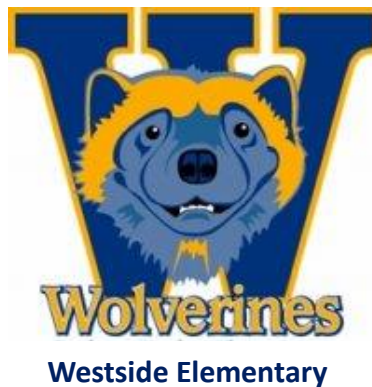


**WESTSIDE ELEMENTARY SCHOOL**  
Student and Parent Handbook



**Be Safe**  
**Be Respectful**  
**Be Responsible**

**Build Westside Pride!**

2680 Newman Drive  
Idaho Falls, ID 83402  
(208) 525 – 7666  
FAX: (208) 525 – 7671

## Table of Contents

Principal's Message	Pg. 3
Important Notices- School Security, Changes to Typical Student Transportation, Messages	Pg. 3
Westside Mission, Vision, Collective Commitments	Pg. 4
School-wide Expectations	Pg. 5
School Arrival and Departure	Pg. 6
Driving Your Child to School	Pg. 6
Attendance Policy and Procedures	Pg. 7
<u>School Policies and Procedures</u>	
Bicycles	Pg. 8
Birthdays	Pg. 8
Candy and Toys	Pg. 8
Cell Phones and Electronic Devices	Pg. 8
Class Placement	Pg. 8
Cold Weather	Pg. 9
Communication	Pg. 9
Discipline	Pg. 9
Dress Code	Pg. 9
Enrollment	Pg. 10
Grading	Pg. 10
Homework	Pg. 10
Injuries	Pg. 11
Lost and Found	Pg. 11
Pets/Animals	Pg. 11
School Closure Information	Pg. 11
Student Health	Pg. 11
Staying after School	Pg. 12
Transferring or Withdrawal	Pg. 12
Visitors	Pg. 12
Volunteers	Pg. 12
Zero Tolerance for Weapons and Explosives	Pg. 12
Westside Faculty and Staff	Pg. 13
Parent Teacher Board (PTO)	Pg. 14

## PRINCIPAL'S MESSAGE

Welcome to Westside!

At Westside Elementary School, we have a long history of academic excellence and community involvement. Our devoted teachers and staff are committed to ensuring all students leave Westside with the knowledge, skills, and attributes in literacy, numeracy, and college/career readiness to succeed in middle school.

Our Westside parents have many opportunities to be involved. Parents may conduct small reading groups, help students explore science concepts, assist teachers during art lessons, or get involved in a PTO committee. We are counting on your help and support! By working together, we can make every student's school year successful.

This handbook provides an overview of our school policy and procedures. Please contact me if you have questions or need additional information. I look forward to getting to know this year's students and families!

Sincerely  
Terry L. Miller

## IMPORTANT NOTICES

### **1. School Security – Student and Staff Safety - We take student and school staff safety seriously.**

- All non-school personnel are required to use the front entrance
  - Please sign-in at the office to receive a badge
  - Students will be released to parents at the front office
- If students must leave during the school day:
- Parents must sign them out at the office
  - Students will not be released to parents from classrooms or to individuals under 18 years
  - Please develop a meeting location so your children know what they are expected to do after school ends

### **2. Changes to Typical Student Transportation**

- If there is a deviation from normal transportation arrangements, please inform the school
  - Students must bring written confirmation from a parent informing us of the change or parents must call the office prior to 1:45 pm informing us of changes.
  - Students will not be allowed to deviate from expected transportation arrangements without notification

### **3. Messages**

To avoid interruptions in the classroom, teachers and students will not be called out of the classroom for a phone call unless there is an emergency. Please do not call with student messages after 1:45 pm.

**Please plan for how your child will get home from school prior to their arrival at school.**

# Westside Elementary School

## Mission

*We inspire children to be curious, love learning, and participate in their communities.*

## Vision

We envision a school community in which students, teachers, staff and parents:

- Work cooperatively and collaboratively to accomplish our mission
- Commit to clear and measurable academic learning targets
- Treat each other with respect and kindness
- Respect individual differences
- Celebrate effort and achievement



## Collective Commitments

We will:

1. Identify clear and measurable learning targets and help students and parents understand how the learning targets will be taught and measured.
2. Use varied and balanced assessments to guide our instruction.
3. Provide additional and timely instruction until students become proficient. We will extend learning for students who are proficient.
4. Teach students our schoolwide expectations and acknowledge students for learning and playing cooperatively.
5. Foster individual student responsibility by teaching problem solving skills and by providing opportunities for students to make responsible choices and develop leadership skills.
6. Help students set individual learning goals, monitor their progress, and celebrate their achievements.
7. Model lifelong learning through reflection, adaptation, and professional growth.
8. Communicate frequently with parents so together, we can ensure all students meet or exceed our learning targets.

## School-wide Expectations

### CAFETERIA

#### **Be Safe**

Walk at all times  
Keep hands and feet to self  
Sit on the bench with feet on the floor  
Eat only your food

#### **Be Respectful**

Use good manners  
Use a conversation voice  
Stop, look and listen when the duty signals

#### **Be Responsible**

Keep balls and equipment in classroom carrier      Enter your number correctly and quickly  
Clean up after yourself  
Empty and stack your tray  
Stay in your seat until you are excused

### RESTROOMS

#### **Be Safe**

Keep hands and feet to self  
Use equipment appropriately  
Wash your hands with soap and water

#### **Be Respectful**

Respect the privacy of others

#### **Be Responsible**

Use a hall pass  
Flush the toilet  
Put towels in the garbage can  
Return to classroom promptly  
Report problems to an adult

### HALLWAYS

#### **Be Safe**

Walk at all times  
Keep hands and feet to self

#### **Be Respectful**

Walk without talking  
Stay on the right side of the hall

#### **Be Responsible**

Use a hall pass  
Hang up your clothing and backpacks

### CLASSROOMS

#### **Be Safe**

Walk at all times  
Keep hands and feet to self  
Push in chairs  
Keep 4 on the floor

#### **Be Respectful**

Listen and watch your teacher  
Take turns  
Talk when it is your turn

#### **Be Responsible**

Come to class prepared and on time  
Follow directions the first time  
Be ready to learn  
Clean up around your desk  
Take care of personal and school property

### BUS AREAS

#### **Be Safe**

Walk at all times  
Keep hands and feet to self  
Stay on the sidewalk  
Walk bikes and skateboards on school property

#### **Be Respectful**

Follow the bus driver's instructions  
Use kind words and actions  
Get in and out of cars quickly

#### **Be Responsible**

Be on time

### PLAYGROUND

#### **Be Safe**

Dress for the weather  
Keep hands and feet to self  
Stay within view of the duty aide  
Use equipment appropriately  
Get help for big problems

#### **Be Respectful**

Stop, look and listen when the duty whistles  
Follow adult directions  
Use kind words and actions  
Play with others  
Take turns on the equipment and during games

#### **Be Responsible**

Ask permission to use the restroom  
Line up quickly when the bell rings  
Be quiet in line  
Bring equipment and jackets inside

Close the outside doors correctly

## School Arrival and Departure

<b>8:05-8:15 am</b>	Outside supervision
<b>8:00-8:18 am</b>	Breakfast – students may enter through the front door and go outside with their class if they finish before 8:15 am
<b>8:15 am</b>	Students enter the building through their grade level doors.
<b>8:20 am</b>	Students must be in their classrooms. Students who arrive after 8:20 are tardy and parents need to sign them in at the office.
<b>2:25 pm</b>	Students are dismissed. We request they leave the school grounds.
<b>2:25-2:35 pm</b>	Outside supervision



## Driving Your Child to School

Please help us keep our students safe:

1. Please drop off and pick up passengers in the drop-off/pick-up zone.
2. The drop-off/pick-up zone is a NO PARKING area. Double parking in the loading zone is forbidden
3. Do not drop off/pick up students in the parking lot designated for Westside Staff parking. Our youngest students wait and play in this area.
4. Students will wait on the sidewalk by the loading sign. They may not cross the parking lots to reach a car.
5. Please do not walk between waiting cars.

## Driving Your Child to School (cont'd.)

6. Walk on the sidewalks.
7. Visitors may use both parking lots in front of the school if you are staying at school during the day.
8. Students walking to school should cross streets at crosswalks only and always stay on the sidewalk.

### **Bus Area**

1. No cars are allowed in the west parking area. Our state laws require a designated bussing zone free of cars and pedestrians.

## Idaho Falls School District #91 Attendance Policy and Procedures

The Idaho Falls School District 91 Board of Trustees and Westside teachers recognize that regular attendance is positively related to student achievement. Parents and teachers share in the responsibility for making school attendance a priority.

**Excused absence:** An excused absence is one that the parent/legal guardian knew of, approved, and cleared with the attendance office. Students should not have more than five (5) excused absences in a trimester with the following exceptions:

- Death in the family
- School-sponsored activities
- Major or chronic illness/medical condition verified by state licensed medical practitioner.

**Unexcused absence:** An unexcused absence is one in which the parent/legal guardian did not have knowledge of, and/or did not approve, and/or did not clear with the office. Unexcused absences may be made up outside of school time.

### **Plan of Action**

Any Absence – Please notify the school (525-7666) by 8:20 A.M. (9:20 Monday) on the day your child is absent. This helps us confirm that each child is accounted for.

Excessive Absence or Tardiness – If a pattern of absenteeism develops, the teacher will contact the parent/guardians to determine needs. The teacher will notify the principal concerning the absences and/or tardiness.

Principal Intervention – After the teacher has made a contact with the parents/guardians concerning excessive absences and/or tardiness, if necessary, the principal will then take steps to help in correcting any further problems. This assistance may include involvement of the truant officer or initiating a referral to the Department of Health and Welfare.

Pursuant to Idaho Code 33-206 YOUR STUDENT MUST ATTEND SCHOOL. It is the parent's responsibility to ensure regular attendance. Please familiarize yourself with the District's Attendance Policy which can be found on the District's website

NOTE: Our intent is to solve attendance problems quickly so that the children will not fall behind and become discouraged.

## School Policies and Procedures

### Bicycles

Please observe the following guidelines if your child rides his/her bike to school:

Students riding bikes to school should walk their bikes as soon as they are on school property. Bike racks are available on the west side of school and all bikes are to be kept there during school hours. Students are encouraged to wear a helmet and lock up their bikes. Parents are encouraged to discuss safety precautions and help their students identify safe routes to school

### Birthdays

Occasionally, students wish to observe their birthdays at school. District and school guidelines are presented below.

1. No home prepared food items may be served as a treat at school.
2. Please contact the classroom teacher for information on (a) food allergies and (b) the best time to bring treats to school so interruptions are kept to a minimum.
3. Invitations to private parties at home should not be passed out at school; it is more appropriate to do this privately, out of school.

### Candy and Toys

Students should not bring gum, candy, toys (e.g., hard balls, bats, trading cards, etc.) or hand held games. Basket and soccer balls are allowed as long as students follow the before/after school and playground rules.

### Cell Phones and Electronic Devices

If your child needs to carry a cell phone for safety reasons before or after school, then the phone must be turned off and stored in the student's backpack during school hours. Cell phones used during school hours will be confiscated and parents may pick them up at the office. Parents always have the ability to contact their student through the school phone if an emergency arises.

Other electronic devices may be used by students with the permission of the classroom teacher and at the discretion of the principal. In addition to the expectations identified in the district's *Technology Use* and *Westside's Chromebook Compacts*, students will:

- Only use appropriate technology at teachers' discretion
- Use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
- Not call, text message, email, or electronically communicate with others from their personal device.

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization. Students shall be responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to, or borrowed and misused by other students, device owners are jointly responsible for the misuse or policy violations.

Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

### Class Placement

Every teacher and student has unique talents and needs. We do our best to place your child in the class that will provide an environment that optimizes success, and at the same time, maintain a balance between classes at the same grade level. Academic, emotional, social, and personal needs of each child are considered when placing a



student in a classroom. Parents may provide input in this process by describing the characteristics that affect your child's learning and the environment in which you believe he or she might best achieve on a *Parent Input* form. Forms are available in our office. **Please do not request a specific teacher.**

### **Cold Weather**

When the weather becomes extremely cold, students stay indoors. On the advice of the District's consulting physician, the policy is as follows: When the temperature is zero degrees or below (with wind chill), students do not go outside. Please see that your child is dressed appropriately for our cold Idaho winters.

### **Communication**

Please contact teachers via phone or email whenever a need arises. Teachers in kindergarten-third grade send home *A Week at a Glance* with information on your student's learning targets, homework activities and weekly events. Teachers in 4<sup>th</sup>-6<sup>th</sup> grade assist students in recording similar information in their Student Planners. Please make it a habit to check these items daily.

Parents who subscribe to Text Messages will receive timely notices on school cancellations, emergencies, and special reminders such as Parent Teacher Conferences and Early Releases. First, verify Westside has your cell phone number; then text SUBSCRIBE to 67587.

We encourage parents to sign up for a PowerSchool account in order to have easy access to their child's grades. Directions for creating a Powerschool account can be found at: <https://ps.d91.k12.id.us/public/>.

### **Discipline**

Our goal is to create a positive and productive learning environment by teaching school-wide expectations and recognizing students' efforts to follow our expectations. Teachers and staff will provide verbal positive feedback, CLAW tickets, and parent contacts for positive behavior. When students violate policy, appropriate interventions will take place according to individual classroom plans. Parents will be notified when students repeatedly violate policy or when major discipline incidents occur. When major or repeated discipline incidents occur, the student is referred to the principal, parents are contacted, and the student is placed in a remedial or corrective discipline plan that may include the following options:

- |  |  |
|--|--|
| Counseling   | Loss of recess time                    |
| Detention or In-school suspension  | Out of school suspension               |
| Parent conference  | A more restrictive educational setting |
| School/community service   | Restitution                            |
| Reporting to law enforcement authorities for severe or criminal actions etc. |  |

All students are entitled to appropriate **due process** in all matters of school discipline.

### **Dress Code**

Dress and appearance must not present health or safety problems or pose potential disruption of the educational process as adjudged by school personnel. When students wear inappropriate clothing, parents will be notified and asked to bring a change of clothing to school. The guidelines listed below will help us establish and maintain a positive, safe, and focused learning environment.

- Always dress for the weather. Coats, hats, gloves, boots, etc.
- Hats are to be removed when entering the building during school hours.
- Clothing should not reference drugs, alcohol, or tobacco products.
- Clothing with profanity, vulgarity or demeaning language or pictures, and clothing associated with gangs or gang symbols is not allowed.
- Revealing clothing (e.g., midriff-type shirts, muscle shirts, low-riders, short skirts or shorts, etc.) is not allowed.

- Students will need tennis shoes on their PE day. For safety reasons, flip flops are discouraged because students go outside 2 times daily.

### **Enrollment**

Parents must provide their child’s birth certificate, record of immunizations, and proof of residency when enrolling a child in our district for the first time. Student registration forms are online at [www.d91.k12.id.us](http://www.d91.k12.id.us).

### **Grading**

Kindergarten students receive a checklist of skills noting mastery at the end of each grading period. In grades 1, 2 and Spectrum students are evaluated on mastery of specific concepts in terms of “Demonstrates Consistency”, “Progressing/Improving” or Needs Improvement”. For grades 3 through 6, a traditional evaluation system is provided as follows:

- 90% - 100% = A
- 89% - 80% = B
- 79% - 70% = C
- 69% - 60% = D

Please refer to the School Calendar for the end dates of each grading period. Report cards are sent home at the end of each trimester and progress reports are sent home every six weeks.

### **Homework**

#### ***Definition***

Homework refers to tasks that students are assigned to do on their own time, after school hours, as an extension of classroom work. Types of homework include:

- |           |  |
|-----------|--|
| PRACTICE: | The most common and simple type of assignment. This is given to help student’s master specific skills. Practice exercises should be limited to material presented in class.  |
| PREVIEW   | Preview assignments are given to prepare students to gain maximum benefit from subsequent lessons.   |
| EXTENSION | Extension assignments are given to determine if the students can transfer a new skill or concept to a new situation. Extension assignments differ from practice assignments in the degree of application and abstract thinking required.   |
| CREATIVE  | Creative assignments require students to integrate many skills and concepts in the process of producing a response. Creative assignments normally take more time to complete (from several days to weeks) than the other three types. Book reports and research projects are examples of this type of assignments. |

#### ***Purpose***

1. Homework assignments should stem from class work, providing students an opportunity to apply, supplement and reinforce information they have learned.
2. Homework allows students to complete unfinished class assignments and make up work missed during absences.
3. Homework gives the student the experience of working independently which helps develop initiative, self-discipline, responsibility and independence.
4. Homework can be a vehicle through which teacher expectations, student progress and the school’s curriculum are shared with parents.

#### ***Recommendations***

1. The relationship between homework and classroom activities should be evident. It should never be busywork nor construed to be punishment.
2. Homework should meet the ability and maturity levels of the individual students.
3. Homework should be evaluated and feedback provided for the student.
4. The homework program should stress regularity and continuity. A MAXIMUM time limit of 15 to 20 minutes daily for grades 1 – 3, gradually increasing to 45 to 60 minutes daily in grade six.
5. CONSIDERATION should be given to the total homework load of students, special school activities, weekends and holidays.

## **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 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.

## **Lost and Found**

There are many items left at the school every year by the student. Please feel free to check our lost and found or ask at the office for items left by your child. Large items coats, hats, gloves, etc. will be in the lost and found box. Small items rings, watches, etc. will be in the office. At the end of each month, the Lost and Found will be cleaned out and given to a charitable organization. This day will be the last calendar for the month which is a weekday that school is in session. To help return lost items – PLEASE put your child's name on everything they bring to school.

## **Pets/Animals**

Student pets or animals are not permitted at school unless preapproved by the teacher and/or principal. Pets/Animals that pose a safety hazard (biting) or health hazard (allergens) are not permitted.

## **School Closure Information**

### ***General Closure Information***

- The decision to close school will be made by the Superintendent based upon the best information available.
- When possible, announcements will be made by 6 A.M. Later announcements will be a function of events leading to school closure occurring after 6 A.M.
- Unless it is impossible for school officials to be at school, schools will always be open to receive students. On closure days, students who do arrive at school will not be released until a parent has been notified and has advised school officials as to how or to whom the child should be released.

### ***Announcements regarding closure are publicized as follows:***

Text messages, District website, local radio and TV stations, or district hotline at 525-7502. To sign up for Text Messages, verify your school has your cell phone number and text SUBSCRIBE to 67587.

## **Student Health**

### ***Allergies***

If your child has food allergies please complete the *Medical Statement to Request Special Meals or Accommodations* form. Please complete the form even if you plan on having your child eat cold lunch all year. We need this information for classroom parties and to keep your child safe.

### ***Immunizations***

The **Idaho Immunization Law:** Idaho Code 39-4801, Title 2, Chapter 15, states that ALL students attending public, private, and parochial schools shall provide valid proof of immunizations before they are allowed to enroll in school. The minimum immunization requirements for student enrollment are:

- 5 doses - DPT, DT
- 3 doses - Polio
- 2 doses - MMR (measles, mumps, rubella)
- 3 doses - Hepatitis B

### ***Medications***

If your child will need medication during the school day, please complete the *Physician's and Parent's Request for the Administration of Medication During School Hours by School Personnel* form. A new form must be completed for each school year.

### **Staying after School**

Occasionally students may be required to stay after school to complete assignments or as a result of inappropriate behavior. The teacher or the student will notify you if he or she needs to stay after school at the teacher's request. Students will not be kept without your permission.

### **Transferring or Withdrawal**

If you are leaving District #91 or transferring to another school within our district, please notify the office in advance. This will allow us time to complete our checkout procedures. Please return all school materials including library books. Their new school will request their records from our office. Your child's lunch money will automatically transfer to another D91 school.

### **Visitors**

Please feel free to visit the school. We encourage you to inform your child's teachers if you plan to visit the classroom so arrangements can be made for your comfort. Parents are always welcome at school. Occasionally parents and/or students request to have siblings, relatives, or friends visit/attend school. This can cause interruptions in the classroom and is not allowed.

### **Volunteers**

What are the rewards of volunteering? What is it that makes it worthwhile to take time out of busy schedules to help out at school? Parents report the following benefits of volunteering:

- **Firsthand Knowledge about the School:** Volunteering gives you the opportunity to meet teachers and observe what happens at school. You can then evaluate what your child says (and what other parents tell you) based on your own impressions.
- **A Sense of Belonging:** Volunteering connects you to the place where your child spends many hours each day.
- **Increased Confidence:** You can feel more confident in advocating for your child when you feel a personal link to the school.
- **Social Opportunities:** Volunteers meet other parents and make new friends. Sometimes it is difficult to get to know people in your neighborhood.
- **Skill Development:** Many parents gain experience in building databases, editing publications, fundraising, and managing projects through volunteering. **A Sense of Achievement:** Volunteering can produce tangible rewards, such as watching a child you tutor grasp a math concept or seeing the new computer purchased with grocery receipts.
- **Appreciation from your child:** Children like to see visible signs that you care. They enjoy seeing you relate to school staff members. It helps them link home and school.
- **Reinforcing the Importance of School:** By spending time on school activities, you are letting students know that school is important – you want them to work hard and achieve success.

### **Zero Tolerance for Weapons and Explosives**

It is the policy of the Board of Trustees of School District 91 that any student who has a firearm or explosive in their possession (either on their person, in the purse, or backpack) will be immediately suspended from school. The administration of the building where the offense occurred will hold a Due Process hearing within five (5) days of the incident and make a written recommendation for expulsion to the Board of Trustees, if appropriate.

If petitioned for expulsion, the Board will hold such hearing at its next regularly scheduled meeting, or at a special meeting if the Board deems necessary. Any student who displays a knife, or uses or threatens to use any other instrument or device as a weapon, including bullying and physical violence against another student or staff

member, will be immediately suspended from school. The administration will hold a Due Process hearing within five days of the incident that led to the suspension. Depending on the circumstances involved, the administration may recommend that the Board of Trustees expel the student.

### **Idaho Falls School District 91 Education Foundation**

The IFSD91 Education Foundation supports or funds programs that advance academic achievement, encourages curriculum and classroom enhancements, and connects students to their futures. Through our support elementary students can visit museums, watch a performing arts event, or perform in a musical. These enrichment activities expose students to areas of learning or art that would not otherwise be attainable. Curriculum support enables the district to accelerate the State's new Idaho Core Standards. Teachers have a variety of ways to apply for grants and/or earn money for special projects from the Foundations. Not only is it our goal to help enhance classroom learning, it is also our goal to assist teachers in providing basic classroom supplies so teachers do not have to spend their own funds. For more information on how to donate, please see <http://idahofallsedfounda.wixsite.com/edfoundation>.