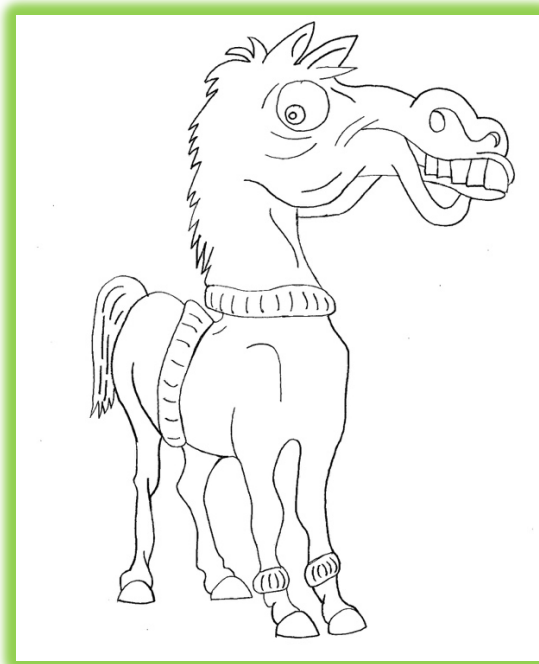


# Groveland Elementary



HOME OF THE BRONCOS

Phone 785-8829

Fax 785-8859

District Website: [www.d55.k12.id.us](http://www.d55.k12.id.us)

School Website: <https://www.bfsdgroveland.org>

Parent/Student Handbook  
2021-2022

**DISTRICT ADMINISTRATIVE STAFF**

Brian Kress, Superintendent  
Ryan Wilson, Assistant Superintendent & Title IX Coordinator  
Lynette Carter, Student Support Services Director  
Joy Mickelsen, Federal Programs and Grants

**BOARD OF TRUSTEES**

Kevin Callahan  
Karen Driscoll  
Sonja Harris  
Bonnie Hepworth  
Mary Jo Marlow

**Blackfoot School District #55 Mission Statement**

Kids are our core ~ Educators are our foundation ~ Parents, families and  
community are our partners

Connections ~ Communication ~ Collaboration ~ Innovation

Together We Overcome

**Groveland Elementary Mission Statement**

Excellence in Education to Ensure the Future with Success  
Today!

## Groveland Elementary School Staff

Principal Secretary	Brandee Hewatt Angie Ojeda	hewab@d55.k12.id.us ojedangi@d55.k12.id.us
Kindergarten Homerooms <b>Class of 2034</b>	Kimberly Little Malissa Schreiber	littkimb@d55.k12.id.us schrmali@d55.k12.id.us
1 <sup>st</sup> Grade Homerooms <b>Class of 2033</b>	Emily Abercrombie Dara Stuart	aberemil@d55.k12.id.us stuadaara@d55.k12.id.us
2 <sup>nd</sup> Grade Homerooms <b>Class of 2032</b>	Lori Cronquist Doris Gilk	cronlori@d55.k12.id.us gilkd@d55.k12.id.us
3 <sup>rd</sup> Grade Homerooms <b>Class of 2031</b>	Kimi Evans Jennifer Watson	evankimb@d55.k12.id.us dekaj@d55.k12.id.us
4 <sup>th</sup> Grade Homerooms <b>Class of 2030</b>	Kaitlin Hall Megan Thornley	hallkait@d55.k12.id.us thormega@d55.k12.id.us
5 <sup>th</sup> Grade Homerooms <b>Class of 2029</b>	BJ Adams Elisa Miskin	adambarb@d55.k12.id.us miske@d55.k12.id.us
High Impact Interventionist	Ashley Bartauskyy	barta@d55.k12.id.us
High Impact paraprofessionals	Anita Hernandez Jennifer Johnson Courtney Martinez	
Support Services Teachers	Darcy Barnes Megan Christensen	barndarc@d55.k12.id.us chrimega@d55.k12.id.us
Support Services paraprofessionals	Tonya Kunz Joanee Owens Courtney Martinez	
School Counselor	Ashley Armstrong	armsashl@d55.k12.id.us
Librarian	Erin Davis	davierin@d55.k12.id.us
Indian Education	Yolanda Vialpando	vialyola@d55.k12.id.us
Kitchen Manager	Susan Jensen	jenssusa@d55.k12.id.us

## School Day

The front door will be opened at 7:30 a.m. and supervision will begin at that time. **There will be NO supervision before 7:30 a.m.** Students may come into the school on days when there is inclement or extremely cold weather; otherwise students should be outside on the playground.

At 7:55 a.m. the bell will ring to alert students to go the classroom. **All students should be in line and be ready for the day to begin at that time. The tardy bell will ring at 8:00 a.m.**

## Bell Schedule

7:30 Breakfast starts/Doors open  
7:55 Students line up and are escorted to class  
8:00 School Begins-Tardy bell rings

### **LUNCH SCHEDULE**

Grade	Lunch Period	Lunch	Recess
K	11:15-11:55	11:15-11:35	11:35-11:55
1 <sup>st</sup>	11:15-11:55	(1H) 11:15-11:35 (1S) 11:35-11:55	(1H) 11:35-11:55 (1S) 11:15-11:35
2 <sup>nd</sup>	11:15-11:55	11:35-11:55	11:15-11:35
3 <sup>rd</sup>	12:00-12:40	11:45-12:05	12:05-12:25
4 <sup>th</sup>	12:00-12:40	(4H) 12:00-12:20 (4T) 12:20-12:40	(4H) 12:20-12:40 (4T) 12:00-12:20
5 <sup>th</sup>	12:00-12:40	12:20-12:40	12:00-12:20

1:00-1:15 Recess K, 1<sup>st</sup> and 2<sup>nd</sup> grade  
3:10 School day ends

# Attendance

## **ABSENCE AND TRUANCY (See Idaho Code, 33-202)**

Regular and punctual patterns of attendance shall be expected of each student enrolled in Blackfoot School District No.55. It is recognized that absence from school is necessary under certain conditions. Every effort should be made by parents/guardians, students, teachers, and administrators to keep absence and tardiness to a minimum. A student's attendance at school is the responsibility of the student and the parents/guardians. It is the responsibility of the student to get make-up work for any absence at the teacher's convenience. **Any absences will be counted toward a loss of credit from secondary students and may be used towards retention of students in grades K-6.** At the end of the grading period, parents and students can submit evidence of those absences which may justify the lost credit being reinstated.

**Pre-excused Absence:** An absence which is pre-arranged with the administration or his/her designee.

**Verified Absence:** A student with a written or verbal excuse from his/her parents/guardians.

**Truancy:** A student who is absent from school or class without the permission and knowledge of his/her parents/guardians and school authorities is truant. Any absence that has not been verified by parents and or guardian within 24 hours of the absence.

**Excessive Absences:** When a student has been excessively absent from school during any one (1) trimester or quarter, the student and his/her parents will meet with the school's attendance review committee.

The school will also advise the parents/guardians and the student in Grades K-12 of their right to appeal the loss of credit or recommendation for retention if they feel there are unusual or extraordinary reasons for the absences. If the parents/guardians and the student want an appeal conference, they must contact the school principal to arrange the conference.

**Habitual Truant:** A habitual truant is any pupil who, in the judgement of the Board of Trustees, repeatedly has violated the attendance regulations established by the Board; or any child whose parents or guardians, or any of them, have failed or refused to cause such child to be instructed as provided in Section 33-207.

*Whenever it shall come to the attention of the Board of Trustees of any school district that the parents or guardians of any child are failing to meet the requirements of Section 33-207, a petition shall be filed with the probate court of the county in which the child resides, as provided in Sections 33-206.*

## **PROCEDURE**

When a child is absent, a written notification, telephone or personal contact from the parent/guardian is required. Notification is required prior to the absence whenever possible. Please call the school office by 9:00 A.M.

Absences must be cleared up within 24 hours of the student returning to school. This can be done by either a phone call or a written excuse. Absences not verified by parents within a three-day period will be classified as unexcused and dealt with accordingly.

## **ABSENCES**

Absences are considered verified when the parent and the school have full knowledge and they are based upon one of the following reasons:

- ☺ Emergency as determined by the parent or principal
- ☺ Illness
- ☺ Death in the family
- ☺ Emergency, medical, or dental appointment (non-emergency dental and medical appointments should be made outside of school hours)
- ☺ Special absences approved in advance by the classroom teacher and building principal
- ☺ Authorized religious holidays

## **UNEXCUSED ABSENCES**

- ☹ Truancy
  - ☹ Suspension
  - ☹ Shopping
  - ☹ Babysitting
  - ☹ Household duties
  - ☹ Unapproved trips or vacations
  - ☹ Missing the school bus
  - ☹ Missing school all day for unapproved reasons before or after routine medical or dental appointments.
- Absences not listed will be considered according to each individual case by principal, teacher.

## **EXCESSIVE ABSENCES**

Excessive absences can jeopardize the educational process of a student. Beginning on the first day of school, absences will be reported daily to the school office by each teacher. Upon the student's **third (3<sup>rd</sup>)** absence a letter will be sent home in the students' take-home folder and signed and returned to the classroom teacher. When the **fifth (5)** absence in the school year occurs, a letter of notification will be sent to the parent/guardian of the student. The classroom teacher will contact the parent/guardian and discuss and document the reason for the student's absences. After the **tenth (10)** absence notification will be sent home, this time requesting a personal conference with involved school personnel to discuss the attendance policies and to address student concerns. The purpose of this meeting is to determine:

- A. The severity of the attendance problem
- B. The consequences of the excessive absenteeism on the child's academic progress
- C. Recommendations to rectify the lack of grade level achievement

Upon the **eighteenth (18)** day of absence in the school year, notification will be sent home to the parent/guardian requiring a meeting with the teacher, administrator and members of the school's behavior/leadership team.

Regular attendance is defined as missing no more than 18 days per school year. If a student misses more than 18 days per school year parents will be required to meet with the teacher and administrator. If appropriate, the documentation of absences will then be forwarded to the Bingham County Prosecutor's office. A court appearance may be required by the Bingham County Prosecutor's office.

**All attendance letters will be placed in the child's file for further reference if needed.**

**STUDENTS WHO ARE ABSENT FROM SCHOOL FOR ANY REASON OR AMOUNT OF TIME DURING ANY GIVEN WEEK WILL BE REQUIRED TO ATTEND STUDY HALL DURING THE BRONCO PARTY.**

## Tardies

It is the philosophy of the Blackfoot School District that children need to be in school on time. School begins at 8:10 a.m. We feel the beginning of the day sets the tone for a successful day. When the students are on time they begin the day in a positive manner. Students who come to school late feel embarrassed and frustrated. It is difficult to replicate instructions and directions for the assigned work. Consequently, the rest of the day is spent trying to catch up. We do not wish for students to work under stress. It is much better for students to begin the day feeling comfortable and confident. It is our desire that parents/guardians recognize the responsibility for students to be punctual.

**Tardy:** Students who are not in their assigned area when the tardy bell rings will be considered tardy. Tardiness can only be considered excused if covered by a Medical Professional's note or by school approval.

**Unexcused Tardy:** Any unexcused tardy is a tardy except those covered by a Medical Professional's note or by school approval.

### **PROCEDURE**

Any student who is not in his/her assigned area at 8:10 a.m. will be considered tardy. We have a policy at our school called "Bell to Bell" which means that if your child is not in his/her assigned area at 8:00 a.m. and /or is checked out early before 3:05 pm. Your child will receive a tardy.

Consequences of being tardy:

- 1<sup>st</sup> tardy- warning
- 2<sup>nd</sup> tardy- call parents
- 3<sup>rd</sup> tardy- Study Hall during BRONCO party
  - **Each tardy thereafter will be continued participation in Study Hall during BRONCO party**

## **BRONCO PARTY**

Groveland Elementary will recognize students who demonstrate exceptional character education and do their best to keep school safe, secure and comfortable. Each week, students will have the opportunity to earn the privilege of attending a BRONCO Party. This party will have various structured activities throughout the school that students will have chosen to participate in on the Monday prior to the party.

Party time: Thursdays or other designated day.

**STUDENTS MAY BE DISMISSED FROM THE BRONCO PARTY FOR BEHAVIOR, ATTENDANCE OR TARDY ISSUES.**

## Birthdays and Classroom Treats

**Many of our students have medical conditions that involve food allergies, intolerances, diabetes, sensitivities, etc. It is preferred that homemade or home baked foods are not brought into the school to share with other students. Food brought into school for birthdays or other activities should be commercially prepared, packaged and labeled-listing all ingredients and nutritional information.**

If you plan on having a birthday party for your child during the school year at your home after school, please plan away from school (invitation, gifts, etc.) or invite your child's total classroom. Hurt feelings occur when only certain students are invited to a party.

## Busing

It is important that the school be accountable for students while being transported on school busses. Therefore, all students **must** ride their designated bus unless parents provide **written notification**. The bus driver will give a written conduct report to the school, and parents will be notified if the driver deems a student to have inappropriate bus behavior. Inappropriate bus behavior may result in being suspended from riding the bus. The safe and proper transportation of students on school busses is of significant importance to all parties concerned. The conduct of students whether waiting for transportation, or while being transported, should be the same conduct as expected of students while in class. We will not tolerate any behavior that prevents the bus driver from carrying out his/her responsibilities, intimidates, or that prevents fellow passengers from having a safe ride to and from school.

**For additional information please refer to the district bussing handbook.**

## Communication

Our goal is to have an open line of communication between the school and home. This can be accomplished in several different ways. Notes or letters sent home by teachers or school personnel should be read by parents and if a response is requested, parents are asked to do so as soon as possible. If you need to talk with your child's teacher, another staff member, or the principal, please call and if that individual is unavailable, leave your name and number and your call will be returned. Appointments are most appreciated unless immediate attention to a concern is needed. We encourage you to come visit your child's classroom. Please notify the teacher and set up a time or a day. Throughout the year the school will have open-houses, book fairs, and group meetings. Please come and learn more about your child's school.

Parents and patrons of the school district are encouraged to communicate particular problems with the classroom teacher or building principal before addressing the superintendent.

**Please refer to the Blackfoot School Dist. #55 Policy No: 222**



# Discipline

## PRINCIPLES

- Every person deserves to be respected.
- Every person deserves to be safe, to feel safe, and to be free from danger.
- Students attend school to learn academics, behavioral skills, social skills and learning is enhanced in a physically and emotionally safe environment.
- Learning is enhanced by the establishment of academic and behavioral expectations.
- Special emphasis will be placed on the teaching of self-discipline, good citizenship and social skills.

## SCHOOL RULES

- I will follow directions the first time given.
- I will keep my hands, feet, mouth, and objects to myself.
- I will put people up, not down.
- I will always be in the proper place.
- I will walk in the building always.
- I will use all materials and equipment properly.

## DISCIPLINE PLAN

Inappropriate behaviors at Groveland Elementary fall into 3 categories or levels of offenses. Each level is addressed either by the classroom teacher or the school administration. Consequences for misbehavior may include exclusion from field trips and other school incentive activities.

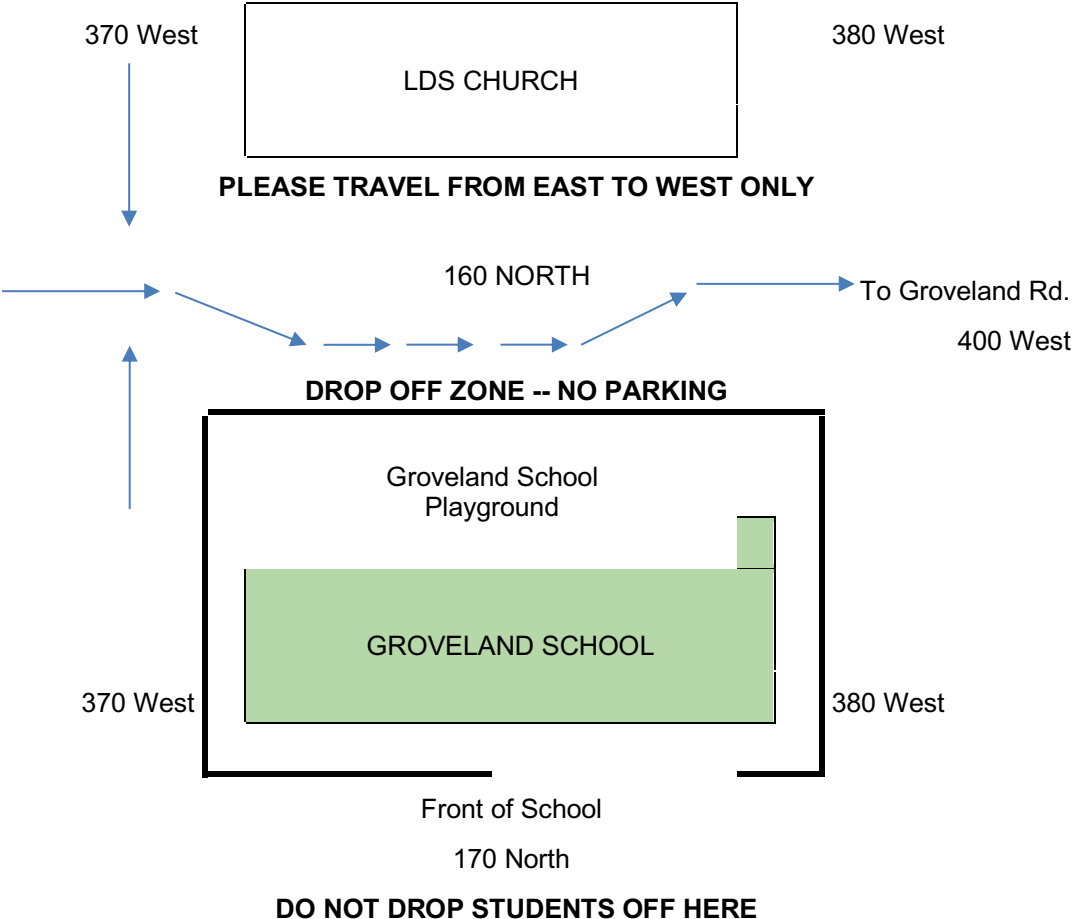
**All teachers will review the discipline policies and procedures in detail with their students during the first week of each school year. A brief review will also be conducted during the first week of each grading period.**

# Driving Students to School /CAR RIDERS

The safety of our students at Groveland Elementary is our greatest concern. We have developed a drop off and pick up zone that we feel ensures that safety of our students.

**Please drop-off and pick-up your passengers in the car rider line located at the rear of the school playground on 160 North.** Car rider students will only be allowed to be dropped off and picked up in this area. Parents are asked to travel on this road from east to west only. Do not park or leave your car unattended in this area, but line-up and leave as soon as you have collected or dropped off students.

## DROP OFF AND PICK UP ZONE



Parents visiting the school are welcome to park in the front of the building

# Breakfast and Lunch

Breakfast and lunch will be served to the students daily. Breakfast and lunch prices for Groveland students are listed in the charts below. Parents are welcome to eat hot lunch with their child. If you plan to eat, please call the school by 9 a.m. so that the cooks can plan for enough food.

**Due to sanitation issues student use of school microwaves will NOT be permitted. If a food item needs to be warmed, parents are strongly encouraged to heat food at home and send in a thermal container.**

Breakfast is served from 7:30 to 7:55 a.m.  
See Bell Schedule for grade-level lunch periods.

## Breakfast Prices

Prices	Per Day	Per 4 Days	Per 20 Days
Full Price	\$2.00	\$8.00	\$40.00
Reduced Price	\$0.30	\$1.20	\$6.00
Adult Price	\$2.65	\$10.60	\$53.00
Milk	\$0.50	\$2.00	\$8.00

## Lunch Prices

Prices	Per Day	Per 4 Days	Per 20 Days
Full Price	\$2.75	\$11.00	\$55.00
Reduced Price	\$0.40	\$1.60	\$8.00
Adult Price	\$4.00	\$16.00	\$80.00
Milk	\$0.50	\$2.00	\$8.00

# Bullying, Intimidation and Harassment

*“Not in our classrooms--Not in our schools--Not in our district!”*

It is the policy of this district to maintain a safe school environment for all students while attending school, riding the school bus, and attending district-sponsored activities on school premises or at other locations. Bullying, intimidation and harassment, regardless of the specific nature of the students’ behavior, is disruptive to a safe school environment and will not be tolerated.

Blackfoot School District is committed to the continued implementation of a district-wide bullying, intimidation, and harassment prevention plan. The prevention plan creates awareness and commits to addressing the problem.

Blackfoot School District students will:

- Not bully others.
- Help others who are being bullied.
- Include everyone in activities – especially those who tend to be left out.
- Report incidents of bullying, intimidation and harassment.

**Mission Statement:** To make the school environment safe for students both physically and psychologically.

## Bullying, Intimidation, and Harassment Reporting Procedures

Any incident of bullying, intimidation or harassment will be reported to school personnel immediately.

1. Any student or parent of a student should immediately report any incident of bullying, intimidation or harassment to school personnel. A Blackfoot School District Incident Report will be completed.
2. Any district employee who receives a report, becomes aware of, or in good faith believes that a student is being subjected to bullying, intimidation or harassment is required to report the matter to the building principal immediately. A Blackfoot School District Incident Report will be completed.
3. Any district employee who witnesses bullying, intimidation or harassment of a student will take immediate, appropriate action to intervene and stop the incident. A Blackfoot School District Incident Report will be completed.

When a Blackfoot School District Incident Reporting Form is filled out, the following steps will be taken:

1. A written statement from the complainant will be obtained regarding the allegations;
2. A written statement from the accused will be obtained;
3. Written statements from any witnesses will be obtained;
4. A final written incident report detailing the investigation will be completed.
5. \*Blackfoot School District Incident Reporting Forms are available at every school in the main office.

## Dress Code

It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. The standards of appearance for students shall ensure that the student be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are in conformity with the studious atmosphere and good personal hygiene necessary in schools.

Dress or appearance of no student shall be extreme to the point of creating a disturbance or hazard to oneself, others, or school property. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process.

School is a professional work environment for students. Compliance with the dress code policy is the responsibility of every student and parent. The dress code policy is to be enforced by all staff members. Parents may be contacted and a change of clothing requested in cases where students arrive at school dressed inappropriately.

**Please refer to the Blackfoot School Dist. #55 Policy No: 517**

## Electronic Communication and Entertainment Devices

Electronic communication and entertainment devices shall include, but not be limited to cell phones, iPod, Blackberry's, pagers, MP3 players and other similar devices or media players, without regard to the commercial name or manufacturer of the device.

**Students who choose to bring the devices to school will follow the school rules or the individual classroom rules for such devices.** Violation of this policy will result in the device being confiscated.

The school will use reasonable care to safeguard confiscated devices, but will not be responsible if the devices are lost or stolen.

Please note that students are never required to bring their own devices to school.

## Emergency School Closures

A decision to close the schools in District #55 will be made after the following procedures are followed:

- 1) The decision to hold or cancel school as a result of bad weather will be made by 6:00 a.m.
  - a) The announcement to close schools will be given to the following radio/TV stations by 6:00 a.m.
    - 1)KLCE FM (97.3)
    - 2)KID AM (590)
    - 3)KWIK AM (1240)
    - 4)KUPI AM (980)
    - 5)KZBQ FM (93.7)
    - 6)KIDK (3)
    - 7)KIFI (8)
    - 8)KPVI (6)

2) The decision process will involve the following input:

- a) Weather spotter reports—several spotters are contacted to get assessment of the weather and road conditions in different areas of the district.
- b) County Road Supervisor's assessment report.
- c) Fort Hall Roads Supervisor's assessment report.
- d) Bus contractor's assessment.
- e) Neighboring school districts are assessed.
- f) When the temperature is reported to be 20 degrees below zero or more, or 20 below or more with the wind chill.

### **Parents:**

**Please have in place an emergency plan for early school closures that take place while your child is here at the school. Discuss with them thoroughly, what they should do.**

## Facilities Usage

Board policy states: "District facilities may be made available for community use on a rental basis when such activity is not in conflict with the District needs and when the activity is compatible with the facility being requested. It is not intended for the School District to compete with other privately-owned space that may be otherwise available.

To reserve Groveland Elementary for after school activities, please call the office 2 weeks before the desired date.

## Health and immunization

State law requires all elementary students to have proof of immunization. Any pertinent health information should be shared with the office and the teacher. For the protection of your child, complete immunization will be required before the student enters Groveland Elementary.

Groveland Elementary staff members are concerned for the health and well-being of all our students. If a child runs a temperature, is deemed truly ill, or has an injury that appears to require medical attention, parents will be called and will be expected to come immediately.

## Homework

### **TEACHERS MAY SEND HOME PRACTICE TASKS ON SKILLS BEING TAUGHT**

**It is Groveland Elementary Policy that through *DAILY HIGH IMPACT* time students will:**

- Complete unfinished classwork
- Extend learning opportunities
- Differentiate learning
- Clarify any academic questions and concerns
- Students will be expected to adhere to ALL assignment deadlines

**\*Teachers will adhere to a 7 day turn around on all completed assignments.**

**\*All classroom assignments will only be corrected by Groveland staff members.**

## Items from Home

Students are not to bring personal items to school that distract from the educational process. Students who attend class or ride buses with items that are a distraction will have them confiscated and turned into the school office. Students may not bring toys, pets, radios, CD players, iPods, electronic games, etc. unless they have received prior approval from the classroom teacher. Groveland Elementary will not accept responsibility for loss of these items. If, after obtaining the approval of the teacher, a pet is brought to school, the parents should bring the pet just before and take the pet home immediately after showing it to the class. No animals will be permitted on the bus.

Student use of portable media players and other electronic communication and/or entertainment devices is disruptive to the educational process and/or the learning environment. Students are prohibited from the use of these devices during the regular instruction school day. Students who choose to bring the devices to school are required to leave them in their lockers. Violation of this policy will result in the device being confiscated. The district will use reasonable care to safeguard confiscated devices, but will not be responsible if the devices are lost or stolen.

Definition: Electronic communication and entertainment devices shall include, but not be limited to, cell phones, IPODs, pagers, MP3 players and other similar devices or media players, without regard to the commercial name or manufacturer of the device.

## Lost and Found

Misplaced coats, jackets, hats, gloves and any other item will be put into lost and found. Students and parents may look through the lost and found if any personal item is missing. During Parent Teacher Conference we will set out our lost items to be claimed by parents. All item not claimed will be donated to charity. PLEASE PUT YOUR CHILD'S NAME ON COATS AND BACKPACKS SO ITEMS CAN BE RETURNED WHEN LOST.

## Medication Administration

The following information summarizes School District #55 procedure regarding the administration of medication during school hours. For more complete information please consult **District Policy #520**.

1. Parents and physician should make every effort to avoid the necessity of medicating students during school hours. Where possible, medication schedules should be developed which provide for the administration of medication before or after school hours. Parents are encouraged to keep students' home with short-term illnesses until they no longer require medication. When there is no other reasonable alternative, district personnel may assist with the administration of medication to students.
2. Any parent/guardian requesting that district personnel assist with the administration of medication must meet with principal or designee and provide a signed Medication Request and Release form and a copy of the prescription for the student. Separate Medication Request and Release forms and separate prescriptions or orders are required for each medication. Any change in type, frequency or dosage of medication will require a new Medication Request and Release form and a new prescription or order.
3. No district employee may assist with the administration of medication that has not been prescribed or ordered by the child's physician. THIS PROHIBITION ALSO APPLIES TO OVER-THE-COUNTER MEDICATIONS.
4. The parent shall deliver the medication that is to be administered in a labeled container which sets forth the name of the student to receive the medication, the name and dosage of the medication, the name of the prescribing physician, and the instructions for administration. If in pill form the medication must be in the exact dosage. The instructions on the label of the medication must match the physician's instructions on the Medication Request and Release form.

## Safety and Evacuation Plan

Due to recent crisis in some schools in the United States, the District has asked school to develop a Safety Plan. The parents and staff have developed a plan that should increase safety for all children at school. The plan includes procedures for **EVACUATION** (for fires, bomb threats, etc.) and **LOCKDOWN** (intruders, violence) and **SHELTER** in place. Part of the Safety Plan requires that all doors except the front door remained locked at all times. A Safe place has been identified in the event that we would need to evacuate the school grounds. Teachers and staff are aware of the plan and students have been trained on all procedures. The school conducts monthly fire drills and may also conduct other drills to ensure the safety of our students.

**All visitors must check in at the office window, sign in, wear a school pass and be allowed access through the door security system.**

## Student Check-Out Procedure

In order to assure the safety of Groveland students, this check-out procedure will be followed during school hours:

Parents (or guardians) will be required to check into the office window before picking up a student during the school day. **NO STUDENT WILL BE RELEASED FROM CLASS UNTIL THE CHECK-OUT SIGNATURE IS VERIFIED BY OFFICE STAFF.**

The school secretary will use the phone to notify the teacher that a parent is here to pick up the student.

If the student is being checked out of school by someone other than the parent, the parent **MUST** call the school office before the person arrives. If a note is sent, the school secretary will call the parent to confirm the identity of the person checking out the student. The school will **REQUIRE** picture identification.

## Student Injuries

Even with the greatest precautions and close supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

**EMERGENCY CONTACT NUMBERS ARE EXTREMELY VITAL AND SHOULD BE KEPT UP TO DATE BY PARENTS**

## School Records/FERPA

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.



Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## Student Placement

It is district policy to provide the best placement possible for your children. We try to provide excellent instruction and opportunities for learning in each and every classroom. Your child's adjustment to a variety of teaching styles and personalities is an important part of the educational process.

We solicit your support and cooperation for the effort that has gone into the placement of your child in a certain classroom. We need a team effort to make this school year a success for everyone concerned, particularly your child (ren).

## Student Restraint

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with school board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. The parent/guardian will be informed when any of these actions have occurred as soon as possible after any such incident. These policies will be available with other school board policies to all parents electronically via our website or as a hard copy on request.

**Please refer to Blackfoot School Board Policy No: 553 Restraint and Seclusion, pg. 7**

## Student Safety

Be sure that your child knows and can tell:

1. First and last name
2. Street address
3. Parent's names
4. Phone number

Tell your child to go directly to and from school. Don't stop to play, or explore....and never talk to strangers! If your child walks to school, choose the safest route to and from school. Walk together several times before the school year begins so that your child is familiar with the route.

Bikes: Be sure to walk bikes across the street Lock them up. Do not ride on the playground during school hours.

Driveways: Watch for cars backing up or pulling out

Bus stops: Stay off the street and keep close to the bus stop. Watch for the driver to signal for you to cross.

## Student Telephone Calls and Messages

Please do not call the office and request that a message be delivered to your student. With over 200 students and 30 adults in the building, the office staff is unable to deliver messages. Of course, if you experience a family emergency, we will be happy to assist you. If the student's teacher deems a phone call necessary, he/she will allow the student to use the classroom telephone or provide the student with a pass to use the office telephone. Students will not be allowed to use the school phones to arrange visits with friends. Phones are for emergencies. Social calls by children cannot be permitted because of the necessity of keeping the telephone lines free for school business. Parents are requested to send a note in the morning if their child is not riding the bus home. If you must take your child off the bus, please do so **before 2:45p.m.** to avoid confusion.

## Recess

We encourage parents to dress students appropriately for the school day. This means hats, mittens, boots, a warm coat and bare legs covered when the weather and temperature dictate such attire. Students are **expected** to go outside during recess times. The fresh air and opportunity to run and play during the school day are healthy and also give the students a welcome break from their classroom studies. Teachers often have other responsibilities (duties) during recess time and cannot remain with students in the classroom. Therefore, students who have medical needs or other situations in which they must remain indoors will only be allowed in supervised areas during recess.

During times of inclement weather and/or extreme cold, all children are kept inside during recesses.

## Title IX: Compliance Statement

In accordance with Title IX of the Educational Amendments of 1972, PL 92-318:

"No student will be denied admittance to any class or extracurricular activity based on color, race, national origin, religion, age, sex, or exceptionality."

Title IX: Coordinator

Any questions or concern should be directed to District Title IX Coordinator.

Mr. Ryan Wilson  
Title IX Coordinator  
Phone: (208) 785-8800  
Fax: (208) 785-8809  
Email: [wilsr@d55.k12.id.us](mailto:wilsr@d55.k12.id.us)