

FAMILY HANDBOOK

2014-2015



Hawthorne Elementary School

1520 South Boulevard

Idaho Falls, ID 83402

Phone (208) 525-7636 Fax (208) 525-7640

Staff

Principal	-----	Jennifer Hesse
Secretary	-----	Annette Harvey
Secretary	-----	Sondra Phillipp
Counselor	-----	Shelly Dolinar
Librarian	-----	Michael Cole
Computer Tech	-----	Karen Tauscher
P.E. Specialist	-----	Tara Meachum
Music Specialist	-----	Jennifer Korenke-Stanger
Music Specialist	-----	TBD
Custodian	-----	David Riggs
Custodian Part-time	-----	Marianne Atkinson
Kindergarten	-----	Beth Holton
First Grade	-----	Callie Ford
	-----	Robin Papaioannou
Second Grade	-----	Rhonda Brown
	-----	Lisa Hart
Third Grade	-----	Tosha Brown
	-----	Yvonne Crossan
Fourth Grade	-----	Tressa Long
	-----	Roni Hansen
Fifth Grade	-----	Ty Bischoff
	-----	TC Brandstetter
Sixth Grade	-----	Tori Day
	-----	Hal Tobin
Special Education	-----	Stephanie Stohl
Preschool	-----	Barbara Griggs
	-----	Laura Farley
	-----	Kelly Hammer
	-----	Janine Mortensen
Preschool Aides	-----	Tiffany Bingham
	-----	Ira Barazza
	-----	Sheri Benson
	-----	Kelly Lee
	-----	Larena O'Quinn
	-----	Heidi Bowden
	-----	Corinne Desautel

Title I Tutors	-----	Michelle Shaw
	-----	Dawn Doman
	-----	Kaylene Cortes
	-----	Marlene Griffin
	-----	Deanna Hargis
	-----	Marnie Havas
	-----	Tammy Larsen
	-----	Debra McAfee
	-----	Beverly Penny
Special Education Aides	-----	Kris Haff
	-----	Layne Dalley
	-----	Elise Raposa
	-----	Cheyenne Swanson
Crossing Guard	-----	Vicki Curran
School Psychologist	-----	Mary Ann Vineyard
ECSE	-----	Donna Beckman
ECSE	-----	Amy Fisher
Speech	-----	Kaitlin Bell
Cafeteria	-----	Katie Burnside
	-----	Joy Howell
	-----	Sandy Potter
Lunchroom Monitors	-----	Layne Dalley
	-----	Elise Raposa
	-----	Melissa Summers

GENERAL INFORMATION

PTO (Parent- Teacher - Organization)

Board Members 2014-2015

President Abi Perser

Vice President TBD

Secretary Aimee Barfuss.....

Treasurer Laura Aquino Velez.

Our Parent/Teacher Organization will meet monthly and the days and times will be determined following a survey to be sent home with your child. Please look for the survey and watch for upcoming meeting dates. One of the best ways to improve your child's education is to become involved in their school.

Kindergarten - 6th grades DAILY SCHEDULE (Tuesday - Friday):

8:30	Breakfast
8:45	Playground supervision begins
8:55	School Bell Rings
9:00	Tardy Bell Rings
11:20-12:00	Lunch/Recess (1 st /2 nd grade)
11:50-12:30	Lunch/Recess (3 rd /4 th grade)
12:20-1:00	Lunch/Recess (5 th /6 th grade)
3:05	Dismissal
3:20	Supervision on playground ends
8:45-3:00	Instructional day 1-6
8:45-11:30	Instructional day K (A.M.)
12:15-3:00	Instructional day K (P.M.)
7:50-10:30	Instructional day Preschool (A.M.)
11:20-2:00	Instructional day Preschool (P.M.)

K-6 MONDAY LATE START SCHEDULE

9:30	Breakfast
9:35	Playground supervision begins
9:55	School Bell Rings
10:00	Tardy Bell Rings
11:20-12:00	Lunch/Recess (1 st /2 nd grade)

11:50-12:30	Lunch/Recess (3 rd /4 th grade)
12:20-1:00	Lunch/Recess (5 th /6 th grade)
3:05	Dismissal
3:20	Supervision on playground ends
10:00-3:05	Instructional day 1-6
10:00 -12:12	Instructional day K (A.M.)
12:53-3:05	Instructional day K (P.M.)

PRESCHOOL (Tuesday - Friday):

8:00-10:40	A.M. Preschool
11:20-2:00	P.M. Preschool

NO PRESCHOOL ON MONDAYS

FOOD SERVICES

Breakfast Prices

Elementary	\$1.65
Adult	\$2.35
Milk	\$0.40

Lunch Prices

Elementary	\$2.20
Adult	\$3.45
Milk	\$0.40

Please send checks made out to School District 91. You can pay for lunches a day at a time, week or month. **Please enclose the correct amount of money for the lunches ordered as no change will be given to the children as per district policy.** Please do not combine lunch money with money for other activities in the school as those are separate accounts. Parents are always welcome to come and have lunch at school with students. If a younger sibling will also be eating lunch, they are the same price as an adult lunch. The elementary price is a discounted price for enrolled students. Please call the office before 9:00 a.m. to order lunches or send a note with your child. We order our lunches from Idaho Falls High School and need to place our order by 9:00 a.m. **Free and reduced price lunch applications are available at any time during the year.**

DISTRICT MISSION AND FOCUS:

The mission of Idaho Falls School District #91, in cooperation with our community, is to develop the whole child in an atmosphere of excellence that is characterized by a comprehensive curriculum, quality instruction, mutual respect, and shared responsibility for learning, thus enabling our students to meet or exceed established standards and become life-long learners and self-sufficient citizens.

*Culture that **EMPOWERS***
*Instruction that **ENGAGES***
*Technology that **ENABLES***

ATTENDANCE POLICY

Good attendance at school is an extremely important aspect of each student's education and has many carry-over implications for adult life. It is important that students be in attendance at school on time every day. **If a student must be absent from school, the parent is requested to call the office (525-7630) or email us at Hawthorne@ifschools.org before 9:00 a.m. to report the absence for that day.** If a phone call is not possible, a note explaining the absence must be given to the teacher on the day of return. If parents find it necessary to take students out of school for a period of time, please contact the office in advance. Elementary students are limited to five absences per trimester, with a maximum of 12 days for the year. Please see Board Policy 1002.0 for further information at <http://www.d91.k12.id.us/board/policy/1000.pdf> .

TARDIES

Tardies caused by a late bus, inclement weather, or for medical reasons are excused and shall not be counted on the student's record.

Kindergarten - Students arriving in class after the bell, leaving for a period of time during the day or leaving prior to the end of the school day, will be marked tardy.

Grades 1-6 - Students arriving in class after the bell, leaving for a period of time during the day or leaving prior to the end of the school day, but in attendance for either morning (prior to lunch) or afternoon (after lunch) school sessions will be marked tardy.

Review Process - By the fifth tardy the teacher will contact the parent regarding the child's tardies. The parent contact will be documented by the teacher.

At eight tardies, the teacher will notify the building administrator in writing of the tardy concern regarding a specific child. The principal will make a parent contact to discuss the tardy concern.

At 12 and 16 tardies, the building administrator or designee shall notify the parents in writing and help to develop an attendance plan.

At 20 tardies, the building administrator or designee may complete a truancy referral and notify the parent/guardian of the referral in writing.

ACCIDENTS/INJURIES

If an accident occurs at school, we will call parents or emergency contacts to notify them of the situation. Please keep your contact information current with your teacher and the front office.

ALLERGIES

It is not uncommon for students to have serious allergies. Please notify the office if your child has any allergies. Hawthorne has several students with severe latex allergies and nut allergies. Please do not bring these items to school.

BICYCLES/ROLLERBLADES/SKATEBOARDS/SCOOTERS/WHEELIES

Students riding bikes, skateboards, scooters, or rollerblades to school should walk as soon as they are on school property. Bike racks are available on the playground area and all must be placed in the

racks. No bikes, scooters, or skateboards will be allowed in the building. Students are encouraged to wear helmets and to use locks. [Wheelies are not allowed at school.](#)

BIRTHDAY PARTIES

Occasionally, students wish to celebrate their birthday at school. [Classroom teachers may have their own policy in regards to this](#), and parents and/or students should consult with their teacher in advance. However, there are some general guidelines that parents are asked to follow:

1. No homemade food items may be served at school.
2. It is suggested that something other than a food treat be planned with the teacher's approval.
3. Interruption to the school program should be kept to a minimum.
4. Students should not pass out invitations to private birthday parties at school.

BULLYING

Bullying is an aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength. A child who is being bullied has a hard time defending himself or herself. In order to fulfill the Mission of Hawthorne Elementary, we will provide all students with a safe, bully-free environment that will allow them to learn and grow. Please read Board Policy 1005.8 for further information at <http://www.d91.k12.id.us/board/policy/1000.pdf> .

COLD WEATHER

When the weather becomes extremely cold, we allow students to stay indoors. On the advice of the District's consulting physician, when the temperature is zero degrees (wind chill) or below, the children do not go outside for recess or lunch. Please prepare your child for the temperatures of an Idaho winter by dressing them properly with a heavy coat, hat, gloves or mittens and boots.

CONFERENCES

The conference schedule will be determined at the building level based on the district calendar. This year, Parent-Teacher Conferences will be held December 4th & 5th and March 12th & 13th. The staff is available to meet with parents on these dates to discuss your child's progress in school. You will be notified of your appointment time prior to the beginning of the conference. If there are any conflicts with this time, please contact our office as soon as possible in order to reschedule.

We strive for regular and effective communication with parents. Should the need arise for a conference at any time during the year, please don't hesitate to contact your child's teacher or the school principal, Jennifer Hesse via email or phone in order to make an appointment.

CUSTODY ISSUES

In case of student custody and/or divorce issues, the teacher's "knowledge" is limited to three areas related to the student: academics, attendance, and school behavior. This information is only to be shared with each parent. [This information will not be shared with other parties without a signed exchange of information form on file or when a subpoena is issued.](#)

DISCIPLINE

For further information, refer to board policy 1005

<http://www.d91.k12.id.us/board/policy/1000.pdf>

It is our belief that by encouraging and celebrating positive behavior and by working together as a team, your child's education at Hawthorne will reflect excellent behavior. It is our policy that students be held accountable for their own actions. If a student demonstrates inappropriate behavior, they are dealt with fairly and with dignity. We involve and inform parents when misbehavior arises. It is our belief that children of informed parents experience little misbehavior. We sincerely invite parents to come in and talk with us about concerns. We actively teach the following five behaviors to the students in an effort to make them more successful at school and in their daily lives:

1. **H**onest
2. **A**lways Safe
3. **W**ork Together
4. **K**ind to others
5. **S**ucceeding

A copy of our Discipline Referral Form is in the appendix. This form will be sent home in the event a student has chosen to disrupt the learning environment.

DRESS CODE

Dress and appearance must not present health or safety problems or pose potential disruption of the educational process as judged by school personnel.

Clothing to avoid at school:

- T-shirts or other clothing with inappropriate messages including profanity, alcohol, tobacco, drugs, violence, etc.
- Short shorts or skirts that do not have a hem below the student's fingertips when arms are at sides.
- Halter tops — spaghetti strapped tops
- Clothing that is gang related in any way (intentional or unintentional)
- Haircut, color, or style that distracts and interrupts the learning environment

Students who attend school in inappropriate clothing will be sent to the office. Parents will be notified and will be asked to come to school with school appropriate clothing.

DROP OFF AND PICK UP PROCEDURES

DONATIONS

If parents would like to donate to our school, they are encouraged to donate directly to the school through the front office.

Idaho tax laws now allow for a larger contribution to schools by any Idaho resident, with the maximum allowable donation of \$1000 for a joint income. Half of whatever is donated, whether it is \$10, \$100 or \$1000 becomes your credit. There are some limitations, so contact your tax professional for advice. Additional savings are possible through Federal and Idaho State tax deductions.

This new law will remain in effect until 2016. You can view the bill at <http://www.legislature.idaho.gov/legislation/2010/H0630.htm>. Click on "Statement of Purpose/Fiscal Note" to read the law's full implications.

FIELD TRIPS

Each grade level will attend a minimum of one field trip per school year. Please watch for further information from your child's teacher with details. Field trips are extension of classroom instruction and are relevant to topics students are studying in school.

GRADING

The District #91 Policy states:

1. Parents are informed regularly of student progress.
2. Parents will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory.
3. To the extent possible, distinctions will be made between a student's attitude and academic performance.
4. At comparable levels, the school system will strive for consistency in grading and reporting.
5. When no grades are given, but the student is evaluated informally in terms of their own progress, the school staff will also provide a realistic appraisal of the student's standing in relation to his peers.
6. When grades are given, the school staff will take particular care to explain the meaning of marks and symbols to parents.

The District's adopted grading policy is:

90-100 = A	70-79 = C	59 & below = F
80-89 = B	60-69 = D	

For primary grades, the district adopted policy is a 3 (At Grade Level), 2 (Near Grade Level), or 1 (Below Grade Level).

GUM AND CANDY

Students are not allowed to chew gum at school. Occasionally they may be rewarded with a treat from their teacher, but otherwise candy is also not allowed.

HOMEWORK

1. The relationship between homework and classroom activities should be evident. It should never be busy work or punishment.
2. Homework should meet the ability and maturity levels of the individual students.
3. The type of homework assigned should be varied (i.e. practice, preview, and extension).

4. Homework should be evaluated and feedback provided for the student.
5. The homework program should stress regularity and continuity with a maximum time limit of 10 to 15 minutes daily for grades 1-3; gradually increasing to 45 to 70 minutes daily in grade six.
6. Consideration should be given to the total homework load of students, special school activities, weekends, and holidays.
7. ALL students should read every night.

Acceptable time for reading based upon grade level:

Kindergarten	10—15 min.
1st Grade	15—20 min.
2nd Grade	20—30 min.
3rd Grade	30—40 min.
4th Grade	40—50 min.
5th Grade	50—60 min.
6th Grade	60—70 min.

KEEPING STUDENTS AFTER SCHOOL

A student may not be kept after school unless the teacher receives prior approval from the parents. The teacher needs to contact the parent for the prior approval and contact the office to apprise them of the situation.

MEDICATIONS

All medications, prescription and over the counter must be kept in the front office. No medications will be accepted or allowed to be administered during school hours without a "Physicians and Parent's Request Form" on file.

PACE (Gifted and Talented Program)

PACE is available for qualifying students in grades 3, 4, 5, and 6. All qualifying students will attend on *Thursday*. PACE students **should not** be required to complete all of the class work they missed while attending PACE. However, they need to be knowledgeable about the concepts covered during class while they were gone.

The PACE program will also provide RAD classes periodically for students in grades Kindergarten through second grade.

SAFETY DRILLS

FIRE DRILLS

We will have a minimum of one fire drill each month plus one within the first ten days of school. Please discuss with your child about proper behavior during drills.

LOCKDOWN DRILLS

We will have a minimum of 2 Lockdown drills per year (Fall and Spring). Again, please discuss the importance of these drills with your child and the importance of appropriate behavior.

SCHOOL CLOSURE

The superintendent will determine closures. This information will be announced on the morning radio and TV stations. Additionally, this information will be available through e-mail, text wire, the D91 homepage, or you can call the district hotline at 525-7502 for the same information.

TESTING SCHEDULE

The state and district test required are:

- K-3rd: IRI (Fall: Sept. 2nd - Sept 26th, Winter: Jan. 5th- Jan. 30th, Spring: April 1st - May 1st)
- 4th - 6th: Universal Screening - MAZE (Fall, Winter, Spring)
- 3rd - 6th: ISAT 2.0 (Spring: Specific date to be determined)

Other tests and screenings may be determined at the building or grade level.

VISITORS IN THE CLASSROOM

Occasionally parents and/or students request to have friends or relatives visit school. This situation causes an interruption to the classroom and is not allowed.