Horseshoe Bend School District

2019-20 Elementary Student/Parent Handbook

TABLE OF CONTENTS

Calendar and Schedule……..……2

General Learner Outcomes……..…….3

Contact Information……....…….……..4

Staff…….……...4-5

Parent-Teacher Conferences…….……5

Breakfast and Lunch Prices……..……5

Attendance…….……..…….6-7

Rules and Discipline……..…….……...7-9

Student Policies (Bussing, Closed Campus, Dress Code)……...……..……...9-10

Motto, Mission, Vision……..…..…….…….……10

FERPA and Parental Rights……11-12

For a complete list of district policies, visit http://www.hsbschools.org/school_board/district_policy

This Student Handbook belongs to: _____

ALL VISITORS MUST CHECK IN AT THE DISTRICT OFFICE
(located in the middle school)
BEFORE ENTERING A CLASSROOM.





This is to help protect the safety and academic atmosphere for all students.
Thank you for your cooperation.

2019-20 School Year Calendar

Approved by Board of Trustees on 4/17/19
(Subject to change for updates)

***The district operates on a four-day school week, and there are no school days on Fridays.**
***School starts at 8am and ends at 3:47pm for grades K-12.**

August 13	Registration (Grades PK-12)
August 19-20	Teacher Planning/Inservice
August 21	**First Day of Classes (Grades K-12)**
August 22	Open House / Back-to-School Night (Grades 6-12)
August 26	**First Day of Preschool**
September 2	Labor Day (No School PK-12)
September 20	Teacher Workday (Inservice, Student Enrichment/Intervention)
September 26	Elementary Parent-Teacher Conferences (No School PK-6)
October 18	Teacher Workday (Inservice, Student Enrichment/Intervention)
October 24	End of First Quarter (Grades 6-12)
November 8	Teacher Workday (Inservice, Student Enrichment/Intervention)
November 19	End of First Trimester (Grades PK-5)
November 27-29	Thanksgiving Holiday (No School PK-12)
December 13	Teacher Workday (Inservice, Student Enrichment/Intervention)
December 20–January 3	Christmas HolidayBreak (No School PK-12)
January 6	School Resumes
January 13-16	High School Final Exams
January 16	End of First Semester (Grades 6-12)
January 24	Teacher Workday (Inservice, Student Enrichment/Intervention)
February 6	Elementary Parent-Teacher Conferences (No School PK-6)
February 17	President's Day (No School PK-12)
February20	End of Second Trimester (Grades PK-5)
February 21	Teacher Workday (Inservice, Student Enrichment/Intervention)
March 13	Teacher Workday (Inservice, Student Enrichment/Intervention)
March 19	End of Third Quarter (Grades 6-12)
March 23-27	Spring Break (No School PK-12)
April 17	Teacher Workday (Inservice, Student Enrichment/Intervention)
May 14	Last Day of Preschool
May 15	Teacher Workday (Inservice, Student Enrichment/Intervention)
May 25	Memorial Day (No School K-12)
May 21-28	High School Final Exams
May 28	Last Day of School (Early Release K-12 at 12:30pm)

ELEMENTARY (K-5) SCHEDULE

Breakfast	7:45-8:00	3-5 Lunch	11:30-12:10
K-2 AM Recess	9:45-10:00	2-5 PM Recess	1:20-1:35
3-5AM Recess	10:00-10:15	K-1 PM Recess	1:40-1:55
K-2 Lunch	11:20- 12:00	Dismissal	3:47

GENERAL LEARNER OUTCOMES

Each student completing their education at Horseshoe Bend School shall be a:

Self-Directed Learner *The ability to be responsible for one's own learning.*

- Sets priorities and establishes achievable goals.
- Plans and manages time and resources toward goals.
- Monitors progress and evaluates learning experiences.
- Establishes clear and challenging goals and personal plans for learning.

Community Contributor *The understanding that it is essential for human beings to work together.*

- Respects people's feelings, ideas, abilities, cultural diversity and property.
- Listens patiently for various purposes (taking notes, engaging in dialog) without disruption or interruption.
- Cooperates with and helps and encourages others in-group situations.
- Recognizes and follows rules of conduct (e.g., laws, school rules such as dress code, ID, Chapter 19, sexual harassment, classroom).
- Exhibits personal characteristics such as compassion, conviction, ethics, integrity, motivation, and responsibility.
- Analyzes conflict and discovers methods of cooperative resolution.
- Recognizes that these indicators are applicable in life (classroom, workplace, family, etc.).

Complex Thinker *The ability to perform complex thinking and problem solving.*

- Analyzes and applies learning acquired through school, work, and other experiences.
- Considers multiple perspectives in analyzing a problem.
- Generates new and creative ideas and approaches in developing solutions.
- Uses multiple strategies to solve a variety of problems.
- Implements a solution responsibly.
- Evaluates the effectiveness and ethical considerations of a solution and makes adjustments as needed.

Quality Producer *The ability to recognize and produce quality performance and quality products.*

- Recognizes and understands what quality performances and products are.
- Understands and sets criteria to meet or exceed HCPS II.
- Produces evidence that meets or exceeds HCPS II.

Effective Communicator *The ability to communicate effectively.*

- Listens, interprets, and uses information effectively.
- Communicates effectively and clearly through speaking, using appropriate forms, conventions, and styles to convey ideas and information for a variety of audiences and purposes.
- Reads with understanding various types of written materials and literature and uses information for various purposes.
- Communicates effectively and clearly through writing, using appropriate forms, conventions, and styles to convey ideas and information for a variety of audiences and purposes.
- Observes and makes sense of visual information.

Effective and Ethical User of Technology *The ability to use a variety of technologies effectively and ethically.*

- Uses a variety of technologies in producing an idea or a product.
- Uses a variety of technologies to meet a variety of needs including accessing and managing information and generating new information.
- Understands the impact of technologies on individuals, family, society, and the environment.
- Uses the appropriate technologies for communication, collaboration, research, creativity, and problem solving.
- Understands and respects legal and ethical issues (i.e., intellectual property and copyright).

CONTACT INFORMATION

Horseshoe Bend Elementary School
398 School Dr.
Horseshoe Bend, ID 83629
Phone: (208) 793-2225
Fax: (208) 793-2449
www.hsbschools.org

www.facebook.com/horseshoebendschools

Use the following convention to email staff: **lastnamefirstinitial@hsbschools.org**

STAFF

ADMINISTRATION

Dennis Chesnut	Superintendent / 6-12 Principal
Cora Larson	Elementary Principal

ELEMENTARY TEACHERS / PARAPROFESSIONALS

Tyler Bullington	General Paraprofessional/Computers
Jeanie Chesnut	Title I Paraprofessional
Judy Gatfield	1st Grade
June Hood	Special Education Paraprofessional
Alison Hursh	Art
Laura Johnsen	4th Grade
Valerie Kirtland	Kindergarten
Tracy Koslosky	Title I Paraprofessional
Cora Larson	Elementary Principal/Federal Programs Director
Tammie May	Library
Jeff Longacre	PE
Sharie Shephard-Bouge	Preschool/Special Education Paraprofessional
Susie Vavra	3rd Grade
Tina Anthony	Special Education Paraprofessional
Kerbi Webb	5th Grade
Kelsey Williams	Special Education Director

Parents may request information regarding the professional qualifications of their student's classroom teachers.

SUPPORT STAFF

Trudy Carpenter	Food Services Director / Transportation Director
Pat Goff	Technology Director
Susie Gorbet	High School Secretary / Attendance
Jason Hennig	Psychologist / Counselor
Jerry Kelleher	Maintenance Director
Cecilia Renfro	Business Manager / Board Clerk
LaDonna Vinson	Elementary/Middle School Secretary

Parent-Teacher Conferences

Parent-Teacher Conferences will occur 2-3 times during the school year.

- September. This conference is required for all students. The purpose of this conference is to review the results of initial testing, create student goals, and produce plans for achieving the goals.
- February. This conference is required for all students. The purpose of this conference is to review the results of mid-year assessments, check progress toward goals, and alter plans, if necessary.
- May. This conference is for select students. The purpose of this conference is to review end-of-year assessments and make considerations for the summer and following school year.

Breakfast and Lunch Prices

Parents are encouraged to complete Free and Reduced Priced School Meal Applications available in the middle and high school offices. Families submitting a completed application may be approved to receive meals free or at a reduced price.

All Students Breakfast	$1.75
Adult Breakfast	$2.20
Elementary Student Lunch	$2.35
Middle/High School Student Lunch	$2.60
Adult Lunch	$4.00
Milk	$0.35

ATTENDANCE

All Day Every Day – Attendance Initiative

It is very important that students come to school all day, every day! This means showing up on time and staying through the end of the day. Research has shown a definite connection between strong attendance and high achievement. Being dedicated to attending school all day, every day will lead to higher achievement, good work habits, and greater confidence for students. All day, every day attendance (this means no tardies, absences, or early check-outs for any reason) will be recognized on a monthly, trimester, and yearly basis.

90% Attendance Policy

As our funding depends on attendance, the school goal is to have a minimum of 97% attendance from each student, but students are required to be in attendance at school at least ninety percent (90%) of the time that school is in session during each school semester, and that equates to seven excused absences allowed. The board may deny a promotion to the next grade or deny credit to any student who is not in school at least ninety percent (90%) of the days that school is in session.

Types of Absences

- **Excused Absence** is an absence from school with the knowledge and approval of the student's parent or guardian.
    - Oral or written communication from the parent(s)/guardian(s) is required within 48 hours of the last day of the absence or the absence may be considered truancy, regardless of the reason.
    - If parents have advance knowledge that a student will be absent from classes for more than one day, they are strongly encouraged to make contact with the office. This procedure will allow teachers to be notified prior to the absence and provide them ample time to prepare assignments for the student.
- **Activity Absence** is an absence for school sponsored programs in which classes will be missed (these do not count towards the 90% attendance requirement).
- **Truancy** is an absence without the consent of the student's parent or guardian. This includes an absence from school or class after arrival at school and departure from school during the school day without permission of school officials.
    - Any absence, for one or more class periods/hours, without an oral or written excuse from the parent or guardian within 48 hours may be considered truancy.
    - Class work, homework, and exams missed while truant will be not allowed to be made up for credit and will result in 0%.

Make-Up Work
Make-up work is allowed only for excused absences. One day for every day absent is allowed for completing make-up work. Students are responsible for communicating with teachers for make-up work.

Leaving School Early
Students will be allowed to leave school early at the request of a parent when contact has been made by the parent prior to the time a student has to leave. Students are to sign out just prior to leaving and sign in upon returning in the Attendance Office log. These absences will count towards the 90% attendance requirement.

Tardies
In order to receive critical core instruction, each student must arrive to school on time. Students who are tardy excessively from the instructional program will likely fall behind in academic achievement. A student who is tardy to school not only places his/her learning in jeopardy, but also interrupts the learning of other students.

If a student is tardy, s/he may be required to forego participation in recess and/or "specials" (i.e.: art, library, computers, PE, etc.) in order to make up the time missed due to the tardy.

RULES AND DISCIPLINE

All students must be knowledgeable of the rules that relate to conduct and discipline. See District Policy 539.6.

Two basic principles govern the rules at Horseshoe Bend Elementary:

- Conduct which is disruptive to the educational process is prohibited.
- Conduct which infringes upon the rights, property and safety of others is prohibited.

Classroom Behavior
Teachers will address classroom behaviors in accordance with individual classroom protocols. Inappropriate behavior which results in an interruption of the learning environment that rises above the level of a simple classroom consequence assigned by the teacher will not be tolerated. Choosing such behavior will result in the following consequences:

- **First Offense**: One hour removal from classroom, possible restitution and/or suspension.
- **Second Offense**: One day suspension and/or restitution.
- **Third Offense**: Automatic three day suspension. Parent meeting upon re-admittance to establish a behavior plan.
- **Fourth Offense**: Automatic five day suspension pending an expulsion hearing.

Recess/Outside Behavior

As with classroom behavior, any conduct that infringes upon the rights, property, and safety of others is prohibited. Additionally, the following rules apply to recess/outdoor behavior:

- Stay within playground boundaries
- No contact sports (football must be 2-hand touch)
- No climbing on top of playground equipment
- No climbing on stairs to the Crow's Nest
- No throwing rocks or sand
- Slide down slides feet first, bottom down only

Cell Phones / Mobile Devices

Students may not make or receive phone calls and/or texts during class-time. Consequences are as follows:

- **First Offense**: The device will be confiscated and given to the principal until the end of the school day.
- **Second Offense (and subsequent offenses)**: The device will be confiscated until the end of the year, or until a parent/guardian picks it up. The student will also be given a Disruptive Behavior charge.

Computer Use

Students are automatically allowed to use school owned computers upon enrollment unless a parent states otherwise in writing. Students who access information that is deemed non-acceptable will forfeit their privileges as described in District Policy 698.

Drug / Alcohol / Tobacco Use

Possession or use of drugs and/or paraphernalia, alcohol or tobacco, etc…will be dealt with according to the provisions of District Policy 551.

Fighting / Violent Act (not to level of Assault)

Physical aggression of any nature will not be tolerated. All parties determined to have been contributory may be subject to the following consequences (serious acts of aggression may result in an immediate expulsion hearing):

- **First Offense**: Automatic 1-3 day suspension for all parties involved. Parents notified. One-week suspension from extra-curricular activities.
- **Second Offense**: Automatic suspension of no less than three days. Parent/guardian meeting required prior to re-admittance. One-week suspension from extra-curricular activities.
- **Third Offense**: Suspension, pending an expulsion hearing with Board of Trustees.

Gang Activities

This district has a legitimate educational objective of curtailing gangs and gang activities. All gangs and gang activities, including, but not limited to, wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gestures, codes, or other things which evidence membership or affiliation in any gang is prohibited in any of the public schools in this district and at all school functions. See District Policy 541.

Harassment / Intimidation / Bullying
The physical and emotional safety of students is of utmost importance, and harassment of any kind will not be tolerated. Harassment, intimidation, or bullying means any intentional gesture or any intentional written, verbal, or physical acts or threats against another student. Harassment issues will be investigated and consequences will be determined by school district policy, and could lead to immediate expulsion. See District Policy 506 and 506.5.

Illegal Activities
Illegal activities such as assault, theft, vandalism, harassment, possession of illicit drugs and/or paraphernalia will be dealt with by the authorities and will also result in a suspension of no less than 3 days pending an expulsion hearing. See District Policy 548 and 550.

Insubordination
Refusal to follow a reasonable verbal/written instruction from any school employee will not be tolerated. The following consequences apply:

- **First Offense**: Referral to office with one day suspension.
- **Second Offense**: Minimum three day suspension with parent meeting to establish behavior plan.
- **Third Offense**: Suspension pending an expulsion hearing.

Weapons
This district is committed to providing a safe environment for all students and staff. As a result, this district has a policy of "zero tolerance" for students who bring weapons or other objects/substances to school which are a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process. Consequences will follow established Board and Federal policies. See District Policy 541.

STUDENT POLICIES

Bussing
Transportation to and from school is a privilege and a convenience provided to students by the Horseshoe Bend School District and the State of Idaho. Students who do not follow the bus rules, or who cause distractions for the driver, may lose the privilege of riding the bus.

Students getting off the bus at a location other than their home will be required to bring a permission slip from a parent/guardian**,** have a release form from the office, and a permission slip from the receiving home.

Closed Campus

Horseshoe Bend School District is a closed campus, which means that once a student arrives at school, he/she must stay on campus until the end of the school day. Elementary students are not permitted to leave campus during lunch.

Dress Code

Students should be dressed in clothes that are comfortable for learning in the classroom and being active during recess and PE. The following are in violation of the dress code and will not be allowed:

- Any clothing articles that reveal stomach, breasts, buttocks, or underwear of any type.
- Tops that are strapless or backless.
- Bare feet.
- Clothing, jewelry, accessories, or other items that display an inappropriate message (profanity, gangs, drugs, alcohol, tobacco, sexual innuendo, hate, etc…). All staff members have the authority to determine whether or not an item of apparel is or is not acceptable and to order you to either change or cover it.
- Headwear inside the buildings.

If a student's clothing is deemed in violation of the dress code, the student will be asked to change clothing, even if that means calling a parent to bring appropriate clothing to school. If a change of clothing is not possible, the student will spend the remainder of the school day in in-school suspension.

Recess During Inclement Weather

Recess will be held outside unless it is raining or the temperature drops below 20 degrees. Students should dress accordingly and be prepared with warm clothing during cold weather.

For a complete list of district policies, visit
http://www.hsbschools.org/school_board/district_policy

Elementary School Motto

Have Integrity
Show Respect
Be Kind

Mission: Empower Through Education
Vision: A school that is celebrated for its academic excellence where students realize their potential and are prepared for the opportunities of a rapidly changing world.

Horseshoe Bend Elementary is a Title I School. Title I is a federally-funded program under the Elementary and Secondary Education Act (ESEA) of 1965, reauthorized by Every Student Succeeds Act (ESSA) in 1995. Title I provides additional academic support beyond the core reading and math programs. Schools qualify for Title I based upon the percentage of socioeconomically disadvantaged students; however, Title I support is provided based solely upon academic need.

Federal law requires that each school district receiving Title I funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.
As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- To request the state qualifications for your child's teacher or instructional aide, please Cora Larson at larsonc@hsbschools.org or (208)793-2225.

Family Education Rights and Privacy Act (FERPA)
Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Horseshoe Bend School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Horseshoe Bend School District may disclose appropriately designated "directory information" without written consent, unless you have advised the Horseshoe Bend School District to the contrary in accordance with Horseshoe Bend School District procedures. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Horseshoe Bend School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Horseshoe Bend School District in writing by September 1. Horseshoe Bend School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems.

Parental Rights and Involvement (See Policy 639)

A student's parent or guardian has the right to reasonable academic accommodation from his or her child's school. For the purposes of this policy only, "reasonable accommodation" means the school shall make its best effort to enable a parent or guardian to exercise their rights without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises for school activities and the efficient allocation of expenditures, while balancing the parental rights of parents and guardians, the educational needs of other students, the academic and behavioral impacts to a classroom, a teacher's workload and the assurance of the safe and efficient operations of the school.

Parents are invited and encouraged to communicate with district administration their concerns and input in such areas as homework, attendance and discipline. Four Leadership Team meetings annually will be identified as parent-invite meetings where parents are welcome to attend, participate, and determine the agenda of discussion/action items. Various methods such as email, newsletters, website, etc…will be used to ensure parents are aware of the district's invitation.

Via the district's website, or by request, parents have access to the district's course catalog and individual course syllabi, and upon request, they will be presented with learning materials for their review, which will include any supplemental educational materials.

Parents who object to any learning material or activity on the basis that it harms their child or impairs their firmly held beliefs, values or principals, may withdraw their child from the activity, class or program in which the material is used. Parents must inform the teacher and building principal in a timely fashion of their concerns and their intent to withdraw their child from the activity, class or program in which the material is used. Reasonable accommodations will be made for the child including temporary placement in another classroom and an effort to provide an alternate assignment or activity.

Withdrawing a child from an activity, class, or program required for advancement or graduation under board or state approved curricula does not waive requirements and may result in adverse consequences to the child's education, including but not limited to, ineligibility to advance to the next grade level, ineligibility to enroll in other classes, and/or denial of diplomas or other certificates.