



**Parent and Student Handbook 2018-19**

**Thad Biggers  
Principal**

**Aaron Bronson  
Vice Principal**

**Nancy Sutton  
Administrative Assistant**

**520 1<sup>st</sup> Avenue South  
Hailey, ID  
83333**

**Telephone: (208) 578-5070**

**Fax: (208) 578-5170**

[www.blaineschools.org](http://www.blaineschools.org)

## **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, leadership, citizenship, and extracurricular activities.

This handbook is intended to provide students, and parents school and district expectations as members of our educational community. How these expectations are fulfilled will vary from team to team, teacher to teacher, and from student to student. As always we honor the individual student and their particular needs.

The Hailey Elementary School staff is committed to providing you with a variety of quality learning experiences. Hailey Elementary School has high expectations and academic standards to assist you on your academic journey to be college and career ready upon graduation. 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, stay engaged, have fun and make fabulous memories here at Hailey Elementary School!

Thad Biggers  
Principal

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Vice Principal

The mission of Blaine County School District is to **inspire, engage, educate,** and **empower** every student.

Hailey Elementary School Mission Statement: We develop global leaders through quality instruction, one student at a time.

## **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. **If your child is ill or absent, we would appreciate you emailing [nsutton@blaineschools.org](mailto:nsutton@blaineschools.org) or calling the office (578-5070) before 9:00 a.m.**

When arriving in the morning, students are to go directly south of the school to the playground, to breakfast in the cafeteria, or to the library. They may not leave the school grounds. **Students should not arrive before 7:30 a.m.** When the 7:55 bell rings, students 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.

**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. Please do not bring other children, because this results in a disruptive, non-productive atmosphere. Student visitors are strongly discouraged. Having school aged children in the school that are not enrolled is a disruption to the educational process.

**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 snowpants 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**. Cell phones may not be used while riding the school bus. 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.**

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 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 Karen Hoffman at 578-5018.

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.. Please check in at the office when you arrive. The lunch periods are as follows:

K-1: 11:30-12:10  
2 & 4: 11:50-12:30  
3 & 5: 12:10-12:50

Children who wish to bring cold lunch may do so. All students should bring a 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 or email to [nsutton@blaineschools.org](mailto:nsutton@blaineschools.org).

## **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.

**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 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:** Parents of Kindergarten, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders should drop students off in the front of the lower building. First and 2<sup>nd</sup> graders should be dropped off at the upper level (office entrance). Preschoolers 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.** It is appreciated if you 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 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 web site is [www.blaineschools.org](http://www.blaineschools.org). On the top toolbar, select "Schools" to take you to the Hailey Elementary web site. The website contains a wealth of information that you can check for upcoming events, calendars, and happenings at Hailey Elementary 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.

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. 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 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 Policy:** The following homework procedure 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.

**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 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. 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. 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:** Teri McKenna and Jeanette McIlhenny are here full time 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. Ms. McKenna and Ms. McIlhenny 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! (4<sup>th</sup> grade)
- Ski Week (3<sup>rd</sup> through 5<sup>th</sup> grades)
- Skate Night
- Science Night & Science Fair
- Welcome Back Ice Cream Social
- Spirit Wear
- Library books
- Computer equipment
- Classroom snacks and supplies
- Playground Equipment
- 5<sup>th</sup> Grade Graduation Party ... and more

For more information, please e-mail [HaileyPTA@gmail.com](mailto: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 Teresa Gregory 788-3481.