

North Elementary

2016 – 2017 Student Handbook

“Home of the North Stars”



290 East 12th North
Mountain Home, Idaho 83647
(208) 587-2585 Phone
(208) 587-2565 Fax

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A Letter from the Principal

Dear Parents and Students of North Elementary School,

Welcome back to the 2016-2017 school year. I am so excited that you have chosen North Elementary. I would like to let you know a little about my educational background. I earned my teaching degree in 1992. I taught in the Mountain Home School District for sixteen years in elementary and middle school. In 2005, I earned my administration degree and was lucky enough to be the assistant principal at Hacker Middle School for two years and then the principal at East Elementary for four years. This will be my third year at North Elementary. I look forward to learning and growing educationally with you this year.

I strive to continue the reputation North Elementary has of being a high quality school with a caring, hardworking, and dedicated staff. The North Elementary staff works cooperatively with fellow staff, students, and parents to provide the best learning experience for students. I invite each parent to become actively involved in your child's education; working together we can ensure that all students achieve their highest potential. I challenge each student to give their best effort, take responsibility for their own learning, and come to school daily with a positive attitude. I believe it is important for students to know their principal and I will work hard to make sure that happens. You will frequently find me in the lunchroom with the students, in the halls, or in classrooms throughout the school. I hold myself accountable for being a visible presence in and around the school and extra-curricular events.

I am so excited to be part of this wonderful learning community at North Elementary! Positive relationships and successful communication are crucial to making all of us effective, and we want to work with you to help make that possible. We will be sending home a monthly newsletter and calendar to inform you on what is happening at school, ways you can help your child be successful, dates to look forward to, and much more. We also have a school website where you can find more information about our school. The website can be found by going to the Mountain Home School District site, <http://www.mtnhomesd.org>, and then clicking "Schools" and "North Elementary." We will do everything we can to make North Elementary a place where children want to come to learn every day. By focusing on high expectations for our students and supporting high academic achievement in the upcoming year, we will be extremely successful. On behalf of the entire staff, I sincerely hope this will be a successful school year. Please call or stop by to share your comments, concerns, and compliments. You are *always* welcome!

Sincerely,

Mrs. A. Straw, Principal

straw_as@mtnhomesd.org

North Elementary School

587-2585

NORTH ELEMENTARY SCHOOL FACULTY ROSTER 2016-2017

<u>Administration</u> Mrs. Straw ~ Principal Mrs. Blanchard ~ Admin Assistant Ms. Docherty ~ Receptionist	<u>Special Ed</u> Mrs. Stowell ~ Room 1 Mrs. Nida ~ Room 9 Mrs. McLean ~ Room 10 Mrs. Daugherty ~ Para Educator Mrs. Fanning ~ Para Educator Ms. McKenzie ~ Para Educator Mrs. Schaufele ~ Para Educator Ms. Sherman ~ Para Educator
<u>Kindergarten</u> Mrs. Webb ~ Room 3 Mrs. Crockett ~ Room 4	<u>Title 1</u> Mrs. Pedrosa ~ Para Educator/Leapfrog Mrs. Kenisen ~ Para Educator Ms. Siefferman ~ Para Educator Mrs. Wadas ~ Para Educator Mrs. Ytuarte ~ Para Educator
<u>1st Grade</u> Mrs. Meservy ~ Room 2 Mrs. Goodsell ~ Room 5 Mrs. Stratton ~ Room 6	<u>Speech</u> Mrs. Hobbs ~ Room 21 Mrs. Lytle ~ Para Educator
<u>2nd Grade</u> Mrs. Jansen ~ Room 7 Mrs. Shull ~ Room 13 Mrs. Dickinson ~ Room 14 Mrs. Harris ~ Room 15	<u>Library</u> Ms. Richins ~ Manager
<u>3rd Grade</u> Mrs. Hiler ~ Room 12 Mrs. Kellerman ~ Room 16 Mrs. Lord ~ Room 17	<u>Media Lab</u> Mrs. Christiansen ~ Room 20
<u>4th Grade</u> Ms. Weis ~ Room 11 Mrs. Ash ~ Room 18 Mrs. Redmond ~ Room 19	<u>Cafeteria</u> Mrs. Baul ~ Manager Ms. Mann ~ Cook Ms. Sloan ~ Cook
<u>Specials</u> Mrs. Schroeder ~ Music Mrs. White ~ P.E.	<u>Custodians</u> Ms. Meink ~ A Custodian Mr. Hill ~ ½ day B Custodian TBD ~ To be determined
****Subject to change****	

DISTRICT ADMINISTRATION

North Elementary School is part of the Mountain Home School District. The Mountain Home School District Office is located in Mountain Home at 470 N. 3rd East. The phone number is 587-2580.

Superintendent

Mr. James Gilbert

MISSION STATEMENT:

North Elementary is committed to learning today for tomorrow's world.

VISION STATEMENT:

In partnership with students, parents and community, North Elementary creates an exciting, challenging education that has value and meaning for each student, encouraging them to become responsible contributing members of society.

NORTH ELEMENTARY SCHOOL PHILOSOPHY

Reviewed May 2014

In a safe learning environment, each child will be provided an opportunity to increase self-esteem, physical and mental health, and to develop an appreciation for the fine arts. In addition, each student will gather an awareness of his or her culture and basic moral values in an atmosphere where a classroom discipline plan is in effect and maintained.

Because the education process is dynamic, the methods of instruction will be flexible and frequently evaluated in order to educate each student effectively in a basic curriculum, which will include current technology skills. Evaluation will be based upon the common core state standards with the continuing examination of the nature of learning, student interests and abilities, and upon the goals of the student community.

Each student will be treated with respect and dignity in order to promote a feeling of self-worth and positive self-esteem. Each child will be provided with social, academic and communicative skills, in order to better cope with the concerns and pressures of his/her peer group. Each student will be provided the opportunity to pursue the development of his/her full potential so as to develop work force and life skills in order to be a productive citizen in our current world.

STATEMENT OF OBJECTIVES

1. The language arts program shall provide the students with skills to speak with confidence, listen with understanding, follow instructions, to read independently with good comprehension, think creatively and write with clarity.
2. The mathematics program will provide the student with skills to think logically, solve problems, and master computational skills.
3. The social studies program will provide the student with skills to become a useful and independent citizen, to develop and use value attitudes in our democratic society, to participate in the political process, to investigate issues through a rational decision making process and provide an understanding of the history and geography of our county and the inter-relationship of the United States with other societies.
4. The science program will provide the student with skills and logical understanding of his environment through the use of the basic scientific theories.
5. In the fine arts program, the student will learn to appreciate, understand, create

and criticize with discrimination the products of the mind, voice, hand and body, which give dignity to the person.

6. Through physical education and health programs, the student will develop high standards of health, safety, and physical fitness.

7. The computer program will introduce and familiarize students with the computer, its use in other subject areas and in life skills.

8. The ELL program will improve students' knowledge and understanding of the English language, and the ability to become more competent in the basic subject areas.

9. Through all programs, students will develop basic skills for a productive life, and will acquire the capability for self-development and self-direction.

10. Parents will be encouraged to become involved with their children in the educational process.

11. Students will develop an awareness of other cultures.

Mountain Home School District No. 193

2016-2017 ATTENDANCE CALENDAR

See school district web page.

www.mtnehomesd.org

FREQUENTLY ASKED QUESTIONS

STUDENTS: WHAT SHOULD I DO IF.....

I feel sick or hurt myself at school? Get a pass from your teacher and go directly to the office. The office will help contact your parent or guardian.

I moved to a different address during the school year? Report your new address to the office or get on Parent Portal and change the address for each child.

I lost or found something? Bring it with you to the office or lost and found area (located in the multi-purpose room).

I lost a library book or textbook? After checking "Lost & Found", see the librarian or your teacher.

I have a dental or doctor appointment? You are encouraged to make doctor and dental appointments outside the normal school day. However, if this is not possible, bring a note from your parents (or they may phone the office).

I want to ride my bike to school? Immediately upon arrival on school grounds, I *must* quit riding, put it in the bike rack and lock it. This applies to *skateboards, roller blades, wheelies, and scooters.*

I want to ride the bus home with a friend? You will need a bus pass from the office. In order to receive a pass you must have a note from your parent or guardian *before* school begins that day.

I need to leave the classroom for any reason? Get permission from your teacher and a hall pass. You must have a hall pass to come to the school office.

AGE for IDAHO SCHOOL ENTRY

The following are school entry ages for kindergarten and first grade **as provided by Idaho Law. Schools cannot make exceptions which are contrary to this law.**

Idaho Code 33-201 is explicit concerning school entry age. For entry into kindergarten, a child must be five (5) years old on or before the first day of September of the school year in which the child is to enroll. For a child enrolling in first grade, the age of six (6) years must be reached on or before the first day of September of the school year in which the child is to enroll.

The law, H-837, amends I.C. 33-201 having to do with school age. It provides that any 5-year old child who has completed a private or public out-of-state kindergarten for the required 450 hours, but has not reached the "school age" requirement in Idaho (age 5 prior to September 1), shall be allowed to enter the first grade.

This is an emergency provision, which enacts this law upon passage and approval. The law is intended to affect only those students who have completed an out-of-state kindergarten, public or private.

AHERA (ASBESTOS POLICY)

The Mountain Home School District is required by the Asbestos Hazard Emergency Response Act (AHERA) to maintain surveillance, perform small repairs, and manage abatement activities for materials containing Presumed Asbestos Containing Materials (PACM) or Asbestos Containing Materials (ACM), in addition to informing employees and contractors that District facilities may contain PACM or ACM.

All administrators, contractors, maintenance and custodial staff are required to review the *Asbestos Management Plan* located in each facility and complete the *Notification of Asbestos Operation and Maintenance* form before initiating work in any building.

AR (ACCELERATED READING)

The Accelerated Reader program is a supplementary program that provides reading practice and promotes a lifelong love of reading. It is an incentive based reading program that we feel has many positive outcomes.

ARRIVAL AND DEPARTURE, STUDENT

Classroom teachers are involved in preparation prior to the beginning of the school day. **WE ASK THAT CHILDREN DO NOT ARRIVE PRIOR TO 8:15 A.M. unless they are eating breakfast at the school. Playground supervision is not available prior to this time.**

The small parking area on the East playground is a drop-off only – No Parking – area from 8:00AM until 8:35AM every school day. (The rest of the day, regular parking will be allowed.)

Please make sure your children are dressed appropriately as the weather changes quickly. Students are asked to go directly home to avoid any behavioral problems on school grounds at the time of dismissal.

****At dismissal, students that regularly ride the school bus and do not have a note from home, or the office has not had a phone call about different arrangements; the student will ride the bus.****

ASSESSMENT

Accurate assessment of student achievement is essential in ensuring academic growth for all students. Mountain Home School District utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel. These data are used in determining placement, participation in extension and remediation programs, and communication of progress as measured against Idaho Core Standards and district curricula. Students are required to participate in State and local assessments.

ASSIGNMENT REQUEST FOR ABSENCE

If your child is absent from school, please call the office and let us know and you may request any missed work also. This work can be picked up in the office AFTER school, between 3:00 PM and 4:00 PM. This does take additional valuable teacher time, so please if you cannot pick-up the work, don't request it. In circumstances that require your child to be absent for an extended period of time, please check with the school office to fill out a Pre-Arranged Absence Request.

ATTENDANCE

Mountain Home School District No. 193 firmly believes that it is necessary for students to develop the essential skills to enable them to succeed in the world of work. To help meet this goal, it is important that students realize the necessity and importance of consistent employment attendance. From an early age, students need to realize that work attendance will directly affect their employment prospects and degree of success realized in the world of work. Therefore, the Mountain Home School District's Attendance Policy requires students to be in attendance for at least 90% of each school semester. Mountain Home High School students, grades 9-12, and Mountain Home Junior High School students, grades 7-8 exceeding nine (9) days of absences in each class period of the semester may result in retention or a denial of credit.

Please send a written note for absences. In circumstances that require your child to be absent for an extended period of time, please check with the school office and teacher to arrange for assignments to be made up.

For the complete Attendance Policy and Procedure, please refer to the Mountain Home District Website.

ATTENDANCE AWARDS

Perfect attendance awards will be given to students who have no absences or tardies/check-outs during the school year.

Faithful attendance awards will be given to students in grades K - 4 whose absences and/or tardies/check-outs equal no more than 2 days.

ATTENDANCE REPORTING

For Your Child's Safety.....

Please call the school office at 587-2585 by 8:45 A.M. if you know that your child will be absent or late. If you know the evening before that your child will be absent you may call the school at any time and leave a message on the answering service. If the school does not receive a call or a written note, and his/her teacher reports the child absent, the Blackboard Connect System will attempt to call/email or text to verify your child's absence.

It is extremely important that we have a current phone-number at which we can reach you. Please instruct your child if he/she arrives at school after the last bell has rung, to please stop by the school office to get signed in before proceeding to the classroom. This will eliminate unnecessary phone calls, false alarms, etc.

This procedure must be followed for the program to function effectively.

- ❖ The parent is strongly encouraged to call the school prior to 8:45 A.M. (or 12:15 P.M. for P.M. kindergarten), whenever their child is absent.

This program does not eliminate the need for a note to the teacher explaining the child's absence as stated in this handbook.

BEHAVIOR GUIDELINES

Each teacher will establish rules for their classroom utilizing four basic principles of student behavior and the school rules:

- Keep your hands and feet to yourself
- Try your best
- Listen to and follow all directions from adults in the building.
 - Act in a safe and healthy way.
 - Treat all property with respect.
 - Respect the rights and needs of others.
 - Take responsibility for learning.

The major focus of our behavior plan will be the use of preventive interventions, positive reinforcement and parental involvement.

Parents will be kept informed of their student's behavior and will be asked to become involved

in a partnership with the school in reaching desirable and acceptable behaviors and attitudes.

BIRTH CERTIFICATES

Idaho Code Chapter 45, Title 18-4511:

Upon enrollment of a student for the first time in an elementary or secondary school, the school shall notify in writing the person enrolling the student that within thirty (30) days he must provide either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birth date may include a passport, visa or other governmental documentation of the child's identity.

BIRTHDAY and other PARTIES, and TREATS

All treats by the parents should be done on recognized party days: Halloween, Christmas, and Valentine's Day. Please coordinate planning with the classroom teacher ahead of time. **Balloons and flowers brought to the school for students on special occasions will be held at the school office until the end of the day. These items are not to be taken to the classroom during the day. Students will be called to the office to see their gift and be told to stop by to pick it up at the end of the day.**

Birthday celebrations will be held on the 3rd Friday of the month. Please watch the monthly newsletter to inform you of the date. Each classroom teacher will let you know what time of day the celebration will occur. If room mothers want to coordinate this, it would be helpful. A birthday celebration often takes 20-30 minutes of a day, and we feel that by doing this only once a month, valuable instructional time will be saved.

BICYCLES

Bicycles must be parked in the rack during the school day. Bike owners should provide individual locks to safeguard their property, as the school assumes no responsibility for loss.

CELL PHONES

If it is imperative that your child brings a cell phone to school they are not to be used from 8:15 am - 3:00 pm. Cell phones should be turned off and in the backpack or in their pocket while in school. If caught using a cell phone during the school day, it will be confiscated and students will pick them up at the end of the day. Parents will be called the third time the phone is taken away. The school is not responsible for lost or stolen cell phones.

COMPUTER AND NETWORK SERVICES ACCEPTABLE USE POLICY Definition:

"Network Services" includes voice and data information, e-mail, equipment, software, and the Internet.

Computer and network services are provided by Mountain Home School District for students and staff. Use of this District's computer and network services must be directly related to an educational goal and consistent with the instructional objectives of this District. The District reserves the right to monitor all activity on the computer and network services and use content filtering to assure compliance with educational goals of the District, and to remove access when necessary.

The Network Services provided by this District may not always meet student or staff requirements or be uninterrupted or error-free. It is provided on an "as-is/as available" basis. No warranties are implied or given with respect to any service, information, or software contained therein.

The system administrators of the Network Services are district employees who are responsible for monitoring use of the Network Services.

The superintendent or designee shall be responsible for establishing procedures as needed to implement this policy.

For the complete Computer and Network Services Policy and Procedure, please refer to the Mountain Home District Website.

CONTAGIOUS/COMMUNICABLE/PARASITICAL DISEASES AND INFECTIONS

Mountain Home School District No. 193 acknowledges the potentially adverse effects of contagious and communicable diseases. The District encourages safe and healthy practices, not only school district practices but individual personal practices as well, to reduce the chance of bacteria, viruses, or parasites spreading among the students and staff members of Mountain Home School District No. 193. It is the purpose of this policy to increase the awareness about reducing the spread of such diseases through practical and hygienic practices.

Pursuant to authority in Idaho Code Section 33-512(7), the Board of Trustees has the power to exclude from school students with contagious, or infectious diseases, or who are under quarantine. The Board will also close school on order of the State Board of Health or local health authorities.

This district's Board of Trustees delegates to the superintendent or designee its authority to exclude from school students with contagious, or infectious diseases, or who are under quarantine. The superintendent or designee will also close school on order of the State Board of Health or local health authorities.

DISCIPLINE PROCEDURES

We believe that effective discipline is a cooperative effort between the home and school. Parental involvement in their child's school is vital and efforts will be made to inform parents and make them a part of the behavior plan. Ultimately, the parent is responsible for their

child's behavior at school and in the community.

We believe that most behavior problems can be prevented by the use of positive interventions and by creating a classroom environment where learning is facilitated and the child's self-esteem will be enhanced. We will be using the Disney Pixar Movie "Inside Out" to help stay on the positive side of our emotions and behaviors.

It is our belief that all students can behave appropriately and should be made responsible for their actions. As educators, we have a contractual obligation to teach as directed by our Board of Trustees and will not tolerate any student interfering with our right to teach and/or another student's right to learn.

Students with behavior problems at school receive the following consequences.

- ◆ Loss or delay of privileges
- ◆ Loss of freedom of interaction
- ◆ Restitution
- ◆ Writing apologies
- ◆ In-school detention
- ◆ Out-of-school suspension

Habitual student misbehaviors will be referred to the Board of Trustees for expulsion.

Due to privacy please be aware we can only discuss consequences of your child with you.

Parents need to be aware that actions off school grounds and after school hours are matters of the local law enforcement agency. If incidents occur at these times and places, parents should call the city police, 587-2101. Parents or affected parties may file criminal charges if they desire to do so.

Fighting on school grounds is considered assault: Idaho Code 18-901-Assault Defined - An intentional, unlawful threat by word or act to do violence to the person of another with an apparent ability to do so, and doing some act which creates a well-founded fear in such person that such violence is imminent.

Statutory Authority - The Idaho Code established in Section 33-1224 the teacher's right to control students as follows:

"POWERS AND DUTIES OF TEACHERS. In the absence of any statute or rule or regulation of the board of trustees, any teacher employed by a school district shall have the right to direct how and when each pupil shall attend to his appropriate duties, and the manner in which a pupil shall demean himself while in attendance at the school. It is the duty of a teacher to carry out the rules and regulations of the board of trustees in controlling and maintaining discipline, and a teacher shall have the power to adopt any reasonable rule or regulation to control and maintain discipline in, and otherwise govern, the classroom, not inconsistent with any statute or rule or regulation of the board of trustees."

DOGS/PETS ON SCHOOL GROUNDS

Dogs/pets are not allowed on school grounds. Although we are aware of the saying, "Dogs are man's best friend", we do not wish to have their feces on our grounds where students may

walk or roll in it. We also wish to protect all children from possible dog bites.

DRESS CODE

Clothing should be in good taste. Appropriate clothing enhances a student's self-esteem and encourages a good working atmosphere. Clothing should be neat and clean and suitable for weather and school activities.

- Appropriate footwear must be worn at all times. Example, Tennis shoes for PE class, flip flops are not appropriate for PE.
- Skirts, dresses, and shorts must be appropriate for the school setting. No shorter than mid-thigh.
- Garments, or jewelry, with slogans or pictures promoting the use of drugs, alcohol, tobacco, or any illegal substance will not be allowed. Obscene, vulgar, or offensive messages of any kind on clothing or person are not allowed.
- Garments such as halter-tops, bare midriffs, tube tops, see-through tops, tank tops, spaghetti straps, and plunging necklines (front and/or back) are not allowed.
- Pants or shorts will not have holes above the level of mid-thigh.
- Hats or other headgear will not be worn in the school building. Headgear worn to school must be immediately removed upon entering a building and stored in a backpack. Hats or headgear will be confiscated if worn inside a building.
- Jewelry which may present a safety hazard or which may present a distraction in the school is not suitable for school wear.
- Bracelets and/or neck bracelets, chokers, etc., that have spikes or studs, either blunted, flat, or pointed, will not be allowed.
- Chains of any size, either worn or attached to clothing or body, are strictly prohibited. Sunglasses will not be allowed.
- Gang attire, or clothing worn in a manner to denote gang allegiance, is strictly prohibited.
- No Pajama Pants

Please refer to the District website to view entire dress code, including prohibited items, at <http://www.mtnhomesd.org/section-800---student-matters.html>.

DRUG/ALCOHOL/TOBACCO FREE WORK PLACE POLICIES

The Mountain Home School District recognizes the importance of the health, safety, and well being of all students and employees. It is committed to providing a drug/alcohol/tobacco free workplace for its employees and students. Complete outlines of these district policies are available on line at www.mtnhomesd.org and/or upon request at the district office.

EARLY CHECK OUT OF STUDENT

We discourage doctor appointments for students during school hours, but realize that there are times when this is necessary. In the event that a child must leave school before the usual dismissal time, we ask you to send a note to the teacher or office. Your child must be picked up and signed out at the office.

GRADE REPORTING TO PARENTS / REPORT CARDS

Mountain Home School District is on a nine-week grading report. After the first grading period has been completed, Parent/Teacher Conferences are scheduled. At the conclusion of the second, third, and the fourth grading period, report cards are given to the students to take home. The final report card is sent home with students on the last day of school. If parents have any questions or concerns about the student's grades at any time during the school year, please call the office and arrange for a conference with the teacher. A Parent Portal is available to keep current on your child's attendance and academic progress.

A second Parent/Teacher Conference session will be held February 16th. More info to come.

REPORTING AND GRADING PERIODS

1 st Quarter Ends	October 12
Parent/Teacher Conferences	October 20
2 nd Quarter Ends	December 16
2 nd Quarter Report Cards	January 5, 2017
Parent/Teacher Conferences	February 16
3 rd Quarter Ends	March 13
4 th Quarter Ends/Report Cards	May 24

GUM

Gum chewing will not be allowed on school grounds or in the classroom.

ILLNESS AND INJURY

In the event of serious illness or injury to a student at school, the parents will be notified as soon as possible. Please be sure that updated phone numbers are always on file at the school office.

We believe it is in the best interest of the student to participate in all school activities, including recess. If your child is ill, the best place to be is at home under close adult supervision. When a child is recovering from a serious illness or injury, we will honor requests for students to stay indoors for only one day. Requests for children to stay indoors for extended periods of time (or to sit out of PE) must be cleared through the school office, and should be accompanied by a note from a physician. Please consider your requests carefully.

IMMUNIZATION REQUIREMENTS

1. Students enrolling in preschool, un-graded, and K-12th must show proof of receiving the required immunizations or exemption form *before attendance* in any Idaho public, private or parochial school.

Children born after Sep 1, 2005 must have a minimum of:

- ◆ 5 doses of DTP, DT, or DTAP vaccine
- ◆ 4 doses of polio vaccine
- ◆ 2 dose each of measles/mumps/ rubella (MMR) vaccine

- ◆ 3 doses of Hepatitis B vaccination
- ◆ 2 Hepatitis A
- ◆ 2 Varicella (Chickenpox) -- History of chickenpox disease documented by a physician or licensed health care professional meets the requirement.

INCLEMENT WEATHER

These procedures are intended as guidelines only. Administrators are expected to consider health and safety issues, wind chill factor, adequacy of clothing, age of children and other pertinent factors when making the determination whether or not to curtail or cancel outside activity.

- | | |
|---------------------|---|
| +10* | Students will not be admitted into the building until the admit bell rings. Students will go outside for all recesses. |
| +10* to 0* | Students will be admitted into the building early in the morning and will have limited recess activity. |
| 0* and below | Students will be admitted into the building early in the morning and will have very limited recess. |

During periods of rainy or snowy weather, students will be allowed into the building depending on the precipitation levels.

LEAVING THE SCHOOL GROUNDS

Students may not leave the school grounds during school hours after arrival unless:

1. A note has been received by the administration and a parent/guardian picks the student up.
2. A note is received by the administration and/or the parents guardian phone and request personally that the student be allowed to leave the building without their presence.
3. A parent/guardian arrives at school and requests that the student be released and the student has properly signed out at the office.

STUDENTS ARE RELEASED ONLY TO A PARENT OR GUARDIAN.

The school office must receive a note from the parent/guardian in order to release a child to a family member/friend whose name does not appear on the registration form. People not listed on the registration form or on a note may not take students from the school.

Students that leave school for any reason must sign out in the office and sign in if they return before the end of the school day.

LIBRARY

Teachers will inform students as to how they can obtain books for their reading pleasure. Library books are furnished free of charge for student use and may be checked out during scheduled school hours. Your responsibility is to take care of the books and return them when

due. Students who neglect to return materials will be responsible for fines and/or replacement costs.

LOST/DAMAGED ARTICLES

North Elementary will not replace or provide restitution for lost or damaged personal belongings.

No valuables or toys, please.

The lost and found box is located in the multi-purpose room. Please have your child stop by and look through the items if he/she has an article missing. **Please remember to mark your child's personal belongings, especially coats, using the child's full name.**

LUNCHROOM RULES AND PROCEDURES -- North Elementary School

Vision

The North Elementary School lunchroom is a safe, comfortable, clean environment where all interactions between students and adults are respectful.

Rules

Practice good manners, show respect for all and demonstrate responsibility by:

- Talking quietly to table-mates at your assigned tables using 12" voices
- Staying seated unless given permission by an adult in charge
- Not touching food from someone else's tray or lunchbox
- Keeping hands to yourself at all times
- Placing all trash properly into trashcans
- Walking at all times and waiting quietly in line

We welcome parents that choose to dine with their child. We request that you sit at a designated table for guests with only your child - no friends, please. Many children get hurt feelings over this and the other child's parents have not given permission.

Procedures

1. Classes will walk to the lunchroom.
2. Staff will monitor students waiting to enter the cafeteria.
3. All trash and jackets/coats will be gathered from on top of and under each eating space prior to dismissal.
4. All trash will be deposited in trashcans.
5. Trays will be stacked neatly at designated area.
6. Lunch boxes will be deposited in designated containers in the lunchroom.

7. Classes will be dismissed and leave the lunchroom in a quiet and orderly manner to the playground.
8. Assigned students will take cold lunch container back to the classroom.
9. All students will ask before going to use the rest room or leave the lunch table.

Rewards

Students/classes with positive behavior will be excused to recess first.

Consequences

Students with repeated offences will need to sit at the detention table and noted on clipboards. Students sitting at the detention table repeatedly will be referred to the Principal.

MEAL PROGRAMS

LUNCHROOM INFORMATION

Meals may be paid for in advance in the lunchroom prior to lunch time. You may also sign up to pay on line through the district website. The number needed for the website is the 9 digit student number listed on your child's reports card. If sending money with your child, please send it in a sealed envelope with your child's name and teacher's name on it.

****If your child has a food allergy it is very important that you notify the kitchen in writing. A doctor's note is required if requesting meal substitutions.**

BREAKFAST INFORMATION:

PRICE

- | | |
|----------------------------|---------|
| • Full paid breakfast | \$1.10 |
| • Reduced priced breakfast | \$.30 |
| • Adult breakfast | \$ 1.75 |

Any child qualified for free lunch is automatically qualified for the breakfast program. Students wanting breakfast are to go directly to the multi-purpose room when they arrive at school after 8:00. **Breakfast is served 8:00 A.M. – 8:20 A.M.**

LUNCH INFORMATION:

PRICE

- | | |
|------------------------|---------|
| • Full paid lunch | \$ 2.50 |
| • Reduced priced lunch | \$.40 |
| • Adult lunch | \$3.75 |

Milk is available for cold lunches - \$.50

Free and Reduced Lunches

Application forms can be filled out at registration and are available in the school office upon request. **A new form needs to be filled out each school year.** Notification of approval/disapproval will be sent by mail from the District Office. If you have any questions, please contact the Food Service office, 587-2573.

We expect good manners to be used while eating. Please review the lunchroom rules and

procedures with your child so he/she will understand exactly what behavior is expected in the cafeteria.

If a student is to go home for lunch, please give a note from a parent/guardian to the office. The child must *sign out at the office* when he/she leaves and *sign in* when he/she returns each time.

MEDICATION

It is the desire of the Mountain Home School District that the taking of medication in our schools be kept to a minimum. Every effort should be made to administer medications at home as it does present a disruption to the student's school day. However, if your physician feels this medication is necessary during school hours, the office will follow strict guidelines in assisting the student with the medication.

Additional information is found on the District website at www.mtnhomesd.org/section-500--students.html under District Policies, Medication Dispensing. The forms required are available on line or at the back of this booklet.

MONEY, TOYS, EQUIPMENT, and other VALUABLES AT SCHOOL

It is the policy of the school to discourage students from bringing money to school, except for lunch money and quarters on "Star Days." Parents are encouraged to purchase lunch tickets so that their child/children do not have to carry money.

Toys are not to be brought to school without a teacher's permission. The school furnishes playground equipment.

Any item that can be classified as harmful, dangerous, or a major distraction, is not allowed on the school grounds and may be confiscated.

All of these items often interfere with learning and create playground problems. The school will not be responsible for broken or stolen items.

NORTH PARENT GROUP

We are a team of parents who volunteer our time to assist with the success of North Elementary and its students. Our goal is to enrich each student's primary education with programs and activities, as well as daily support throughout the school year. We are a very successful group due to the support of the school staff, students and most of all you - the parents!!! To ensure we continue our success it is vital we receive your help!! There is a volunteer opportunity for every parent and every schedule!!

Here are some ways we contribute throughout the year.

North Parent Group Meetings-

On the second Tuesday of every month at 6:30pm (unless noted otherwise) the Parent Group meets to discuss school events, budget and upcoming volunteer opportunities. Attendance is highly encouraged! Please come, let your voices and opinions be heard!!

MATH-A-THON-

We try to limit the number of fundraisers a year!! Our BIGGEST fundraiser is the Math-A-Thon!! This fundraiser helps supplement the staff with books, art supplies, teacher requests, Accelerated Reading tests, student folders, assemblies, field trips and more. The donations received from this fundraiser are essential for us to continue supporting our school!

Reading and Library Duty-

Volunteers are needed to help with extra reading sessions, re-shelving books, etc. This is a priority; our children really need our assistance with this!

Star Day-

Star Day is a day to promote school spirit and is celebrated on the 3rd Friday of every month (unless otherwise noted)!! Our students are asked to wear their "Star" T-shirt or a red shirt on Star Day. Throughout the year the staff is encouraged to give students Star Bucks to students who are performing well, doing an unselfish act or going above and beyond! Star Bucks are given at the staff's discretion; therefore not every student will have the same amount. The parent group will purchase items for students to win. Throughout the morning students will have an opportunity to place Star Bucks in a container for a chance to win prizes of their choice. Star Bucks will be drawn for prizes that afternoon and students will pick them up at the end of the day. At the end of the day, treats such as popcorn and suckers are sold for 25 cents. Please remember to send your child with quarters, as it is hard to break large bills!!

If you have any questions or concerns please call the school at 208-587-2585 or via e-mail: Northparentgroup@hotmail.com. You may also check out our Facebook page for upcoming events, volunteer opportunities and general North Star news!!!!

<https://www.facebook.com/north.s.idaho>

Here are the positions for the board members:

Co-Presidents - John Myers/Samantha Trombly

Vice President -

Treasurer -

Secretary/Communication Coordinator- Jessica Miller

Library Liaison -

Teacher Liaison - Mrs. Bowlden

We will need volunteers to step forward and fill these positions. If you are interested, please contact the school at 587-2585. We look forward to working together with you.

OFFICE

The principal and office staff are happy to help students and parents/guardians any way they can. Please be sure to contact one of them if you need help or have any questions. Make sure that your contact information is current by notifying the office so they can update your student's records, or by updating your demographic page on your Parent Portal Account.

OUT OF SCHOOL ZONE ATTENDANCE PROCEDURE

Students who wish to attend North Elementary but reside in another attendance zone must complete a form citing reasons for the attendance and agree with the guidelines that must be followed. The building administrator and district office must approve each request. Contact the school office for the form and further information.

PARKING LOT GUIDELINES

Our parking lot will be used only for staff and visitor parking. ***There is to be no parking of any kind along the curb bordering the sidewalk in our front parking lot; this is for busses and drop off (of less than 5 minutes) only.***

If the driver must leave the vehicle for ANY amount of time - park in a designated parking spot.

When busses are present in the parking lot, please do not pull into the parking lot.

Students in grades K-4 are to be dropped off at the east side of the playground on 3rd Street in the designated areas. (See section on Arrival and Departure, School)

Visitors to the school are to park in the marked spaces along with the staff. Parents are required to park on 12th street or 3rd street to wait for their children at dismissal. Students will not be allowed to cross 12th street without using the established crosswalks. It will be the responsibility of parents to meet their children on the playground and escort them to their vehicles. In all cases, the safety of our students must be uppermost in our minds.

A.M. Kindergarten students will be dismissed at the side doors that they enter in.

PARENTS - PLEASE DO NOT PARK ALONG THE CURB. IT IMPEDES THE BUSES.

Entry to the main parking lot is closed from 2:45 until 3:10 or when busses depart for student safety while buses are loading after school. Please park on the outer, street-side of the parking lot during this time.

Please do not park on the inside area of the parking lot if you need to leave prior to 3:00. The buses arrive at approximately 2:45 and park in their designated areas. Vehicles will be blocked until all buses have left the school grounds. All drivers are reminded to back carefully out of their parking spaces and leave slowly. **Students are not allowed to walk in or across the parking lot unless accompanied by an adult.**

PHYSICAL EDUCATION

Students are expected to participate in P.E. activities unless a parent or guardian sends a written note. For your child's safety we request that appropriate shoes (not sandals or open toed shoes) be worn on P.E. days.

PICTURES, Class & Individual

Individual student pictures will be taken in the fall and made in to a Classroom Composite picture. Optional personality portraits will be available in the spring. Dorian Studios will be our photographer again this year. Information will be sent home as it becomes available.

PLAGIARISM

Plagiarism is the act of copying or stealing someone else's words or ideas and passing them off as your own work. (Webster's New College Dictionary) Examples of plagiarism: copying a paper from the internet and putting your name on it, buying a term/essay paper from someone else and using it as your own, and/or paraphrasing materials without correctly attributing the source or research text.

1st offense: Reprimanding the student orally and reminding them what plagiarism is and requiring the work to be redone. Parents will be notified by the teacher.

2nd offense: The student will receive a zero and parents will be notified by administration.

POLICIES AND PROCEDURES: Located on district website at www.mtnhomesd.org.

PROMOTION POLICY

The Mountain Home School District affirms academic excellence for students. The promotion policy describes the standards students must meet in order to maintain academic standing and be considered for promotion from one grade to the next. The District will administer this policy fairly, equitable, and consistently. Students in special education programs will be governed by their Individual Education Programs (IEP).

For the complete Promotion Policy and Procedure, please refer to the Mountain Home District Website.

PRESIDENTIAL ACADEMIC AWARDS

The Presidential Academic Education Awards Program, established by the U.S. Dept. of Education, recognizes and honors outstanding educational achievement. These awards are presented to deserving students in the exit grades of the district, which is grade 4 in this building. The award consists of a certificate with signatures including the President of the United States.

ROOM MOTHER/FATHER AND CLASSROOM/SCHOOL VOLUNTEERS

Some teachers will send notes home with your child/children at the beginning of the school year regarding room mothers/fathers. If you are interested in volunteering please let the classroom teacher of office know.

SAFETY TO AND FROM SCHOOL

Students who are walking, riding bicycles or skating to school should always give the right-of-way to motor vehicles. Be especially careful to look both ways for motor vehicles when crossing the street. Please be sure to use the crosswalks at all times. All bikes need to be secured at the bike racks.

SEARCHES, SEIZURES, AND INTERVIEWS

Safety and order in the school environment is conducive to education and is essential in order for the academic process to be successful.

I. RATIONALE FOR SEARCHES

Because of the school district's need to provide for the safety, health, security and welfare of students on owned or contracted school property, a school administrator, or designee, may conduct searches of students, students' property, school property, including lockers and desks, both in 15 school and during school sponsored events on or off campus. These searches are based on the following propositions:

1. Education is an important state and local function and requires an atmosphere, which is free from danger and undue disorder.
2. The need to search is based on the right and responsibility that school officials have to maintain order and to ensure the proper functioning of the educational process.
3. Students should have a reduced expectation of privacy at school and during school sponsored activities.

On school property, the right of search extends beyond the student's locker and desk to the student's physical person, his/her clothing, books, pocketbooks, carrying containers, and automobiles when school administrators consider that a search is necessary due to reasonable suspicion.

In cases of reasonable suspicion or emergency, school administrators reserve the right to conduct searches with or without the student's presence or permission. Searches may involve the use of drug dogs, metal detectors, or surveillance cameras.

II. SEIZURE OF ITEMS

Searches may result in the seizure by school authorities of contraband items, and/or items whose presence at school violates state laws and/or school rules. Seizures include, but are not limited to, objects lawfully exposed to plain view, either in school and/or in student's automobile parked on school property, objects not within the exclusive possession of the student, and items found or activities observed in school areas normally under the control and supervision of school personnel.

Weapons, look-a-like weapons, illegal substances or objects, or other possessions reasonably determined by school authorities to be a threat to safety, or security to the possessor, or to others may be seized by school authorities. Items belonging to the school or other individuals may also be seized.

III. STUDENT INTERVIEWS ON SCHOOL PREMISES BY OTHER THAN SCHOOL OFFICIALS

When outside officials perceive the need to interview or question a student in school, the school administrator, or designee, will take reasonable steps to safeguard the student. The nature of the interview will be discussed with the school administrator or designee. Parents/guardians will be notified by the school administrator, or designee, unless parental contact will place the student at perceived risk.

IV. RELEASE OF A STUDENT TO LAW ENFORCEMENT OFFICIALS

In the absence of parental or guardian consent, the school administrator, or designee, may release a student to law enforcement officials if a warrant is issued, if the officer is arresting the student without a warrant, or the student is released by school officials, in writing, to law enforcement officials.

SEXUAL HARASSMENT POLICY

The Board of Trustees of School District No. 193 believes that students in Mountain School Home District have the right to learn in an atmosphere which is the most conducive to the achievement of their fullest potential and in which all individuals are treated with respect and dignity. Consequently, sexual harassment of students or employees, whether verbal, physical, or implied, is engaging in misconduct, which constitute sexual harassment and may be disciplined up to and including expulsion.

SKATEBOARDS ETC.

Skateboards, scooters or roller blades are to be carried upon arrival at school property. We ask that wheels be removed from shoes while at school at all times.

STUDENT INSURANCE

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

Parents, please be prepared to pay for your child's possible medical expenses.

TELEPHONE CALLS

Telephones are not generally available for student use. We will discourage your child from phoning you unless absolutely necessary. We emphasize making arrangements for after school activities or appointments before he/she leaves in the morning. When you call the school with a message for your child, please do so before 2:30 so we can do our best to deliver it. Classroom instruction time will not be interrupted for messages unless it is an emergency.

THREATS

Mountain Home School District takes all threats and the safety of our students very seriously. Schools are constantly forced to examine their security procedures and struggle with the whole idea of threats - both real and perceived—and how to deal with them.

Most threats made by children are not carried out. Many such threats are the child's way of talking big or tough or getting attention. Sometimes these threats are a reaction to a perceived hurt or rejection from friends. When a child makes a serious threat it is not dismissed as just idle talk and we will consider such threats like bomb threats, bringing guns/weapons to school, etc, very seriously. In the past, it has been the building administrator's discretion if and when to notify law enforcement. However, due to national school tragedies and other events that have taken place in our community, we have had to change our procedures. If it is determined that a student makes or delivers to another student such a threat, Mountain Home Police Department will be notified and students who make these threats could be prosecuted.

We ask that you talk to your child about making idle threats, as we know full well that we are dealing with children. Sometimes children say things in anger or haste that they really do not mean.

TRAFFIC TICKET

As a means of communicating with parents about behavior incidents at school, a "traffic ticket" may be issued to the student. The student will take a copy home to be signed by the parent and then returned to the school. The student may receive detention until the parents sign and return the "traffic ticket." This is an example:

TRAFFIC TICKET

Student's Name _____ *Grade* _____ *Date* _____
Classroom Teacher _____ *Duty* _____

Teacher _____

Comments: _____

Dear Parent:

I had a problem today with the following:

- _____ Playground
- _____ Restroom
- _____ Hallway
- _____ Treating Each Other With Respect
- _____ Rough Playing Or Pushing
- _____ Possessing / throwing dangerous objects

- _____ Lining Up Promptly
- _____ Using Equipment Safely
- _____ Remaining in the Play Area
- * _____ Fighting
- * _____ Offensive language / gestures
- * _____ Willful Disobedience

DISPOSITION:

(Student's Signature)

*Severity Rules: Send immediately to the Principal

(Parent's Signature)

WHITE COPY: RETURN TO TEACHER AFTER PARENT SIGNS

CANARY COPY: PARENT

PINK COPY: OFFICE

UPDATE INFORMATION

When your address, contact information, or any phone numbers change during the year, please make a special effort to notify the school office. You can update your information on-line through your Parent Portal Account. It is important that we are able to contact you about your child.

VISITORS

Parents are always welcome to visit the school. The district requires that all parents and other visitors stop at the school office and obtain a visitor's identification tag . The staff has been directed to approach anyone in the school without a pass. Students will not be released to anyone who has not checked into the office.

SCHOOL

TITLE I HOME-SCHOOL PARTNERSHIP

Effective schools are a result of families and school personnel working together to ensure that children are successful in school. This partnership is an agreement between several groups that firmly unites them.

Title 1 Vision Statement

The Title 1 staff of Mountain Home School District believes that all children can achieve academic success and grow to be productive citizens. Parents, students, and the Title 1 staff play a vital role in this process.

Title 1 Staff will:

- ◆ Inform the classroom teacher of the needs and abilities of the student.
- ◆ Use time and materials to increase student achievement.
- ◆ Regularly communicate with students/teacher about student progress.

Parent(s) will:

- ◆ Ensure that my child attends school regularly and is on time.
- ◆ Monitor the amount and content of my child's television watching.
- ◆ Read with my child every day or as often as possible.
- ◆ Attend school functions (Open House, programs, etc).
- ◆ Volunteer at school or provide assistance when possible.

Student will:

- ◆ Believe that I can and will learn
- ◆ Be responsible for my own behavior

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647**

NORTH ELEMENTARY SCHOOL TITLE I PROGRAM - PARENTAL INVOLVEMENT

STATEMENT OF PURPOSE

North Elementary School will involve parents in regular, two-way meaningful communication addressing student achievement and ensuring:

- That parents play an integral role in assisting their child’s learning
- That parents are encouraged to be actively involved in their child’s education
- That parents are full partners in their child’s education and are included, as appropriate, in decision-making, and on advisory committees to assist in the education of their child.

SCHOOLWIDE TITLE I PARENT INVOLVEMENT PLAN

In compliance with Section 1118(a)(2), of the Elementary and Secondary Education Act (ESEA), North Elementary School agrees to implement required statutory requirements to:

- Involve parents in the joint planning and development of the district’s Title I Plan through representation on the district ESEA team and participation in fall and spring ESEA meetings.
- Involve parents in the planning and development of effective parent involvement activities through representation on North Elementary’s Parent Group. Parent Group meetings will be scheduled monthly with the scheduling needs of parents in mind.
- Build the school’s and parents’ capacity for parent involvement by:
 - ~ Providing parents with information on state standards, assessments, requirements of Title I, monitoring their child’s progress, and working with educators. Information will be provided during an annual meeting, through quarterly progress notices, at parent-teacher conferences, in North Elementary’s Newsletter, and on the school and district website.
 - ~ Providing materials, resources, and training to help parents work with their children to improve academic achievement. Resources will be provided in classroom newsletters and communications, Parent Group monthly meetings that discuss current activities with the cooperation of a teacher liaison.
 - ~ Parent Contact Logs are maintained by the individual teachers.
 - ~ Communicating regularly with parents in clear and understandable terms. This will include opportunities for parents to participate in decision-making roles, volunteer opportunities, classroom newsletters, an annual parent survey, parent-school compacts, and parent-teacher conferences. Parent-teacher meeting will be scheduled at any time, as requested by parents.
 - ~ Coordinating parent involvement activities with other initiatives such as after-school programs, etc.

EVALUATION

An annual evaluation of the content and effectiveness of the Title I Parental Involvement Plan will be conducted by the superintendent or designee. This North Elementary School Parental Involvement Procedure has been developed jointly with, and agreed on with, parents of children participating in Title I programs. North Elementary will distribute this policy to all parents of participating Title I children. The information gathered will serve as a guide in revision of the School Continuous Improvement Plan.



LEGAL REFERENCE:
No Child Left Behind Act, Section 1118

ADOPTED: June 20, 2000 (originally as policy)
ADOPTED: November 16, 2010 (as procedure)
Revised: February 17, 2015

Revised: June 19, 2012
Revised: July 19, 2016

Revised: February 19, 2013

For the complete Title 1 Policy and Procedure, please refer to the Mountain Home District Website.

Mountain Home School District
Mountain Home, Idaho

Dear Parent/Guardian:

In accordance with the requirements of federal education law, Title I program requirements, and the "No Child Left Behind" Act (NCLB), schools are required to notify parents/guardians of their option to request and receive the following information about the instructional staff in our school:

- Professional qualifications of their child's teacher(s) including degrees and certifications held and whether the teacher is certified in the area he/she is teaching.
- Whether or not their child is receiving instruction by a paraprofessional, and if so, his/her qualifications. This applies to all instructional staff in the school.
- Parents/Guardians must also be notified if their child has been assigned to or is taught for at least four consecutive weeks by a teacher who does not meet federal qualifications.

Upon request, the above information will be made available to you.

Mountain Home School District #193 strives to bring qualified, fully licensed, teachers into our classrooms. We are fortunate that our teachers meet the state's standards for licensure. In areas where staff may not meet federal requirements they are working, with the support of our school district, to meet the new requirements.

Mountain Home School District #193 is proud of the staff at this school and we are confident our teachers are committed to their profession. They have the best interests of students in mind when they enter their classrooms to teach each day. We look forward to working with you to make this a successful year for your student.

Sincerely,



Mrs. A Straw,
Principal

Mountain Home School District
Mountain Home, Idaho

Estimados Padres / Guardianes:

De acuerdo con los requerimientos de la ley federal de educación, los requerimientos del programa de Title I, y el Acta de "No Child Left Behind" "Ningun Nino queda Atrás" (NCLB), se requiere que las escuelas notifiquen a los padres/guardianes la opción de solicitar y recibir la siguiente información sobre el personal de instrucción en nuestras escuelas:

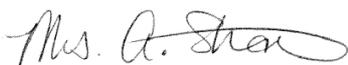
- Las calificaciones profesionales del maestro(s) de su hijo(a), incluyendo títulos y certificados, y si el maestro esta certificado en el área que esta enseñando.
- Tanto si su hijo(a) esta recibiendo instrucción o no por un paraprofesional, y si es así, que calificaciones tiene. Esto incluye a todos los instructores de la escuela.
- También los padres/guardianes deben ser notificados de si su hijo(a) sido asignado o ha recibido clases de un maestro(a) que no cumple con los requisitos federales por al menos un periodo de cuatro semanas consecutivas.

Siguiendo a la solicitud, la siguiente información será disponible para usted.

Nuestra escuela trata por todos los medios posibles de tener en las clases a maestros con todas las calificaciones y títulos. Tenemos la fortuna de que todos nuestros maestros cumplen con las normativas estatales de licenciatura. En aquellas áreas en las que nuestros empleados puede que no cumplan con los requisitos federales están trabajando, con el soporte de nuestro distrito escolar, para alcanzar los nuevos requerimientos.

El Distrito Escolar de Mountain Home #193 esta orgulloso de los empleados en esta escuela, y estamos seguros de que nuestros maestros están dedicados a su profesión. Tienen en mente el mejor interés de los estudiantes cuando entran en las aulas a dar clase cada día. Estamos deseando trabajar con ustedes para que este sea un año de éxito para su estudiante.

Sinceramente,



Mrs. A. Straw
Director de la Escuela

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
ANNUAL NOTIFICATION OF RIGHTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
(FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records (Section 9528, Elementary and Secondary Education Act; 20 U.S.C. § 7908 and § 1232g; 10 U.S.C. § 503(c); 34 CFR Part 99). These rights are:

1. The right to inspect and review the student's education records within 45-days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, and why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Parents and eligible students have a right to inspect and review the record of disclosures.
4. FERPA regulations authorizes disclosure of PII from the education records of a student without obtaining prior written consent of the parents or the eligible student and the disclosure meets certain conditions found in the FERPA regulations to other school officials, a school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), with legitimate educational interests, including teachers, school board members, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions (such as an attorney, auditor, medical consultant, or therapist), provided that the conditions are met in accordance with FERPA regulations; to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer; to the Department of Education/State or local educational authorities in connection with an audit or evaluation of Federal/State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs and these entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf; in connection with financial aid for which the student has applied or for which the student has received; to State/local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released in accordance with FERPA regulations; to organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests, or administer student aid programs; or improve instruction; to accrediting organizations to carry out their accrediting functions; to parents of an eligible student if the student is a dependent for IRS tax purposes; To comply with a judicial order or lawfully issued subpoena; to appropriate officials in connection with a health or safety emergency; information the school has designated as "directory information" under §99.37. (§99.31(a)(11)). Federal law requires school districts to provide military recruiters, upon request, with three directory information categories, names, addresses, and telephone listings, unless the parent or eligible student notifies the school district, by submitting a Request of Non-disclosure of Directory Information form, within thirty (30) days of the date of this notice that they do not want the directory information released.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Mountain Home School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-5901

Any parent or eligible student may prohibit the release of any or all information designated as "directory information" by submitting a signed letter or a REQUEST OF NON-DISCLOSURE OF DIRECTORY INFORMATION FORM (obtained on the school district website) to the building principal within thirty (30) days of the official school start date.

Directory Information: Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, such as but not limited to student's name, address, telephone listing, and electronic mail address; photographs, videos, and electronic images; date and place of birth, grade level, enrollment status, dates of attendance, major field of study; participation in officially recognized activities, sports, and clubs; weight and height of athletes; degrees and awards received; and most recent previous educational institution attended; student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records. (20 U.S.C. 1232g(a)(5)(A))

Published: July 30, 2014

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
ANNUAL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT
(PPRA)

Mountain Home School District No. 193 (MHSD) recognizes that student privacy is an important concern of parents and wishes to ensure that student privacy is protected pursuant to the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, as revised by the No Child Left Behind Act (NCLB).

PPRA affords parents and students age eighteen (18) or older (“eligible students”) certain rights regarding this school district’s conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to: (These rights transfer to from the parents to a student who is 18 years of age.)

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental and/or psychological problems of the student or student’s family, or potentially embarrassing to the student or the student’s family;
 3. Sex behavior and/or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing, or to sell, or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

MHSD adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to and recognizing the importance of protecting student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. MHSD will notify parents of this policy and procedure(s) annually, at the start of each school year, and after any substantive changes. The District will also directly notify through the school district website, Mountain Home Newspaper, and during registration, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. MHSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below, and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

Published: August 3, 2011
ADOPTED: April 18, 2006

Revised: November 18, 2008

Revised: April 17, 2012

MHSD #193 Kindergarten - 4th Grade SUPPLY LIST FOR 2016-2017

This list has been created as a suggested list of school supplies for students in kindergarten through 4th grade attending the Mountain Home School District. This list is for ALL four elementary schools, including East Elementary, North Elementary, Stephensen Elementary, and West Elementary.

Please label your child's outer clothing (coats/hats) with their name!

<u>KINDERGARTEN</u>
2 Boxes of 24 Count Crayons (regular size)
1 Box of Regular Pencils
1 Set of Headphones

<u>FIRST GRADE</u>		<u>SECOND GRADE</u>	
2	Boxes of 24 Count Crayons	1	Pencil Box
4	Glue Sticks	1	Scissors
1	Pencil Box	2	Pink Erasers
1	Scissors	1	Box of 24 Count Crayons
2	Pink Erasers	4	Pencils
1	Set of Watercolor Paint	2	Glue Sticks
2	2 Pocket Folder with 3 prongs	2	2 Pocket Plastic Folders
1	Set of headphones	2	Dry Erase Markers
		2	Highlighters
		1	Set of headphones
<u>THIRD GRADE</u>		<u>FOURTH GRADE</u>	
	Erasers		Pencil Box
2	Boxes of 24 Crayons		Pencil
24	Pencils		Colored Crayons, Pencils, or Markers
6	Glue Sticks	2	Dry Erase Markers
2	2 Pocket Plastic Folders with 3 prongs		Loose Leaf Paper
2	Composition Notebooks	4	2 Pocket Folders
	Colored Pencils and/or Markers		Headphones
	Headphones		

SCHOOL MAP AVAILABLE AT SCHOOL

Medication Forms are Available at School or on the district website at:

www.mtnhomesd.org

Look under district policies for medication dispensing forms.

For Prescribed medications:

http://www.mtnhomesd.org/uploads/5/4/5/6/54566927/medication_procedure_-_form_-_prescription.pdf

For Over the counter Medications:

http://www.mtnhomesd.org/uploads/5/4/5/6/54566927/medication_procedure_-_form_-_non-prescription.pdf