

Welcome to Hailey Elementary
"The Heart of Hailey"



Parent and Student Handbook 2021-22

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www.blaineschools.org

WE WELCOME YOU TO HAILEY ELEMENTARY SCHOOL

Dear Families and Students:

We are delighted that your child will be attending Hailey Elementary. We think of our school as the "Heart of Hailey". Our school welcome's every child and member of our community with an open heart and a big helping of LOVE. Our motto is "Be safe, be kind and be responsible".

It is our goal that your child feels safe, supported, engaged, challenged and prepared, as a whole child, with the skills and character to achieve and be successful in school, career, college, and community.

The included information will invite families to be actively involved in their child's education and feel welcome, supported, safe, and valued. Together, we can help your child discover and develop to their fullest potential. We want school to be a positive experience for all students.

We use a computer system called Skyward to keep data related to your child up to date including emergency contact information, attendance and home addresses. Parents will be asked to check/update this information each year. You will receive a link via email directing you to update your student's information. We ask you to please follow the steps promptly each year.

If you have difficulties updating your child's information online please call the school at (208) 578-5070 and we will assist you.

Welcome to a new school year!

Respectfully,

Stephanie Wallace
Principal

The School Day

Our school day begins at 8:00 and ends at 2:30. Morning Preschool is from 8:00 to 10:50 and afternoon Preschool is from 11:40 to 2:30.

Reporting an illness

If your child is ill or absent, we would appreciate you emailing or calling the office (578-5070) before 9:00 a.m.

Morning Drop Off

When arriving in the morning, students are to go directly south of the school to the playground or to breakfast in the cafeteria. **Students should not arrive before 7:30 a.m. We do not have supervision on the school campus until 7:30 am.** When the 7:55 bell rings, students go directly to their green dot outside on the playground. Classrooms have been assigned a spot for kids to meet.

Emergency Contact Information

Part of the online process is the emergency contact information section. **It is critical to notify the office, or log into Skyward 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 time. 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, as this aids us in ensuring the safety of your child.

Dress

Hailey Elementary School will provide an educational atmosphere conducive to learning, that minimizes disruptions or distractions, and strives to protect the health, and safety of its students. Students are also reminded that their appearance (clothing and grooming) significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents. Hats and sunglasses will not be permitted inside the school building. The complete dress code is on the district website under "District Policies". Children will need to wear boots and snow pants in the winter on the playground. Tennis shoes are preferred for use on the playground.

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 and in the students' backpack. The school is not responsible for lost cell phones. Social plans after school **need to be made before coming to school**. No phone calls will be made during class time.

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. ***All school meals are free for the 2021-22 school year.**

You can pay in several ways:

1. Send your child with cash or a check.
2. Mail checks to Blaine County School District. Be sure to put your child's name on your check.
Checks can be mailed to:

Hailey Elementary, 520 1st Ave. South, Hailey, ID 83333

3. You can also visit the district website 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 the district office at (208) 578-5000 and ask to speak to the food services coordinator..

Free and reduced meal benefits are available to families who qualify. Applications are available at the school office, the District office, or online. ***All school meals are free for the 2021-22 school year.**

Parents are invited to eat lunch with their children anytime. **Due to COVID protocols, this is put on hold until further notice.* Please check with the office to find out what time your child eats lunch before coming in and check in at the office when you arrive.

Children who wish to bring a cold lunch may do so. All students should bring a healthy morning snack.

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 will also receive a text message on your cell phone should school be delayed or if an emergency situation takes place at school. Make sure you have your personal phone numbers current in Skyward. If you need to make a phone number or address change, please log into Skyward and make the change, or call the office at 578-5070.

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 1:30 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.

Common Expectations for Bus Behavior

- Maintain a safe environment on the bus
 - Board the bus, take your assigned seat, and stay seated.
 - Keep hands and feet to yourself.
 - Keep all hands, feet, and objects inside the bus.
- Follow the direction of the Bus Driver at all times
 - Treat the bus driver and passengers just like you would your teacher and classmates.
- All school rules apply to riding the bus, including:
 - No eating on the bus. (This could cause other students to have an allergic reaction.)
 - Drink water only.
 - Use appropriate language.
 - Use earbuds or headphones if using a device that makes noise.

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 578-5420/5425. If your child misses the bus after school, he/she must report to the office to arrange for alternative transportation.

Alternative Bus Destination: A student is allowed one pickup and one drop off point.

Bicycles-Skateboards-Roller Blades-Scooters: Bicycles, skateboards, roller blades and scooters are to be used for transportation only. Bicycles and scooters are to be parked and locked in one of the bike racks located at the school. They are to be walked off the school grounds in the afternoon.

Parent Pickup and Drop Off: There are two drop off areas at school. There is a drive through drop off on 1st Ave. and another drive through drop in front of our office on Elm Street. The doors on 1st Ave. will lock at 8:00 am so if that happens please drive your child up to the drop off on Elm Street.

Student Pick-up Procedures

Lower Level

- Cars should form a single file line and pull all the way forward
- Students will only be allowed to get in cars that are the first 3 in line
- Students will not cross the street to meet a parent who has parked
- Students may walk to a car when the parent has parked in the school parking spaces
- Students will walk bikes, skateboards and scooters on the sidewalks rather than ride through the crowd
- Students who are not picked up by 2:40 will walk through the school building to the front office and wait for their parents to arrive.

Upper Level:

- Cars should form a single file line and pull all the way forward
- Students will only be allowed to get in cars that are the first 3 in line
- Students will not cross the street to meet a parent who has parked
- Students may walk **with their parent** to a car when the parent has parked in the school parking spaces
- Students will walk bikes, skateboards and scooters on the sidewalks rather than ride through the crowd
- Students who are not picked up by 2:40 will wait in the office for parent to arrive

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 and/or may be referred to attendance court.

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

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 their studies.. Please contact your child's teacher several days prior to absences to receive make-up work. All additional assignments will be given upon returning. 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 website is www.blaineschools.org. On the top toolbar, select "Schools" to take you to the Hailey Elementary website. The website contains a wealth of information that you can check for upcoming events, calendars, and happenings at Hailey Elementary School

If you have a Facebook account, please go and LIKE our school page. Look for Hailey Elementary Comets and be a friend to 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. Then go to "Quick Links" on the right and drop down to "Skyward Family Access Request".

CONCERNS AT SCHOOL AND PROBLEM SOLVING

We recognize parents may have a concern from time to time regarding their child and school. We strive to address challenges and answer your concerns. We highly encourage parents to stay actively engaged, as your input is critical when solving problems. Do not hesitate to contact your child's teacher if you have questions or concerns regarding classroom dynamics. If you feel your concerns were not addressed appropriately please contact the school principal or vice principal to assist further in problem solving the situation and coming to a workable solution. Please do your best to communicate concerns in a timely fashion to the office or classroom teacher. When working with young children, asking them to reflect on events that happened a few days before, or the prior week, often results in facts or details becoming blurred.

We believe in a positive behavior approach. Students are expected to be kind, responsible, and safe. Recognizing positive student behaviors and meeting or exceeding expectations is emphasized, and we do our very best to honor the appropriate choices students make in maintaining healthy relationships and behaving appropriately at school. When children make a mistake we will help them understand why the choice they made was inappropriate and provide them the opportunity to make the correct one. For any major infractions parents will be notified.

We utilize a behavior zones system to help students learn to self-regulate their emotions in difficult moments and to talk about their emotional state.

Red Zone: Angry, scared, out of control

Blue Zone: Sad, sick, tired

Green Zone: Happy, focused, calm

Yellow Zone: Silly, frustrated, excited

As an example, children will learn strategies to help them transition from the red zone into a zone that is more suitable for learning. If the child is not able to transition on their own we utilize a “reset classroom” where a staff member is able to help them to reset and rejoin the learning community.

NO Weapons of any kind are allowed on school premises. Including all toys that resemble such; knives, swords, guns, water guns, lasers, bombs etc. (this includes costumes during Halloween or other celebrations). All weapons will be confiscated immediately and will result in disciplinary action.

ACADEMIC ACHIEVEMENT

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

Interim reports will be available midway through each semester at Parent Teacher Conferences. 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 at other times.

Homework: Minimal homework is required in elementary school. Your child will be expected to read nightly and may occasionally bring home a small amount of homework. If your child is not reading yet we would like you to read to them at home as much as possible. You may read to your child in any language.

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.

Accelerated Reader: Accelerated Reader is a computerized management system designed to motivate, manage and assess literature-based reading. Students read books on their own 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.

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 parent 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 parent or guardian. If a parent or guardian cannot be reached, the child will be transported to the hospital Emergency Room. It is essential that emergency numbers be up to date in Skyward along with additional contacts and numbers.

Illness: If a child is ill, please keep him/her at home. While attendance is vitally important, it is in the best interest of all concerned that other children not be exposed unnecessarily.

Keep your child home if:

- He/She has a fever (currently or within the past 24 hours)
- He/She is sneezing and coughing frequently due to a cold.
- He/She is vomiting (currently or within the past 24hours)

We take the safety of our school community very seriously and will ask you to pick up your child if they are sick at school. Additionally, do not treat your child with fever reducing medicine and then send them to school. Even if medication can bring a child’s fever down they are contagious and should be at home for their wellbeing and the wellbeing of the school community.

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 the front office.. 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 Physician's 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 Physician's Order in place.

Accident Insurance for Students: The school district does not provide accident insurance for students. Insurance is available from an independent insurance company and 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.

Social Workers: Two social workers are here to serve our students in need. Our social workers provide a prevention curriculum to the students in their classrooms; run support groups; and work 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. Our social workers can be reached by calling the office at 578-5070.

PTA ORGANIZATION

We encourage all parents and staff to become actively involved in Hailey Elementary School and our children's education. Hailey Elementary has a Parent/Teacher Association which has been very beneficial to our school. The PTA is made up of caring parents who support our school teachers, staff and kids. The PTA organizes events, purchases materials, and promotes communication between the school and parents. Events and purchases the PTA have sponsored include:

- Wagons Ho! (4th grade)
- Ski Week (3rd through 5th grades)
- Family Nights
- Welcome Back Ice Cream Social
- Spirit Wear
- Library books
- Classroom snacks and supplies
- Playground Equipment ... and more

For more information, please e-mail HaileyPTA@gmail.com

USE OF FACILITIES

The school district is responsible for the rental of school facilities after school hours (i.e., cafeteria, gym, classrooms, etc.). 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 The Community Campus Coordinator at 208 -788-3481.