

**Parent and Student Handbook 2011-2012**

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## **WE WELCOME YOU TO HAILEY ELEMENTARY SCHOOL**

Welcome to Hailey Elementary School. We are depending on you to extend the Comet's tradition of excellence in academics, citizenship, extracurricular activities and athletics.

The Hailey Elementary School staff is committed to providing you with a variety of quality learning experiences. We are a Leader In Me school. We are dedicated to instilling the 7 Habits that will inspire your personal leadership.

Hailey Elementary School has high expectations and academic standards to assist in preparing you for the challenges of the new millennium. All of us working together can successfully achieve these goals, but it takes hard work, self-discipline, good citizenship, respect for others and a willingness to put forth the effort!

So work hard, have fun and your memories of Hailey Elementary School will be fond ones!

Yours truly,

Tom Bailey  
Principal

## **Hailey Elementary School Mission**

### **MISSION STATEMENT**

**We develop global leaders through quality instruction, one student at a time.**

# What is the Leader in Me?

The 7 Habits program contains both skill-building and character –based content that address our personal and professional life in order that students can find the leader in themselves.

Our students are encouraged to:

1. Be Proactive – Proactive students allow themselves the freedom to choose their response. For example a reactive response might be “there is nothing we can do”. A proactive student would say, “Let’s look at our alternatives”. They become the creative force of their lives.
2. Begin With the End in Mind – Our students will envision outcomes before they act.
3. Put First Things First – Students focus on top priorities and eliminate the unimportant which results in increased organization, productivity, better follow-through, more life balance and peace of mind.
4. Think Win-Win – We seek mutual respect and benefit resulting in faster solutions to problems, team involvement, generosity of spirit and rich relationships.
5. Seek First to Understand, Then to Be Understood – Our students are taught to diagnose before prescribing, to listen empathically, and to be understood from the other person’s perspective.
6. Synergize – We practice creative cooperation and value and celebrate the differences. The result is innovation, invention, new and better solutions, transformed relationships and an appreciation of diverse perspectives.
7. Sharpen the Saw – Our students are taught to take care of themselves by renewing their bodies, hearts, mind and soul.

## THE SCHOOL DAY

Our school day begins at 8:00 and ends at 2:30. Morning Preschool is from 8:00 to 11:00 and afternoon Preschool is from 11:30 to 2:30. Dual Immersion classes begin at 7:50 and end at 2:20. **If your child is ill or absent, please call the office before 9:00 a.m. at 578-5070. You may leave a voice mail message.**

When arriving in the morning, students are to go directly south of the school to the playground or to breakfast in the lunchroom. They may **not** leave the school grounds. **Students should not arrive before 7:30 a.m.** When the 7:55 bell rings, they should enter the school and go directly to their classrooms. Students who walk or ride bicycles are to leave as soon as school is dismissed at 2:30 p.m. Students are expected to remain on campus throughout the school day.

**Emergency Cards:** At the beginning of each year an emergency card is sent home with each child. These cards are used to contact parents or guardians or someone who is responsible in case of an emergency, thus, there **MUST** be two emergency contact phone numbers. **It is critical to notify the office if changes are made during the school year.**

**Visitors:** Parents of students enrolled in school are encouraged to visit. It is helpful if arrangements are made ahead of the visit. All visitors **MUST** check in at the main office and receive a visitor's pass. If your visitor's pass is not visible, it is our policy to question your presence on our campus. Do not be offended. Please do not bring other children as this results in a disruptive, non-productive atmosphere.

Student visitors are strongly discouraged. Having elementary age children in the school that are not enrolled students is a disruption to the educational process. We will accept such children for lunch on **ONE** occasion. Please call the office to let us know prior to arrival.

**Dress:** Student dress and personal appearance shall not disrupt or distract from the educational environment of the school. Students are to dress in clean clothes that are neat and appropriate.

We have adopted the following dress code: no spaghetti straps, no halter tops, no underwear showing, no bare midriffs, no attire which would be disruptive to the learning environment. Gang related apparel will not be permitted. Hats will be permitted in the halls, cafeteria, and outside. Please don't send your child to school with "roller" shoes. Hats and sunglasses may not be worn in classrooms. Children will need to wear boots and snow pants in the winter on the playground. Tennis shoes are preferred for use on the playground. Clothing must be free of chains, spikes, dangerous objects, vulgar, profane, sexually suggestive, intimidating or discriminatory insignia. The complete dress code is available in the office or on the district website under "District Information", the "District Policies".

**Phone Use:** The office phone is **not** to be used by students except for **illness** or **emergency**. Student cell phones must be turned off during the school day. The school is not responsible for lost cell phones. Social plans after school **need to be made before coming to school**. Our experience tells us that parents do not enjoy calls at work regarding last minute social plans. Cell phones may not be used while riding the school bus. Students may **NOT** make long distance calls from the office, so be sure to provide your child with a **LOCAL** number.

No phone calls will be made during class time. Students will be allowed to use the phone in the classroom at the teacher's discretion. Students must bring written permission to ride a bus home with another student.

**Concerns at School and Solving Problems:** We recognize that parents from time to time may have a concern regarding their child and school. We strive to solve challenges and answer your concerns. Hailey Elementary School has a high degree of success meeting school challenges. We welcome your input.

If your concern involves your child in the classroom setting, parents need to contact the classroom teacher directly. If the parent after talking with the teacher is not satisfied, then the principal is available to discuss the concern. If you have a recess time concern, feel free to contact the principal.

## **LUNCH PROGRAM**

The Blaine County School District lunch program is computerized. Each student has an account based on his or her student identification number. **Breakfast and lunch must be pre-paid; THE LUNCH PROGRAM IS NOT A CHARGE ACCOUNT!**

You can pay in several ways:

1. Send your child with cash or a check.
2. Mail checks for lunches or milk to Blaine County School District. Be sure to put your child's name on your check. Checks can be mailed to:  
Hailey Elementary, 520 1<sup>st</sup> Ave. South, Hailey, ID 83333.
3. You can also visit the district website [www.blaineschools.org](http://www.blaineschools.org) and go to food services on the left hand side, and then to "online" payment to make a payment to your child's lunch account. If questions arise with this method, please contact Kandy Blackburn at [kblackburn@blaineschools.org](mailto:kblackburn@blaineschools.org) or calling her at 578-5011.

Free and reduced meal benefits are available to families who qualify. Applications are available at the school office, the District office, or online.

Parents are invited to eat lunch with their children anytime. A courtesy call informing the lunchroom is requested, 578-5070. Please check in at the office when you arrive. The lunch periods are as follows:

Kindergarten	10:50 – 11:30
1 <sup>st</sup> grade lunch	11:10 – 11:50
2 <sup>nd</sup> grade lunch	11:10 – 11:50
5 <sup>th</sup> grade lunch	11:20 – 12:00
4 <sup>th</sup> grade lunch	11:30 – 12:10
3 <sup>rd</sup> grade lunch	12:00 – 12:40

Children who wish to bring cold lunch may do so, but they must provide their own silverware. Please do not send food that must be microwaved or heated. There will be no candy or soda in school except for what is brought in at lunch. There will be no gum at anytime.

## **EMERGENCY SCHOOL CLOSURES**

In case of weather related or other Emergency School Closures please tune to: KECH Radio-FM 95.3 for information. Blaine County School District has implemented a two-hour delayed start with the option of closing school. The delayed start will be broadcast beginning at 6:00 am, and the "go" or "no go" decision will be made by 7:45 a.m. We would prefer if you do not try to call the school relating to closures, as we need to keep our phone lines open for emergency usage. Your help will be appreciated.

You can also sign up to receive a **text message** that will alert you to school closings or delayed starts. Go to the Blaine County School District Website at <http://www.blaineschools.org>. Click on the Parent tab on the top left. Then click on "Mobil Text Message Alert" on the right.

## TRANSPORTATION

We appreciate parents that have daily student transportation and after school plans arranged prior to the start of school. **If you must notify your student of a change, please call in the change by 2:00 pm.** Last minute changes in after school plans are difficult for the school staff to handle for the following reasons:

1. We run the risk that the message to the student regarding a change of plans will not be delivered in a timely manner.
2. We cannot always verify the source of the message.
3. Students can become confused and not sure what to do.
- 4.

If however, you have a last minute emergency, we will do all we can to accommodate you and your child.

**Bus Service:** School bus service is available to most students and the bus schedule can be found on the District web site. For more information or should a problem arise, call the Transportation Department at 578-5420. If your child misses the bus after school, he/she must report to the office to arrange for alternative transportation. If a student is transporting a skateboard to school on the bus, the skateboard needs to be enclosed in an athletic type bag (NOT a garbage bag) to avoid the skateboard getting loose on the bus. Food, flowers and balloons are not permitted on the bus. Students may NOT chew gum on the bus or use their cell phones. Once your child is seated on the bus, they may not change seats.

**Transfer Bus Service:** **Only dual immersion students may ride the transfer bus.** The transfer buses leave 10 minutes early in the afternoons, and only the dual immersion schedule accommodates this schedule.

**Alternative Bus Destination:** The Board of Trustees has established the following policy for students desiring an alternate bus destination:

1. This policy involves only individual students. Groups such as scouts, religious classes, birthday parties, etc. will not be transported.
2. A note requesting a child to ride a different bus must be brought to school the day the student is to ride the bus. The note will go to the bus driver. The note must include the bus number and destination of the child and an emergency contact number for a parent.
3. Children who bring notes that provide incomplete information will be sent on their regular buses to their regular destinations.

**Bicycles-Skateboards-Roller Blades-Scooters:** Bicycles, skateboards, roller blades and scooters are to be used for transportation only. Bicycles are to be parked and locked in one of the bike racks located at the front of the school. They are to be walked off the school grounds in the afternoon. Skateboards, roller blades and scooters are to be stored in the classroom. If your child has permission to go to the Skate Park after school, we ask that you send a note to the office. We want to be sure that you know where your children are after school.

**Parent Pickup and Drop Off:** Parents of Kindergarten, 4<sup>th</sup> and 5<sup>th</sup> graders should drop students off in the front of the lower building. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> graders should be dropped off at the upper level (office entrance). Preschools can be dropped off by their portable. Parents should pick their students up at the same locations. **Please do not drop your children off behind the school or in staff parking areas.** Have your children prepared to immediately leave your vehicle, so that traffic can keep moving.

## **ATTENDANCE AND ABSENCES**

Laws of the State of Idaho require all youth to attend school regularly. **Parents are asked to call the office in the morning before 9:00 a.m., if their son/daughter will not be attending school that day.** If student attendance becomes a problem, the student and parents will be asked to develop a plan with the school to improve student attendance.

If your child is late for school, he/she must report to the office before going to the classroom.

Students must attend school all day, every day to be recognized for a "Perfect Attendance Award" at the end of the school year.

**Early Departure:** If at all possible, visits to the dentist, doctor, orthodontist, etc. should be scheduled outside of school hours so as not to disrupt the child's education.

If a parent finds it necessary to take a child from school during school hours, the parent **MUST** come to the office to sign the child out. It is also requested that the parent send a signed note informing the child's teacher of an **early departure** from school.

We are cautious about who asks to have a student dismissed early. Please do not be offended if you are not recognized and are requested to identify yourself when asking to take a particular student. We are only demonstrating concern for your child's safety.

**Extended Absences:** We strongly encourage parents to schedule family vacations to correspond with the school vacation periods. During family vacations when students miss school, please have your child keep a daily journal of events and continue with Accelerated Reading. Please contact teacher several days prior to absence to receive make-up work. All additional required missed assignments would be given upon returning from being absent. Extended absences interrupt and reduce the continuity of the child's learning and should be avoided whenever possible. Extended absences also reduce funding to our school.

**Truancy:** Students who are absent without the knowledge and consent of parents or the school will be classified as truant. This classification shall also apply to any student who fails to report to class within the school day or who leaves school without authorization from the principal. Truancy will be dealt with in accordance with Blaine County School District policy.

## **DISTRICT WEB SITE AND SKYWARD**

The district web site is [www.blaineschools.org](http://www.blaineschools.org). On the left hand side, select "Schools" to take you to the Hailey Elementary web site. You can check the calendar for upcoming events and be informed about every aspect of our school.

The district also offers access to your child's records through our software program, Skyward. You can request an access code by going to the "Parent" tab at the top left of the screen. The go to "Quick Links" on the right and drop down to "Skyward Family Access Request".

## **DISCIPLINE POLICY**

Philosophy: All students have the right to learn.  
All teachers have the right to teach.

At Hailey Elementary School, students are expected to respect themselves, others, and their environment. If they make poor choices, they will be removed from the situation. They will be sent to the Responsible Thinking Classroom to work with a staff member on a plan to deal with the problem.

### **What is the purpose of Hailey Elementary's Responsible Thinking Program?**

The purpose of Hailey Elementary's Responsible Thinking Program is to create a safe environment, conducive to learning, free from disruptive behavior, where students develop the ability to become self-disciplined. Parents and teachers do not make the plan, the student does. This is how responsible thinking is taught.

The Principal will handle more serious problems and parents will be contacted.

Certain items are not beneficial to student learning and hinder the successful operation of a classroom. **MP3s, CELL PHONES, ELECTRONIC GAMES, AND THE LIKE ARE NOT TO BE BROUGHT TO SCHOOL.** Please help your students follow this rule.

**Weapons:** Carrying weapons on school property is unlawful under Idaho Code Section 18-3302D. Examples of instruments ordinarily or generally considered weapons are knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, metal knuckles, blackjacks, fireworks or other explosives.

Students are forbidden to knowingly and/or voluntarily possess, handle, transmit, or use any instrument that can be used as a weapon of any kind. Any object which could be used to injure another person and which has no school related purpose for being in school or on school grounds would be considered a weapon for purposes of this policy. Possession, use, or attempt to use anything as a weapon may result in a recommendation to the Board of Trustees for expulsion.

A student who is determined to have brought a "gun" or "firearm" onto any school property or to any school sponsored activity, whether on or off school property, shall be immediately recommended to the Board of Trustees for expulsion from school for not less than one (1) year as is consistent with the federal Gun free School Act as added to the Elementary and Secondary Act of 1965.

**Assault and Battery:** When the building principal, superintendent, or a member of the Board of Trustees receives a written complaint from a student's parent/guardian or from a student alleging an assault of that student during any school activity, the superintendent or designee shall investigate the complaint. Any student causing, attempting to cause or threatening to cause physical injury to another person on school property or during a school activity may be suspended and/or recommended to the Board of Trustees for expulsion.

**Possession or Use of Tobacco Products:** Use of or possession of tobacco or tobacco products on school grounds or at any school sponsored activity will result in the following penalties:

- 1<sup>st</sup> Offense: Parent or guardian notification and up to two days suspension
- 2<sup>nd</sup> Offense: Parent or guardian conference and up to three days suspension
- 3<sup>rd</sup> Offense: Parent or guardian notification and five-day suspension
- 4<sup>th</sup> Offense: Step three shall be repeated with a recommendation to the Board of Trustees for additional suspension or expulsion hearing

**Manufacture, Sale, or Distribution of Illegal Drugs:**

1<sup>st</sup> Offense: Parent or guardian and law enforcement notification; five-day immediate suspension from school attendance with a recommendation to the Board of Trustees for an expulsion hearing; recommendation that the student seek an evaluation by a licensed Drug and Alcohol Counselor or competent therapist.

**Possession or Use of Alcohol and Illegal Drugs:** Student use of or possession of alcoholic substances is not permitted on school property. This applies not only during school hours but during any school sponsored activity, whether on or off school property. Use of or possession of alcohol and illegal drugs will result in the following:

- 1<sup>st</sup> Offense: Parent or guardian notification and up to three-day suspension
- 2<sup>nd</sup> Offense: Parent or guardian notification and three to five day suspensions; Recommendation that the student seek evaluation by a licensed Drug and Alcohol Counselor or competent therapist. Police notification
- 3<sup>rd</sup> Offense: Five-day suspension from school attendance with a recommendation to the Board of Trustees for an additional suspension or expulsion hearing. Police will be notified.

**Search and Seizure:** A student has the right to privacy of his/her person. There must be reasonable cause to believe that prohibited articles are contained on school property before school officials undertake a search. In the event of a search and seizure:

1. The search of school property assigned to the student (locker, desk, etc.) shall be undertaken with the student and competent witnesses being present except under extreme circumstances.
2. Illegal items, which present a reasonable threat to the safety and security of others, may be taken into custody by school authorities.

## ACADEMIC ACHIEVEMENT

**Grading:** The grading system at Hailey Elementary School is in accordance with the Blaine County School District policy. It is as follows:

Academics:

98-100	A+
93-97	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59-0	F

Effort, Attitude, Study, Skills, Citizenship:

E-Excellent
S-Satisfactory
N-Needs Improvement
U-Unsatisfactory

Interim reports will be sent home midway through each trimester or as deemed necessary. The teacher may prefer to call instead of sending a report. Parents are encouraged to call a teacher if they feel that a conference is needed.

**Homework Policy:** The following homework policy has been developed at Hailey Elementary School:

1. Assignments are due the following day or on the due date.
2. Students coming to school without their homework completed may be required to forfeit their recesses until the assignment is completed.
3. Work not turned in within a reasonable period of time will result in a 0% grade.
4. Habitual late work will be reflected in the effort grade on the report card.

**Parent/Teacher Conferences:** Twice a year (at the end of the first and second trimesters) parent/teacher conferences are held to acquaint you with the teacher and keep you informed as to your child's progress in school.

**Textbooks:** All textbooks are loaned to students free of charge. It is expected that they will be taken care of. Students are reminded that they will pay for lost and damaged books at the end of the school year.

**Library:** Thanks to community interest, effort, and continued support of our annual fundraiser an outstanding library has been developed at Hailey Elementary School. Students and parents are encouraged to make use of the facility. A notice will be sent home if a book is overdue (at .05 cents per day). If it is determined that a book is lost, parents will be billed for its replacement.

**Accelerated Reader:** Accelerated Reader is a computerized management system designed to motivate, manage and assess literature-based reading. Students read books on their own leisure reading level and then take a comprehension test on the book. The program keeps track of every student's testing and reading throughout the entire year. Parents can view Accelerated reader information by going to the library page on the school web site at [www.blaineschools.org](http://www.blaineschools.org) and clicking on Parent Home.

## **STUDENT HEALTH**

**Emergency Care:** School personnel will give emergency care to sick and injured children. If a child becomes ill or is injured during school hours the parents or guardian will be called to pick up the child. If a child sustains a serious injury during school hours, 911 will be called immediately as well as parents or guardian. If parents or guardian cannot be reached, the child will be transported to the nearest hospital Emergency Room. It is essential that emergency numbers be listed on the emergency card, along with additional contacts and numbers.

**Illness:** If a child is ill, please keep him/her at home. While attendance is important, it is in the best interest of all concerned that other children not be exposed unnecessarily. While at school, a child is expected to participate in all activities, including recesses. If a child must stay in for recess, a note must be sent from home, and the student will be sent to a buddy classroom. If it proceeds longer than 3 days, a physician's excuse must be sent. Please request homework assignments only if a student is absent 2 or **more** days.

**Medication:** If a child must take prescription or non-prescription medication during school hours, the parent/guardian and the physician must sign the Physicians Order form. Forms may be picked up at the school office or the Doctor's office. It is the student's responsibility to come to the office for the medication. All medication will be kept locked in the school office.

Non-prescription drugs such as aspirin, Advil, Tylenol, will only be dispensed from the office with a Physicians Order in place.

**Accident Insurance for Students:** The school district does not provide accident insurance for students. Insurance is available, however, from an insurance company. Forms are available from the school. This insurance, available at reasonable rates, is a transaction strictly between the parents and the insurance company. This insurance, or your own personal medical insurance, is mandatory if your child plans to participate in the school programs that take place off school grounds.

**Guidance/Counseling:** Teri McKenna, MSW, is here full time to serve our students in need. Our social worker provides a prevention curriculum to the students in their classrooms; runs support groups; and works individually with children and families. Students are referred to the school social worker when they show signs of social or emotional difficulties that interfere with their adjustment and academic achievement in school. Ms. McKenna can be reached by calling the office at 578-5070.. For more information, link to: <http://www.blaineschools.org/Schools/Hailey>

## **PTA ORGANIZATION**

Hailey Elementary has a very active parent teacher organization. For more information, please call the PTA co-presidents, Kathy Baker at 928-7500 or Dani Stern at 721-7129.

## **USE OF FACILITIES**

The school district is responsible for the rental of school facilities after school hours (i.e., cafeteria, gym, classrooms, etc.). The agreement specifies that the school district's needs preempt all other needs. The Board of Trustees has established regulations governing the use of Hailey Elementary School facilities.

Groups or persons interested in scheduling the use of school facilities are encouraged to contact Teresa Gregory 788-3481.

