group instruction and to guide teachers in classroom instruction.

In addition to teacher-performed assessment, there are two assessments at the elementary level required by the state of Idaho. Students in grades K-3 take the *Idaho Reading Indicator (IRI)* three times annually. The IRI assesses reading fluency by measuring the number of words, letters, or letter sounds a student can read in one minute. Reading fluency is just one aspect of reading important for successful readers.

Students in grades 3 – 5 take the Idaho State Assessment one time per school year in the spring. The state test assesses student skills in reading, mathematics and for some science. Scores will be sent to parents over the summer.

### **CLASS PLACEMENT**

Children develop at different rates and excel in different areas. For this reason it is very important that the school create classes that are conducive to learning and will best meet the educational needs of each student.

The staff places students in groups based on what works best for each student and for the school as a whole. With this as a goal, many variables are synchronized to determine where students are placed. At the top of the list are the child's social, emotional and academic needs, but gender balance, learning style, special needs and class dynamics are also considered.

There are times when staff or parents may feel there is a need for a student to remain in a grade or skip a grade. These concerns need to be brought to the principal by the first week of March to ensure that adequate time is spent evaluating what is best for each student.

## **HEALTH AND SAFETY**

### **IMMUNIZATIONS**

The State of Idaho requires specific immunizations for school-aged children. State law requires that all schools have immunization documentation on file for students to attend school. Students will not be able to attend school until all immunization records are on file. Parents may sign a state waiver to excuse their children from immunizations.

### **BIRTH CERTIFICATES**

The state of Idaho also requires that public school's have an original copy of each child's birth certificate on file. Parents have 30 days after the school year begins to bring an original birth certificate to the school for copying.

### **ACCIDENTS**

Every precaution is taken to safeguard students at school and on field trips. If an accident occurs, immediate first aid will be given and parents or the designated emergency contact will be notified. If we are unable to reach the family or doctor, the student will be treated at the nearest emergency hospital while efforts to contact the family continue. The signed medical release form grants necessary treatment. The school offers insurance for students and these forms are sent home at the beginning of each school year. For more information please contact the school office.

If an accident occurs during school hours or on a school activity and parents wish to file a claim with the school's Accident Insurance Carrier, the district business office will initiate a claim form based on the teacher's accident report. The parents are responsible for completing the form and for submitting medical bills on a timely basis, as well as for filing a claim with any other medical insurance they may be carrying. The family's personal medical insurance issues a report of their coverage for the accident, which must be processed by the school's Accident Insurance Carrier. See the district business office for details.

### **EMERGENCIES**

In the case of an emergency (fire, earthquake, etc.), the school will not release students to anyone other than a parent or designated person whose name appears on the Emergency Release Form. Parents or guardians seeking to retrieve their children must sign for their release.

### **PARENT FEEDBACK**

Feedback is an integral part of school improvement. The perspective of parents is valued and welcomed. Written feedback forms for administrators and teachers are available on the district website year around. If at any time during the year a parent has feedback for the school, please contact the principal at any time via phone or email.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

FERPA protects the privacy of student education records. Parents have the rights to inspect student records. Parents can request corrections to records. Schools must have written parental permission to share records with outside parties.

### **NON-DISCRIMINATION POLICY**

Teton School District 401 does not discriminate on the basis of age, race, color, creed, religion, ancestry, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Monte Woolstenhulme, Superintendent; TSD 401, 445 N. Main St, Driggs, 83422, or telephone (208) 228-5923, or the Idaho Department of Education PO Box 83720 Boise, ID 83720-0027. The District hires only U.S. Citizens and lawfully authorized alien workers.

## **DISTRICT CONTACT LIST**

### **District Office**

445 N. Main St.  
PO Box 775  
Driggs, ID 83422  
(208) 228-5923

### **Victor Elementary School**

43 East Center St.  
PO Box 169  
Victor, ID 83455  
Phone: (208) 228-5929

### **TSD Pre-k Program**

481 N. Main St.  
Driggs, ID 83422  
Phone: (208) 228-5927

### **Teton Middle School**

935 North 5<sup>th</sup> Street  
Phone: (208) 228-5925

### **Teton High School**

555 Ross Ave.  
Driggs, ID 83422  
Phone: (208) 228-5924

### **Bus Garage**

(208) 228-5811

### **Food Service Director**

(208) 228-5723

### **Driggs Elementary School**

481 N. Main St.  
Driggs, ID 83422  
Phone: (208) 228-5927

### **Rendezvous Upper Elementary School**

211 Howard Ave.  
Driggs, ID 83422  
Phone: (208) 228-5926

### **Tetonia Elementary School**

PO Box 129  
215 South 5<sup>th</sup> Street  
Tetonia, Idaho 83452  
Phone: (208) 228-5930

### **Basin High School**

481 N. Main St.  
Driggs, ID 83422  
Phone: (208) 228-5928



## **Appendix (other helpful information)**

### **Teton School District 401 Parent/Student/School Compact**

#### **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

- Supporting the school's expectations for being respectful, responsible, and ready.
- Ensuring that our child(ren) attend school each day and arrive on time each day unless a child is sick.
- Become familiar with school policies and the parent student handbook and follow these expectations.
- Being proactive about addressing concerns directly with the person who the concern involves and not with other community members, following school communication policies.
- Providing support for daily completion of homework.
- Participating, as appropriate, in decisions relating to my child(ren)'s education
- Promoting positive use of my child's after school hours
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by child or by mail, as appropriate.
- Being proactive about sharing important information with the school including phone number changes, change of address, change of home situations, etc...

#### **Student Responsibilities**

We, as students, will share the responsibility of improving our academic achievement and achieving high standards as a student and as a citizen. We will support this in the following ways:

- Doing my homework every day and asking for help when I need it
- Reading every day outside of school time
- Making sure that all papers from the school get to my parents
- Working with numbers every day outside of school time (counting, adding, subtracting, multiplying, etc.)
- Being ready for school each day with the right materials, clothing and mindset
- Being respectful to school staff members and other students
- Being responsible and following school rules and expectations

#### **School Responsibilities**

Teton School District schools will:

- Provide a safe, supportive and effective learning environment based on the values of respect, responsibility, and readiness.
- Provide an instructional program taught by highly qualified educators that aligns with the Idaho Core Standards (English Language Arts, Math, and literacy in technical subjects) and Idaho Content Standards (History, Science, Art, PE, Foreign Language, Music, etc....)
- Hold parent teacher conferences at least 2 times per school year during which each individual student's achievement will be discussed.
- Provide parents reasonable access to staff through Back to School Nights, all school events, email, phone, newsletters, scheduled meetings, and the district website (<http://tsd401.org>)
- Provide to each parent an individual student report about the performance of their child in relation to the academic standards on a quarterly basis.
- Solicit and welcome feedback from parents and students on staff performance, district policies, school events & procedures through surveys, public school board meetings, and in person communication.
- Implement a school-wide, consistent, regular communication system with parents to keep them apprised of assignment completion and classroom success.
- Be familiar with school and district policies and follow these policies with fidelity.

## TSD Emergency Evacuation Procedures

### Emergency Basic Three:

**Lockdown:** 1. Close and Lock Doors, 2. Lights Off, 3. Out of Sight

**Evacuation-Fire Drill:** 1. Direct students to gathering location, 2. Clear Room, 3. Lights Off, 4. Close Door, 5. Take attendance at gathering location (report to person in charge)

**Shelter in Place:** 1. Get students inside, 2. Take attendance, 3. Secure Area

These basic three will be practiced with all students in all grades, with fire drills/evacuations occurring monthly as required by state law, and lockdowns and shelter in place occurring a few times each school year. This is an effort to prepare students and staff, while not causing undue anxiety especially with younger students. As parents and guardians, you can assist by reviewing this information with your children.

In the case of an evacuation, where students are not simply gathered outside of the school, but must evacuate to another location, here are the alternate evacuation sites for each school, the site to be used will be based upon the situation:

School Evacuation Sites:

#### **School**

Teton High School  
Teton Middle School  
Rendezvous Upper Elementary  
Driggs Elementary  
\*Basin High School  
Tetonia Elementary  
Victor Elementary

#### **Evacuation A**

Teton Middle School  
Teton High School  
Driggs Elementary  
Rendezvous Upper Elem.  
Rendezvous Upper Elem.  
Tetonia LDS Church  
Victor LDS Church

#### **Evacuation B**

Rendezvous Upper Elementary  
Rendezvous Upper Elementary  
Driggs LDS Stake Center Church  
Driggs LDS Stake Center Church  
Teton High School  
Tetonia Fire Hall  
Victor Fire Hall

In a crisis situation, the school district will utilize the **mass text messaging service** to communicate with parents as soon as possible (*to subscribe, go to <http://tsd401.org>, link to "Subscribe to Text Notices" on the left side*).

To subscribe to the **district text service** from your mobile phone,

1- Create a message to the number 91011

2- In the message field type the number for the school you are subscribing to

**Basin 9297** THS 65910 **TMS 65912** DES 65914 **VES 65915** TES 65916 **RUES 242912**

If you are subscribing to more than one school, you need to send a separate message to 91011 for each school

When a lock down or evacuation officially occurs, law enforcement will assist the school district to release students to their parents and guardians in a closely supervised and safe manner. The school district also conducts emergency evacuation drills on the school buses twice during each school year.

Thank you for your efforts to increase your awareness of our students and children in our community.

Please contact any school administrator with your comments, concerns or suggestions.

## Teton Valley Mental Health Resource List

*\*This list includes providers who are based in Teton Valley. Providers from Rexburg, Idaho Falls, Jackson, and other areas may practice in Teton Valley. They are not included on this list.*

### **Counselors/Therapists**

*These providers have Master's Degrees or higher and are licensed as counselors or social workers in the state of Idaho.*

Laura McKee, PSYD, LLC	Individual/couple therapy, psychological testing	(208) 201-5230
Sandi Bills, LCPC	Individual/couple counseling for adults/children	(208) 787-9804
Lou Parri, LCSW	Individual/couple counseling	(208) 354-3128
Sara McKeown White	Child and adolescent counseling	(803) 320-3420
LDS Social Services	Family/Individual counseling	(208) 529-5276
Adam Williamson, LCPC	Individual/couple counseling, adolescents	(208) 705-7898
Sarah S. Dunn, MA, LPC	Individual adult	(208) 201-5686
Jennifer Carter, MA, LPC	Individual/couples counseling for adults/children	(208) 390-0988
Amy Herzogg-Bartlett	Individual/Family counseling for children	(307) 690-0639
Jared Power, RCST, BC SIP	Biodynamic Craniosacral Therapist	(530) 386-8343

### **Psychosocial Rehabilitation Providers**

*These providers offer skills-based training for children with emotional disorders.*

Reddoor Rehabilitation (Marlene Harris)	(208) 354-3005
Human Dynamics	(208) 354-0162
Vista Family Services	(208) 552-0355
Counseling, med mgt, psychiatric treatment, case management, psychosocial rehabilitation (Medicaid only)	

### **Alcohol/Drug Treatment**

Human Dynamics and Diagnostic	(208) 354-0162
Substance Evaluations and Treatment	(208) 528-5466 x201
Mental Wellness	(208) 541-3172
Alcohol Help Line – 24 Hour Assistance	(800) 821-4357

### **Medical Clinics**

Driggs Medical Clinic	(208) 354-2302
Four Peaks Urgent Care	(208) 354-4757

### **Additional Resources**

Teton County Sheriff (In Case of Emergency Dial 911)	(208) 354-2323
Teton Valley Hospital	(208) 354-2383
Family Safety Network	(208) 354-8057

Free, confidential support for victims of domestic violence and sexual assault

The Department of Health and Welfare	(208) 359-4750
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*Contact for children's mental health evaluations, child protection concerns, Medicaid applications, Social Security applications and other financial assistance. Investigates complaints of Abuse and Neglect for children – 24 hour assistance*

(208) 356-9218