SAWTOOTH

ELEMENTARY



2025-2026

Noell Bautista,
Principal

Shannon Youngman,
Associate Principal

NOTE: The information contained in this handbook does NOT supersede Twin Falls School District Policies.

Sawtooth 2025-2026

School Hours

Monday	Tuesday-Friday	Early Release Days
8:00 am – 2:00 pm	8:00 am – 3:00 pm	8:00 am – 12:45 pm

Bell Schedule

Monday Schedule		Tues, Wed, Thurs & Fri Schedule	
Breakfast Begins	7:30	Breakfast Begins	7:30
School Begins	8:00	School Begins	8:00
Tardy Bell	8:05	Tardy Bell	8:05
AM Recess (K)	10:00 – 10:15	AM Recess (K)	10:10 – 10:25
AM Recess (1st)	10:20 – 10:35	AM Recess (1st)	9:40 – 9:55
AM Recess (2nd)	9:50 – 10:05	AM Recess (2nd)	10:00 – 10:15
AM Recess (3rd)	9:30 – 9:45	AM Recess (3rd)	10:20 – 10:35
AM Recess (4th)	10:10 – 10:25	AM Recess (4th)	9:50 – 10:05
AM Recess (5th)	9:40 – 9:55	AM Recess (5th)	9:30 – 9:45
Lunch		**Lunch**	
Kindergarten	11:05 – 11:45	Kindergarten	11:05 – 11:45
1st Grade	11:15 – 11:55	1st Grade	11:15 – 11:55
2nd Grade	11:25 – 12:05	2nd Grade	11:25 – 12:05
3rd Grade	11:55 – 12:35	3rd Grade	12:00 – 12:40
4th Grade	11:40 – 12:25	4th Grade	11:45 – 12:25
5th Grade	11:35 – 12:15	5th Grade	11:35 – 12:15
AM Recess (K & 1)	1:15 – 1:30	AM Recess (K)	1:45 – 2:00
AM Recess (2nd)	1:05 – 1:20	AM Recess (1st)	1:35 – 1:50
AM Recess (3rd)	12:55 – 1:10	AM Recess (2nd)	1:15 – 1:30
		AM Recess (3rd)	2:05 – 2:20
		AM Recess (4th)	1:25 – 1:40
		AM Recess (5th)	1:55 – 2:10
Dismissal	2:00	Dismissal	3:00

Sawtooth Elementary

2025-2026 Absence/Tardy Voicemail

208.732.7500

- It is for your child's safety that the teacher is notified of an absence/tardy.
- Please call before 7:30 am to report absence/tardy.
- Do not call the office…notify the teacher directly.

Steps to follow:

1. Call 208.732.7500
2. Enter the teacher's extension
3. Provide the date, parent name, students name, and reason absent or tardy.

Teacher's Name	Grade	Extension	Room #
Deanna Carter	Kindergarten	5835	Room 25
Debbie Stanger	Kindergarten	5836	Room26
Aleta Ramberg	Kindergarten	5831	Room 4
Stephanie Downing	1st Grade	5811	Room 1
Amelia Johnson	1st Grade	5812	Room 2
Teresa King	1st Grade	5813	Room 3
Anna Brand	2nd Grade	5816	Room 5
Erin Brittain	2nd Grade	5822	Room 6
Connie Cuellar	2nd Grade	5818	Room 8
Chelsea Kelley	3rd Grade	5821	Room 9
Breanna Hugill	3rd Grade	5820	Room 10
TBD	3rd Grade	5817	Room 11
Gina Black	3rd Grade	5827	Room 12
Joni Mottern	4th Grade	5834	Room 21
TBD	4th Grade	TBD	Room 22
Karen Wach	4th Grade	5833	Room 23
Mary Rios	4th Grade	5832	Room 24
Rachelle Straubhaar	5th Grade	5814	Room 17
Garrett Glasheen	5th Grade	5845	Room 19
Brittany Waschuk	5th Grade	5829	Room 20
April Poutalie	Extended Resource	5819	Portable 2

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About Sawtooth Elementary

Mission Statement

Our mission at Sawtooth Elementary is to create a safe and supportive learning environment.

Vision Statement

At Sawtooth Elementary we encourage intellectual risks, build positive attitudes, and reach our full potential. We show respect and integrity as contributing members of the community.

Guiding Principles

Sawtooth Elementary reinforces positive behaviors using the Saber PRIDE guiding principles. All common area and classroom expectations should be aligned to these guiding principles. These are the Saber PRIDE Guiding Principles:

- **P**ositive Attitude: Be the attitude you want to be around
- **R**espect: Treat others how you want to be treated
- **I**ntegrity: Do the right thing even when no one is watching
- **D**iscipline: Doing what needs to be done, even if you don't feel like doing it.
- **E**xcellence: Do your very best every time

Common Area Expectations

Sawtooth Sabers PRIDE!

	Positive Attitude	Respect	Integrity	Discipline	Excellence
Assemblies	Smile at others Share the space Participate respectfully	Eyes and ears on the speaker Voice Level 0 Be respectful to your neighbor (arms closed, criss-cross applesauce	Stay in your own space Clean up your area Make smart choices	Get seated quickly Enter/exit quietly TEAM lines	Walk in a TEAM line Support the participants Celebrate appropriately
Bathrooms	Know when to go Walk directly to the bathroom SIlent Waves in the hall	Stay in your personal space Use stalls appropriately Respect the privacy of others	Voice level 0 Throw away trash in the garbage can Keep water and soap in the sink	In and out Flush Act, flush, wash, dry & leave	Report problems to an adult Go directly to your destination
Bus	Greet the bus driver Welcome the person sitting by you	Let the driver focus on their job Voice level 1	Pick up any trash you see Use kind words	Stay seated Use appropriate language	Report problems to the bus driver
Cafeteria	Smile at others Share the bench Try new foods (You may like it!)	Use good manners (please, thank you) Voice level 1 or 2 Be respectful to your neighbor	Stay in your own space Clean up your area Help others in need	Get seated quickly & eat Wait to be excused Dump Tray Carefully	Walk in a team line Be a Sensational Saber
Classrooms	Be the attitude you want to be around	Treat others the way you want to be treated	Do the right thing, even when no one's watching	Do what needs to be done, even if you don't want to	Do your very best, every time
Hallways	Smile at others in the hallway Silent waves Stay focused	TEAM lines (more below) Voice Level 0 Let others learn in their classes	Go directly to your destination Make smart choices Pick up papers or lost items	Arms closed Art and posters stay on the wall TEAM lines	Report problems to an adult Be a Sensational Saber
Playground	Try new games Play with new people Have fun	Voice level 4 Pick up trash Invite friends to play	Use equipment appropriately Play games fairly Make smart choices	Line up when the bell rings Listen to adult directions Stay in personal space	Report Problems to an adult Line up in team lines

Sawtooth Discipline Policy

At Sawtooth Elementary, we strive to promote a healthy, safe, and respectful school environment for all members of the Sabertooth Pride. Our school district uses the Safe and Civil Schools model for discipline and effective intervention. Our school-wide approach is to teach students expected behavior throughout the school, including inside and outside the school. During the first few weeks of school, we focus on teaching our school's guiding principles, procedures and expectations while in all of our common areas. Teachers also explicitly teach their classroom expectations, rules and guidelines for success.

Schoolwide Discipline Procedures

Teachers maintain class rules and consequences, utilizing positive classroom management techniques and communicate these classroom rules and consequences to parents and students. School rules are also discussed with students regularly.

School administrators serve as support for teachers and students, addressing continued/continual classroom disruptions and behaviors. Appropriate consequences for behaviors addressed by school administration may include a required suspension. It is important to realize that before a student is referred to administration, unless it is a severe problem, the teacher has often provided a warning(s), counseling, and classroom consequences to the student regarding misbehavior.

Office Referrals and Behavior Incidents

Office referrals and behavior incidents are issued to students when conduct becomes disruptive to providing a positive learning environment. Behaviors which warrant an incident referral include and are not limited to:

- Having an uncooperative attitude; disregarding the direction of an adult
- Chronically being dishonest or disrespectful
- Physical contact with others: pushing, hurting another student, fighting
- Having dangerous items at school
- Safety issues: throwing items, dangerous use of supplies, causing harm, etc
- Disrupting class in a way that prevents others from learning
- Repeating dress code violations
- Having playground problems
- Using unacceptable language or swearing
- Committing vandalism

Information Regarding Parent Right to Receive Teacher Information

Dear TFSD Parent:

Federal law requires that each school district receiving Title 1 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.

The Twin Falls School District schools receiving Federal Title I funds are: Bickel, Harrison, Lincoln, Sawtooth, Oregon Trail, Perrine, and Morningside Elementary Schools; Vera C. O'Leary Middle School, Robert Stuart Middle School, Bridge Academy, and Magic Valley High School. 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?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

Each school is to notify parents during registration at the beginning of the year and the Twin Falls School District will also post this "Parent Rights" information on the District Website. To request the state qualifications for your child's teacher or instructional aide from the District Office, please contact Sonia DeLeon at 733-6900.

Sincerely:

Ryan Nesmith, Director
Federal Programs, Policy and Grants

NCLB 1111(h)(6)

POLICY TITLE: Video Surveillance POLICY NO: 3560

The Board believes that the use of videotaping equipment can make positive contributions to the health, safety, and welfare of all students, staff, and visitors to the District, as well as safeguard District facilities and equipment. Having carefully weighed and balanced rights of privacy of students, staff and visitors against the District's goal of ensuring the safety of every student, employee and visitor while they are on school district property and also accomplish the goal of safeguarding District facilities and equipment, the Board hereby authorizes the use of video cameras on District property as follows:

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students and visitors on District property, and to safeguard District facilities and equipment.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Additionally, notices shall be posted on or about School District property alerting those on School District property that the district is utilizing the use of Video Surveillance.

Review of any video recordings is restricted to those who have a security, a safety or a legitimate educational interest.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Video tapes that are records of student and/or staff behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student and/or staff record and shall be subject to current law for the release of student record information and/or personnel record.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School District to investigate violations of School District policy.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video cameras may be installed in public locations as deemed appropriate by the Superintendent, and shall not be installed in areas with a reasonable expectation of privacy.

Audio shall not be part of the video recordings made, reviewed, or stored by the

District. ♦♦♦♦♦♦♦

Cross-Reference: 3570 Student Records

Legal Reference: Idaho Code Section 33-512
Family Educational Rights and Privacy Act (FERPA)

Policy History
ADOPTED: 8/11/14
ISBA
REVISED:

Twin Falls School District
Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. **The right to inspect and copy the student's education records within a reasonable time from the day the District receives a request for access.** Students less than eighteen (18) years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.

   The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

   The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

   When the student reaches eighteen (18) years of age, or is attending an institution of post secondary education, all rights and privileges accorded to the parent become exclusively those of the student.

2. **The right to request the amendment of the student's education records that the parent(s)/ guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.**

   Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

   If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

   Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other person.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

5. **The right to prohibit the release of directory information concerning the parent's/ guardian's child.**

   Throughout the school year, the District may release directory information regarding students, limited to:

   - name
   - address
   - photograph
   - gender
   - grade level
   - birth date and place
   - parents'/guardians' names and addresses
   - academic awards, degrees, and honors
   - information in relation to school-sponsored activities, organizations, and athletics
   - major field of study
   - period of attendance in school

6. **The right to request that student directory information not be released to military recruiters and/or institutions of higher education.**

   Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

   Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

   The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Ave, SW
   Washington, DC 20202-4605

FERPA Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Twin Falls School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Twin Falls School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Twin Falls School District to include this type of information from your child's education records in certain school publications. 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* (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 wish to have your child's directory information released, please indicate so on the *TFSD Student Opt-Out Form*, located on our website at www.tfsd.k12.id.us. Please understand that signing this form would exclude your child's directory information from any documents that are typically made public or relating to school-related organizations and activities such as:

- Yearbooks
- Alumni Directories
- Graduation Programs
- Honor Roll and other recognition lists
- Sports activity programs
- Theatrical programs
- District productions/publications
- Classroom or student pictures

If you do not want the Twin Falls School District to disclose directory information from your child's education records without your prior written consent, you must complete the Opt Out form by September 30, 2016 or two weeks from the date you receive this notice. If you do not have access to the internet, please contact the Twin Falls School District Office at 733-6900 and forms can be mailed to you. Please submit Opt-Out Forms to:

Twin Falls School District
Attn: Eva Craner
201 Main Ave. W
Twin Falls, ID 83301

The Twin Falls School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address (e-mail)
- Photograph (of the student used by the district for recognition of student achievement and community relations, including, but not limited to, publication in the district's or school's newsletters, in the school setting and on the district's or school's web site)
- Major field of study
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic team
- Dates of attendance, degrees and awards received
- Most recent previous school or district

Media Release

Throughout the course of the school year, the media may be in our schools or at school sanctioned events to cover our activities. The majority of the media coverage featuring students is considered human interest stories that do not contain sensitive subject matter or are not controversial in nature. Often, reporters are present at our request to showcase our students and teachers engaged in exciting educational activities.

The Twin Falls School District includes in its classification of directory information student names and photographic images of students participating in regular classroom or school-authorized events. This simply means that the media may publish and/or broadcast the names and photographs of students participating in school-related activities without prior parental consent.

If you do not wish to have your child featured in any form of media, please sign the media portion of the FERPA OptOut Form, and we will exclude them from any media photos or publications. If you have not completed an OptOut Form, your student will be allowed to participate in human interest stories. The TFSD Student Opt-Out Form is located on the TFSD website at www.tfsd.org/departments/public-relations/student-privacy-rights-ferpa/. *In instances where the building administrator has a concern about maintaining student confidentiality or the sensitive nature of media related stories, parental permission will be sought prior to allowing the student to participate.*

Support Services



Counseling Services

Contact: Christa Tackett

Sawtooth has a full-time counselor available to work with students on a walk-in basis or on a more long-term basis. Parent permission is required for a student to see the counselor on a regular schedule. The counselor also conducts workshops and lessons for kindergarten through fifth grades on a variety of topics such as friendship skills, anger management, school success, preparing for middle school, and social skills. Parents or teachers may refer a child for school counseling.

Special Education Services

Contact: Jerod Hatch, Leigh-Ann Hamman

Students who qualify academically in the areas of Reading, Mathematics, and/or Written Language are eligible to receive special education assistance. Many federal and state regulations govern special education and there is a process to be followed if a student is to be referred for assistance. If you are concerned about your child's academic progress, please contact his/her teacher or an administrator.

Speech-Language Services

Contact: Carrie Anne Johnson

Speech and language therapy are available for any students who qualify. Unlike private practitioners, students qualify for speech and language assistance through the school if it is demonstrated that the child's difficulties with speech and/or language are affecting his/her ability to perform at school.

Occupational and Physical Therapy

The Twin Falls School District has a contract with occupational and physical therapists to provide services to Twin Falls students. To be eligible, it must be demonstrated that the child's difficulties affect school performance. If you have any questions about this program, please discuss with your child's teacher or an administrator.

Audiologist Services

Contact: TBD

The school district provides audiologist services for any students who qualify. Unlike private practitioners, students only qualify for this assistance through the school if it is demonstrated that the child's difficulties with hearing is affecting his/her ability to perform at school. The Twin Falls School District audiologist is available at Sawtooth by appointment. If you have any questions about this program, please discuss with your child's teacher or an administrator.

Title One Services

Contact: Jennifer Browne

Sawtooth Elementary School is a School-wide Title I school. A Title I School-wide program allows funds from Title I, Part A of the Elementary & Secondary Education Act (ESEA), along with other Federal and non-Federal program funds and resources, to upgrade, reform, or improve teaching and learning in schools with the highest levels of poverty.

This school provides Title I assistance to students based on overall academic need. A school is ultimately responsible for the academic success of every member of its population. Student need is based on a variety of assessment data.

Multiple Language Learner (ML) Program

Contact: Kristi Henkelmann

The ML program is a federally funded program that provides assistance for students who have not mastered the English language. Students who are identified as ML students will receive services provided by the ML teacher. Contact the Sawtooth office if you have concerns about your child's acquisition of the English language at 208-733-8454

Sawtooth School Information and Policies

Attendance

In keeping with Twin Falls School Board Policy 3041, Sawtooth expects students to be in attendance on a regular basis. The board of trustees of this district recognizes that, because learning time is very important to the education of students, it is necessary to establish and enforce attendance requirements.

It is the responsibility of the parent or guardian to communicate with the school to inform the school of a child's absence. If your student is going to be absent, please call (208)732-7500 (see extension list on page 3) and leave a message for your student's teacher verifying his/her absence. Calls from the automated school system will be made to parents when a student has an unverified absence. Please contact the school immediately if you receive this reminder phone call.

Parents can contact the school to notify of an absence by sending a note to the school or calling the school to notify them of an absence. Additionally, parents may opt to send the classroom teacher an email or message using a familiar communication platform such as the school website or Class Dojo. Absences should be verified within 48 hours of the last day of the absence.

Attendance codes:

- VER - a verified absence, the parent or guardian has notified the school of the absence
- MED - Medically verified absence, a doctor's note has been provided to the office to verify the absence
- UNV - an absence that has not been verified
- TDY - Student arrived to school after 8:05 and is considered tardy

Attendance letters are sent home via email monthly. Letters are sent at 3, 5, and 7 absences (excluding absences marked MED). Please be aware that if your child's educational progress is not at or above grade-level, we ask the legal parent or guardian to contact the Twin Falls Youth Service Center (TFYSC) at (208) 736-3947 to initiate services. Your child may be required to take summer school and/or your child may be recommended to repeat this year's current grade-level next school year. Please be advised that your child's name may be submitted to the Fifth Judicial District in accordance with Idaho Code 33-202 and the Twin Falls City Ordinance No. 145, Section 5 and you may be summoned to produce documentation indicating why your child has not been in school. Furthermore, your child may be summoned to the juvenile prosecuting attorney or Attendance Court Review Board.

Backpacks

Please check your child's backpack daily. During the school year, there will be special events for your child's classroom and/or grade level along with other important information from your child's teacher and/or the school office. Checking your child's backpack and looking for special notes will be very important to you and your child to stay informed. If you have any questions, please remember that your child's teacher is the first person to contact.

Bicycles

Bicycles are to be placed in the bike racks and shall remain there throughout the school day. Children riding bicycles should have locks to prevent theft. The school cannot be responsible for lost, stolen, or damaged bicycles. Bicycles are not to be ridden on the school property. Students need to walk their bikes on the sidewalks and blacktop when on school grounds.

Birth Certificates and Immunization Records

Every child entering school shall show, by legal birth certificate, his/her age. We must contact the Department of Health and Welfare and local law enforcement when this law is violated.

All students attending Idaho public schools must show proof of meeting the current immunization guidelines required by the State of Idaho or complete a waiver.

Bus Transportation

Students who are eligible to ride the bus are expected to comply with bus rules designed to ensure the safety of all students. Written parental permission must be given for students to ride a different bus or alter his/her regular schedule. Questions about bus transportation may be directed to the Mid-Columbia Bus Company at 208-733-8003.

Cell Phones and Electronic Devices (including smart watches) - TFSD Policy 3735

Students are prohibited from using electronic communication and entertainment devices on school grounds during school hours. This includes cell phones, smart watches, tablets, or any other communication device. Devices must be powered off and secured in the student's backpack during the school day. Parents are not to call their child's cell phone or other electronic devices during school hours. Classroom phones will be used for parent-child communication as deemed necessary by the teacher. Any electronic device used or powered on (including cell phone or smart watches) during school hours may be confiscated until parents pick it up from the office. See policy on next page.

POLICY TITLE: Personal Electronic Communication Devices POLICY NO: 3735

Although the Twin Falls School District #411 recognizes the importance of technology in the educational setting; electronic communication devices, like cell phones, pose a significant distraction to the learning environment and can create considerable concerns. A growing body of evidence suggests that student access to cell phones and other electronic communication devices is detrimental to students' emotional well-being, safety, and academic growth.

To support the District's mission of providing a quality education necessary for students to be successful in life, the use of personal electronic communication devices at school is prohibited during the school day, unless otherwise noted in this policy. This policy will be strictly and fairly enforced by all district personnel.

Definitions

- **Device:** All personal electronic communication devices including but not limited to the following personal devices and accessories used for communication and entertainment: cellphones, smartphones, smartwatches, earbuds, headphones, video recording devices, personal digital assistants (PDA), iPods, iPads, laptop computers, tablet computers, other wearable electronics, and other similar electronic devices. This does not include district issued devices or devices approved by the administration for educational use or devices needed to support students with disabilities or health monitoring when being used for those specific purposes.
- **School Day:** From the official start time, which will be defined at the building level, to the end of the day at school dismissal, including class periods, passing periods, free periods, lunch periods, recess, and assemblies. For activities that take place off-campus when students are normally in school, such as field trips, trip-specific personal electronic device regulations will be established by the trip facilitator.

Prohibition of Devices

Students must keep their devices completely silenced (not making notifications, alerts, or vibrations), out of sight, and not on their person (e.g. in their pocket) while on school campuses or at school activities for the duration of the school day. The only exception is that high school students may use their devices during their lunch periods at school.

Students may keep devices in a backpack, bag, locker, etc. but the device must not be seen or heard.

This prohibition does not extend to district-issued devices in educational settings. Students may use district-issued devices (i.e. Chromebooks) or pre-approved personal devices, such as laptops or headphones, for education purposes during the school day.

Disciplinary Procedures

If a student's device is visible, stored on their person (e.g. in their pocket), or is found to make a notification, during the school day, the device will be confiscated by a District employee and may be retrieved from the school's front office at the end of the school day by the student on the first offense. For any following offenses, the student's parent/guardian may pick up the device from the front office. Administrators may utilize Policy 3340 and Procedure 3340P Corrective Action and Discipline to address repeat offenders.

Parental/Guardian Communication with Students

Parents/guardians should not expect to communicate with their children using personal communication devices during the school day. Parents who need to communicate with their child in the case of an emergency, should call the front office and communicate with the school personnel about the nature of the emergency. As appropriate, this will then be communicated to the student impacted by the emergency. If necessary, students may request permission from a teacher, front office staff member, or other District employee to utilize a phone under the direction of a staff member to call parents/guardians during the school day.

Exceptions

Students and/or parents/guardians may request exceptions to this policy and may be allowed, with prior approval from the building administrator.

♦ ♦ ♦ ♦ ♦ ♦ ♦

Cross-Reference:
3340 Corrective Action and Discipline
3340P Corrective Action and Discipline

Legal Reference: Idaho Code Section 33-512
Family Educational Rights and Privacy Act (FERPA)

Policy History
ADOPTED: 5/13/24
TFSD
REVISED:

Child Abuse/Neglect Reporting Requirements

Any school district employee or volunteer having reason to believe that any child under the age of eighteen (18) has been abused, abandoned, or neglected, or who observed the child being subjected to conditions or circumstances which had recently resulted in abuse, abandonment, or neglect, will report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare. Failure to report abuse, abandonment, or neglect will be a misdemeanor.

Computer Use Policy

The Twin Falls School District has a computer use policy (Policy #2960) that all parents and students must sign to allow students to use the school computers.

Crossing Guards

Crossing Guards are provided at the following intersection to assist students arriving at and departing from school safely: Madrona and Stadium crossing guard is available from 7:35-7:55 am and 3:00-3:15 pm. Students who need to cross need to get there as soon as possible after school releases. Please do not send students to school earlier than this for their safety.

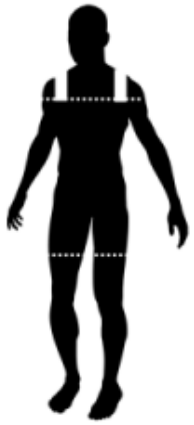
Cyberbullying

Cyberbullying will not be tolerated and discipline will be enforced if cyberbullying occurs. Cyberbullying is defined as the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, intimidate someone, or other hostile behavior by an individual or group. It may include such acts as making threats, sending provocative insults or racial or ethnic slurs, attempting to infect the victim's computer with a virus, or flooding an e-mail inbox with nonsense messages.

Dress and Grooming

In keeping with Twin Falls School District Policy 3260, students are to observe the following guidelines regarding student attire:

1. In general, clothing should cover the torso from armpit to armpit and extend down to mid-thigh. Tops must also have shoulder straps that are at least two inches in width. Undergarments must be covered. See the illustration below for reference:
2. See-through, torn, or mesh garments must have appropriate coverage underneath that meets the minimum requirements described above.
3. Pants must be worn at hip-level or higher. Clothing should not drag on the floor.
4. Appropriate footwear depending on the educational setting is required. Classes and activities that may have more stringent requirements include but are not limited to PE, Science, and CTE classes.
5. Students are prohibited from wearing or displaying any clothing, accessories, jewelry, piercings or tattoos, that depict, allude to, or promote any of the following:
    - Drug usage, including alcohol and tobacco;
    - Controlled substances of any kind;
    - Drug paraphernalia;
    - Gangs;
    - Violence, hate groups, racial separation;



    - A hate group is defined as a group whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, or ethnicity/national origin which differs from that of the members of the organization.
- Sexually explicit, lewd, indecent, profane or offensive material; or
- Illegal acts.

6. Excessive or extreme make-up, jewelry, accessories, or piercings that become a distraction or are prohibitive to the learning environment are not allowed.
7. Gloves, mittens or other garments that cover the hands are not allowed to be worn in the school building.
8. No pajamas or sleepwear are allowed.
9. Hats, head coverings of any kind (including wearing the hood of a garment on one's head) and sunglasses are not allowed to be worn within the school building.
10. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe are not allowed at school.

Building principals and/or IEP/504 teams may grant accommodations to the dress code policy for religious or health reasons.

If a child is dressed inappropriately as decided by an administrator, parents will be asked to bring a change of clothing to school for the student. If the parent cannot be contacted, the office may provide clothing to meet expectations. As a general rule, the dress code is consistent with Twin Falls School District Policy.

** Sawtooth may determine exceptions to this policy for special activity days and will advise parents of these exceptions in advance.

Emergency School Closure

Occasionally, we are forced to close school because of unforeseen circumstances. A sudden storm that threatens to close the roads, power outages, or maintenance problems are some of the reasons school could be closed. You will have the option of having your child go directly home or stay at school where they will be picked up by a parent/guardian. In the event of school closure while school is in session, your child's teacher will consult the emergency closure plan that you have given them and help your child follow your plan. In most cases the school buses will transport those students who normally ride a bus home.

Field Trips

Field trips to community agencies, businesses, or other locations can provide valuable information that coincides with a teacher's curricular goals. Teachers will inform parents of upcoming events and will send permission slips home. **Students will not be permitted to participate in a field trip without written permission from the parents.**

Food Service

Student Breakfast is $1.65, reduced is $0.30, and begins at 7:30 am
Student lunches are $3.00 and reduced lunches are $0.40.
Adult Breakfasts are $3.30
Adult Lunches are $5.25
Extra milk is $0.75
NOTE: Confirm prices at the food service counter.



Free and reduced lunch application forms are available through the office. We encourage anyone who may qualify to apply. If your child was on free or reduced lunch last year, they will remain on the same program for the first 10 days of this year. **You will need to fill out a new form for eligibility each year.**

Lunch may be purchased daily or money can be paid in advance and put on the child's lunch account. A note will be sent home from the kitchen manager if your child has a negative balance Please make checks payable to "Sawtooth Food Service" and be sure to include your child's name and grade on the check!

The breakfast/lunch menu will be available on the Twin Falls School District website.

Parents are always welcome to join their children for lunch at school. We do ask that you notify your child's teacher at the beginning of the day or call the office if you plan to join your child for lunch. This enables the kitchen to be sure to have enough meals for everyone.

FunDay Monday

Attendance is a key part of student success. Fun Day Monday will take place once a month. This is a time for students and staff to celebrate together. Participation in Fun Day Monday requires no unverified absences in the previous calendar month. All students are eligible to attend Fun Day Monday during the month of August.

Lost and Found

Please have your child's property well marked with his/her name. This applies especially to backpacks, lunch boxes, hats, coats, and gloves. If your child does lose an item, there is an area designated for lost and found items on the coat rack between the cafeteria and the kindergarten classrooms. Smaller items, such as jewelry, will be placed in the office. Please check the lost and found area if your child is missing any items. Each year, clothing is sent to a charitable organization if left unclaimed for an extended period of time.

Medical Policy

The procedure of administering medications specifically concerning pupils with chronic illness or disability requiring medication prescribed by a physician during the school day. Only in those cases where failure to take the prescribed medications would jeopardize the child's health should the school's designated personnel administer or supervise the administration of a prescribed medication. Such administration will be in accordance with the following guidelines to avoid any legal liability for mishaps associated with the administration of the medication:

1. The school will provide the student's parent or legal guardian with a copy of the form entitled, "Medication Order Form."
2. One form must be completed for each medication that the student is to receive and must be signed by the physician prior to administration of medication. Forms must be renewed with each change in dosage.
3. The medication must be in its original container with the student's name, physician's name, drug name, schedule of administration, dosage, and date clearly marked. If this information is not clearly displayed, the school cannot accept the medication.
4. All medications will be stored in a refrigerator, lockable cabinet, or file in the school office.
5. When the "Medication Order Form" is brought to school, it may be kept either with the medication or filed alphabetically in a separate cabinet.
6. Designated school personnel will dispense over-the-counter medication only within the framework of this policy; i.e., only if requested to do so by the physician through the Physician's Medication Order for School Administration.
7. At the designated time(s), the student should come to the office to receive his/her medication. The student will be asked his/her name, the name will be checked against the name on the prescription container, and the student will be observed taking the medication.
8. When the medication is completed, the physician's medication order will be placed in a central file until the end of the school year. Medication records will be retained in accordance with school district policy.

9. The principal's designee will be responsible for reviewing each school's medication system and for the periodic review of individual student medication records.

Students who are able to self-administer specific medication may do so provided all of the following conditions are met:

1. A physician or dentist provides a written order for self-administration of said medication.
2. There is written authorization for self-administration of medication from the student's parent or guardian.
3. The principal and appropriate teacher(s) are informed that the student is self-administering prescribed medication.

Non-Prescription (Over-the-Counter) Medications

1. The parent/guardian must fill out a form (available in the office) that non-prescription medication be given during school hours. Specific directions for administering the medication and the parent's/guardian's signature must be received before any medication will be given to a student.
2. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container.
3. All medications must be turned into the school office for safe keeping. Students may not keep medications in the classroom.

**Please see Policy 3510 of the Twin Falls School District Policy Manual to review the entire policy at www.tfsd.org.

Parasitic Infections Policy 3523

Parasitic infections, such as head lice and bed bugs, are common problems among school-aged children and adolescents. The District shall take appropriate steps to assist parents/guardians in preventing and addressing these infections while respecting the confidentiality of students and limiting disruption to their education.

Infection prevention and management activities shall be under the direction of a school's nurse and/or building administrator or designee. All students shall be discouraged from sharing such items as hats, scarves, coats, sports uniforms, hair accessories, combs, brushes, towels, or other items on which an infection might be transmitted.

Checking for Parasitic Infections

As described in Policy 3500, parents/guardians shall be informed that the school may conduct checks as described below and shall be given the opportunity to opt out of such checks during the annual registration process.

Any staff member who suspects a student has a parasitic infection shall report this to the school nurse and/or building administrator or their designee. The school nurse and/or building administrator or their designee may train school staff on recognizing signs of common parasitic infections such as head lice and bed bugs. When an infection is suspected, the student and their belongings shall be discreetly removed from class and sent to the nurse or designated District employee. If the infection includes the presence of visible bugs on the student's belongings or in the student's vicinity, any bugs noticed should be removed and collected to make an accurate identification. Care shall be taken to ensure that specimens collected are as intact as possible and are secured in a jar or sealed bag.

If the student's parent has not opted out of such a check, the student will be checked in a confidential manner by trained personnel. Students who attend school in the District and are likely to have had close personal contact with the student, such as school-aged siblings, may also be checked.

In addition, the District, at the discretion of the school nurse and/or building administrator, may conduct classroom-wide screenings at the elementary level, where students are more likely to have close contact with their peers.

If the parent of a student, who is subject to a classroom-wide screening, has opted out of such a check, the parent will be immediately notified, and the school principal will explain the suspicion of the infection and will provide the parent with information on treatment and assistance similar to that provided to parents of students found to have a parasitic infection

Students Found to Have a Parasitic Infection

Cases of parasitic infections should be managed in ways that reduce disruption to the education process while protecting the health and safety of the educational environment.

The student's parents/guardians shall be notified immediately by the school nurse and/or building administrator or their designee if their child is suspected of having any parasitic infection. The parent/guardian shall be notified of the infection and any check findings. If signs of infection warranting treatment are found, the parent/guardian will be requested to begin treatment immediately. The notice shall state that prompt, proper treatment of the parasitic infection is in the best interest of the student and their classmates.

Parents/guardians shall be provided with information on head lice, bed bugs, or other parasitic infection treatments consistent with the recommendations of the school nurse. The information should include details explaining the problem, list the procedures for treatment, and explain any requirements for reentering school. In addition, the school administrator, in consultation with the school nurse, may offer extra help or information to families of children who are repeatedly or chronically found to have a parasitic infection. Students who are found to have a parasitic infection will be discouraged from sharing personal items from home with other students.

Any records created related to parasitic infection cases should be maintained in accordance with state and federal laws and regulations and District policies regarding the maintenance and confidentiality of student records. Only information needed for purposes of assuring notification of the appropriate parties involved and for prevention of further exposures should be noted in a student's school records. Whether any student has or is suspected of having a parasitic infection shall be kept confidential.

School Participation

The student may be sent home for the remainder of the day, when an untreated parasitic infection is identified or suspected. Students will not generally be excluded from school, provided that treatment for parasitic infection has begun. Therefore, students may attend school once the parent/guardian affirms that approved treatment has begun and that they will continue the entire course of treatment until, in the case of lice, no nits are visible or, in the case of bed bugs, until the infestation has been addressed in the home. The student may return to school the following day, and the school may implement measures to prevent the spread of the infection. Parents of the student with the infection should be notified and in agreement with the precautionary measures that the school will implement. These may include:

- Placing the student's backpack and coat in a sealed bag or sealed container when they arrive at school;
- Providing students with a change of clothing or an alternative coat when they arrive at school;
- Verification with the parent that the infestation has been treated in the home;
- In cases of bed bugs, providing a second set of school books so that the student can keep one set at home;
- Continual monitoring and checking of the student's belongings and person (generally head, arms, and/or legs) for bites, bugs, or, in the case of lice, nits; and.
- Working with the family to make clear that there is a need to use a professional pest control service to inspect and treat the home for instances of bed bugs.

Notification of Cases at School

The District may send a notification regarding parasitic infection cases in the school to parents/guardians of students who may have contact with a student with such an infection, in addition to notifications related to checks conducted by school personnel. To protect the health and safety of others and at the discretion of the school nurse and/or building administrator, notifications of parasitic infections may be provided to parents/guardians, provided the personal information of students is kept confidential.

Treatment of Facilities

The District will take appropriate actions to treat areas affected by parasitic infections, including but not limited to

custodial staff and/or contracted services, utilizing necessary tools to address the situation.

Review of Policy

The District's school nurse shall review this policy and related procedures periodically, in consultation with medical experts as appropriate, to ensure that they are meeting the needs of the students, their families, and the District and to ensure they are in compliance with current best practices.

Revised 5/12/2025

Parent Etiquette

In order to help children, take advantage of instructional time we ask parents to help in the following ways.

1. Help your child get to school by 8:00 am so that they can get to class without having to get a tardy slip. If your child needs to eat breakfast, have them at school by 7:30 am**.** If a child needs to be given a message concerning where they are to go after school, call your child's teacher extension to leave a message before 2:30 pm (1:30pm on Mondays).
2. All parents must enter the school through the front doors and check-in at the office before going to a classroom or any other location on school property during school hours. For the safety of our students and to help eliminate disruptions to classrooms, teachers may not allow entrance into the classroom through the classroom outside doors.
3. Parents who need to visit with the teacher are asked to call and make an appointment. Please do not try to hold a parent-teacher conference during the day, during an Open House, etc. Neither the parent nor the teacher can devote the time it requires for good communication.
4. You are always welcome to have lunch at school. Please check in at the office and utilize the designated parent/family seating in the cafeteria.
5. Parent volunteers for classrooms and field trips: No additional children are allowed to attend field trips with parent volunteers other than those who are in the class taking the trip. All volunteers must complete a background check as per district policy before participating/volunteering. Volunteers are expected to maintain confidentiality regarding all student and classroom information, both within and outside of the school environment. Volunteers should follow the teacher's direction and avoid disrupting the learning process. Any concerns or suggestions should be discussed privately with the teacher or school administration.
6. If you have any concerns about situations happening at school, please call the school as soon as possible. We are happy to look into parental concerns and it is easier to do so on the day that a situation occurs.
7. The Sawtooth playground is for Sawtooth students, including grassy areas, concrete courts, playground equipment and structures. When school is in session, all visitors must check-in prior to entering the school campus (building and/or playground).

Parent-Teacher Conferences

Report cards are issued four times a year. Parent-Teacher conferences are scheduled for students after 1st and 3rd quarters. However, we welcome conferences with parents any time during the year. We sincerely believe that open communications between parents, teachers, and students is essential to our common goal.

Parent Teacher Organization

Sawtooth Elementary has an outstanding PTO! Our parents are very active in the education of their students. Monthly meetings, first Thursday of the month, are held at the school and many activities are sponsored by the PTO throughout the year. Please call or inquire at the school office for more information, or visit their Facebook page at: https://facebook.com/sawtoothpto.

Public Displays of Affection

No Public Displays of Affection are allowed on school property such as holding hands, kissing or hugging.

Recess

Please make sure children are dressed appropriately for the weather. Students will only be kept inside for recess if they have a doctor's note stating they must stay inside. When extreme weather occurs, we will either keep all students in at recess or shorten recess.

Release of Student Information

The biological parents of our students are entitled to information regarding their children. The exception to this school policy would be if the legal system has issued an order restricting that exchange of information. If there is such an order on your child/children, you will need to provide the school office with a copy of that order so that we may act accordingly. Information will be released to a third party only with written parental consent or with a court order.

School Parties

Time set aside to celebrate Halloween, Christmas, and Valentine's Day with classroom parties. Please contact your child's teacher or room parent if you are interested in helping with these activities. Please refrain from sending large items that may distract the instructional process (i.e., flower bouquets, balloons, stuffed animals, etc.). Due to allergy concerns, only store bought items will be allowed. These items should be dropped off at the front office, where they will be delivered to the classroom by a staff member.

Skateboards, In-line skates, Heelys and Scooters

Skateboards, in-line skates, Heelys, and scooters will not be allowed to be used on school property.

Student Drop Off, Pick Up & Staggered Release

Student Drop Off Procedures:

Students are to be dropped off at the West Lot (see map below) and will then move onto the playground. Students wishing to eat breakfast will come in through the 4/5 doors and go directly to the cafeteria. The East Lot is designated for bus drop off and loading only. Please DO NOT block the bus lane on Madrona (marked in red and blue) for the ERC program.

It is recommended that cars enter the West Lot using the westbound lane of Stadium. The drop off zones are not designated for the use of parking. This lane is for continuous flow of traffic. Please pull all the way forward to drop off your student. If you choose to park, use designated lots and parking spots. DO NOT park or stop cars between lanes.

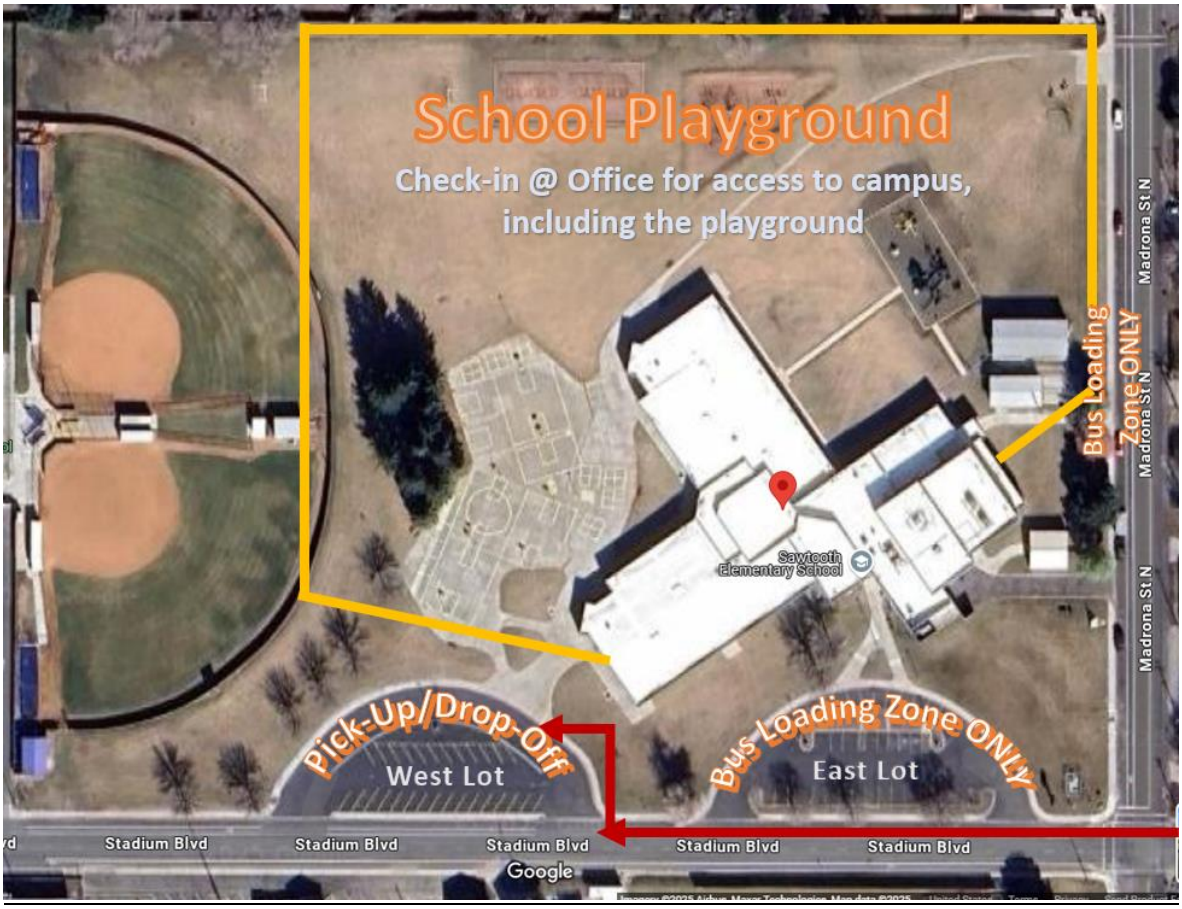
Staggered Release:

Sawtooth is implementing a staggered release for the 2025-2026 school year. This will allow students to smoothly get to their end of day destinations and minimize delays. **Students will no longer be released from their classroom doors, but instead through the main school hallways/exits.**

School is dismissed at 2:00pm on Mondays and at 3:00pm Tuesday through Friday.

Please refer to the following (Times are adjusted by 1 hour on Mondays):

- 2:55 pick up students are released out of the 4th and 5th grade hall exit; students will meet their rides at the west lot. Students will line up by grade level, with older students moving to join younger students in their grade level lines. Car hangers for families will be provided at the beginning of the school year.
    - To promote student safety, students **will not** be permitted to walk onto the parking lot or streets without their parent(s). If you need to park and get out of your car, use the parking lot or park on the street.
    - Students in grades K-5 who are waiting to be picked up, will wait at the designated location until either their parent(s)/ride is at the pick-up location.
- 2:57 bus students will be dismissed out the front doors. The east lot is for bus loading only. Parent pick-up of students **will not** be at this location.
- 3:00 walkers will be dismissed out of any main exterior doors (**not** classroom doors).



Substance Abuse Policy and Procedure (TFSD Policy 3321)

Philosophy

It is the Idaho Legislature's intent that parental involvement in all aspects of a child's education in Idaho public schools be part of each district's policy. Drug prevention programs and counseling for students, including those over the age of eighteen (18) who continue to be enrolled, under the custody and care of the schools are included in this intent.

The Board of Trustees recognizes that student use of chemical substances, including alcohol, is a serious problem of utmost concern in our society. Drug, alcohol, and tobacco use is detrimental to a state of well-being and undermines the aim of education, which is to enable individuals to develop to their full potential. The district seeks to ensure the highest standards of learning in the classroom and recognizes that use of chemical substances—including alcohol, tobacco, and controlled substances—creates educational, economic, and legal problems**.**

Policy

Students attending school in this district will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises.

Any student will violate the district's drug, alcohol, and tobacco use policy when:

1. He or she is on school premises, evidencing behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
2. He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
3. He or she is found to use, possess, sell, buy, or distribute drugs, or related paraphernalia, on school premises;
4. He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
5. He or she is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises;
6. He or she is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises.

Alcohol or Controlled Substances: Voluntary Disclosure

Any student who voluntarily discloses using or being under the influence of alcohol or any controlled substances before he or she is reasonably suspected to be in violation of the law and this policy will be provided anonymity to the extent that:

1. Disclosure is held confidential on a faculty need-to-know basis; and
2. Notification of the disclosure and availability of counseling is provided to the student's parent/guardian.

Tardies

Students will be counted tardy if they have not arrived in their classroom by the 8:05 bell. Late students will need to check in at the office before going to class.

Toys and Other Personal Property

Students are encouraged to leave most toys at home. The school is not responsible for lost or broken toys or other personal property. Students may bring toys to be used at recess such as balls and frisbees, but we would prefer that only outside play equipment come to school. Toys that can be dangerous to others are prohibited. (i.e. darts, toy guns, knives, bows and arrows, etc.)

Transfers (In- and Out-of-district)

Parents need to complete the Student Transfer request and submit it to the requested school. Parents will be informed of denial or acceptance of transfer requests. Please refer to TFSD Policy 3010 Open Enrollment for more information including Open Enrollment forms.

Volunteers

If you are interested in volunteering in any area at school, please contact the office or your child's teacher. Volunteers are required to pass a background check obtained online at the Twin Falls School District website. Volunteers are required to check in and obtain a visitor sticker at the office each time they visit the school. We appreciate your willingness to volunteer and help our staff and students.

For the safety of your younger children and for the best educational opportunity for our students, we ask that preschool children not be brought while you are doing volunteer work.

Weapons

Absolutely no weapons are allowed on school grounds. Weapons include: all knives, firearms, pellet guns, cap guns, play guns, B.B. guns, bows and arrows, darts, brass knuckles, ammunition, etc. The Twin Falls School District may expel students who have a dangerous weapon on campus or during the time they are using school transportation pursuant to Idaho Code 18-332d and the Gun Free School Act, as amended in Elementary and Secondary Education Act of 1965 (ESEA). Discipline will be administered according to Idaho Code Section 33-205, Part B of the Individuals with Disabilities Act (IDEA), and Section 504 of the Rehabilitation Act.

**Please see Policy 3730 of the Twin Falls School District Policy Manual to review the entire policy at www.tfsd.org.

Written Communications

The staff and administrators make every effort to keep in close communication with our parents for the benefit of our students. As a result, you will receive regular written communications from the school informing you of various activities that affect your child. It will be most helpful if you ask your child on a regular basis if he/she has any notes from school and check backpacks daily.

Sawtooth uses multiple methods to disseminate information to parents and families. These methods include: text messages, emails, ClassDojo, handouts sent home with students, PeachJar (for flyers), and others.

Sawtooth Elementary is a Title I Schoolwide School

What is Title I Schoolwide?

A Title I Schoolwide program allows funds from Title I, Part A of the Elementary & Secondary Education Act (ESEA), along with other Federal and non-Federal program funds and resources, to upgrade, reform, or improve teaching and learning in schools with the highest levels of poverty.

How was this school chosen to participate?

This school provides Title I assistance to all students, based on overall economic need.

Which students in the school participate in the Title I Schoolwide program?

In a School wide program, identification of specific individual children is not required. Instead, at-risk groups within the whole school are identified for intervention. A school is ultimately responsible for the academic success of every member of its population.

How is a student chosen to participate?

All students may participate.

Student need is based on a variety of assessments, including the Idaho State Assessment Test (ISAT) and the Idaho Reading Indicator (IRI), to determine their level of proficiency.

How does the program work?

Title I, Resource, ELL teachers, Instructional Coaches, and Para educators provide reading and/or math assistance. Para educators may work in the classrooms with small groups of students under the classroom teacher's direction. Some students may work in the Title I, Resource, or ELL room with a support teacher or para educators on skills needed to bring them to grade level.

How does this benefit my student?

All students benefit from increased teaching manpower and small group instruction. Through the use of certified teachers and paraprofessionals, every student is targeted for Title I assistance and has the opportunity to receive intensive instruction. Students are accelerated so that they will be able to meet or exceed district and state standards.

What is a school-parent compact/partnership?

Under Title I federal law, all schools receiving Title I funds have developed a compact (a type of agreement) between the home and school where all parties agree to work together to provide the best possible education for their student.

From parent to parent:

The existence of the Title I Schoolwide program in our schools provides valuable opportunities for our students. Title I is a federally funded program and there is a need for local oversight and parental input into how the program should operate. You are urged to find out more about Title I and to become involved in the education of your student.

Parent Involvement Letter

Sawtooth Elementary
1771 Stadium Blvd.
Twin Falls, ID 83301
208-733-8454
https://sa.tfsd.og

Dear Sawtooth Parent or Guardian,

Our school has been identified as a schoolwide Title One school. The purpose oTitle One "is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and State Academic Assessments." (Title 1, Sec. 1001)

Some of the major responsibilities of a TItle I school include:

- Assuring that assessments, teacher preparation and training, and instruction are aligned with our State's academic standards;
- Meeting the educational needs of low achieving children using scientifically research-based programs;
- focusing on closing the achievement gap for those children with the greatest needs;
- providing parents with opportunities to be involved in meaningful ways in the education of their children;
- Improving the academic achievement of all students.

Your child may qualify for assistance in reading and/or math. Services will be provided during intervention time. All students attend intervention groups. Some are provided by the classroom teacher and others are provided by the Title 1 department. In addition, Title 1 paraprofessionals may work in the classroom with a small group, or one-to-on, under the classroom teacher's direction. Our goal is to help your child become proficient on all grade level assessments.

We re-assess students on a regular basis, and once we see that your child has met their goal, he/she may receive intervention/enrichment instruction in another group.

Please contact your child's teacher if you have any questions or concerns about your child's educational support. We value your partnership and interest in your child's education.

We want your child to be successful. In order for that to happen, we know that we must work together and support one another in that effort. Please read and sign this agreement, signifying your support.

Student Responsibility

❖ **Responsibilities**

- ✔ I will strive for 100% attendance, including no tardies or early pick-ups. ✔ I will treat all school staff with respect.
- ✔ I will treat my fellow students with respect.
- ✔ I will follow all school rules and procedures responsibly.
- ✔ I will give my best effort at schoolwork, even when it seems difficult.
- ✔ I will pay attention in my classes, and participate in class activities.
- ✔ I will ask for help when I need it.
- ✔ I will complete all homework assignments.

Parent Responsibility

❖ **Communication**

- ✔ Attend scheduled conferences and meetings with staff.
- ✔ Let the school know about any characteristics, problems, or medical concerns pertinent to your child.
- ✔ Read notes and respond in a timely manner.
- ✔ When you have a concern or problem; contact the persons involved and discuss the matter.

❖ **Support Learning**

- ✔ Check for homework and progress reports on a regular basis.
- ✔ Provide a time and place to do homework, and check to see that it is being done.
- ✔ Guide and encourage your child to do well.
- ✔ Strive for my child to have 100% attendance, including no tardies or early pick-ups.

❖ **Provide Mutual Support**

- ✔ Volunteer and visit the school as often as possible, as well as attending parent-teacher conferences.
- ✔ Attend organized events.
- ✔ Speak positively about the school and staff.
- ✔ Parents will be invited to attend curriculum training.

School Responsibility

❖ **Communication**

- ✔ Rules and expectations will be sent home at the first of the year, both school-wide and classroom.
- ✔ Academic progress reported regularly—formal reports at midterm and the end of the quarter.
- ✔ Phone calls and emails returned in a timely manner. (The same day if possible.)
- ✔ Correspondence sent home in parents' home language if necessary and when possible.

❖ **Support Learning**

- ✔ Teachers will teach the district curriculum as has been developed, and will provide a progressive and quality education with technology integration.
- ✔ Provide a safe, respectful, and responsive school environment.
- ✔ Teachers will use effective instructional strategies.
- ✔ When needed and when possible, students will have additional instructional time in the form of summer school and Title One teachers.

❖ **Provide Mutual Support**

- ✔ Survey parents for volunteering interests.
- ✔ Make phone calls when there is a problem or concern
- ✔ Provide programs, activities, and events that encourage learning and are of interest to students and families.
- ✔ Parents will be provided training on the classroom subjects when requested.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Teacher Signature _____ Date _____



School district computing device and network users are expected to act in a responsible, ethical, and legal manner, in accordance with district policy and the laws of the State of Idaho and the United States. The devices and network are provided to further the district's stated educational goals, and they are to be used by authorized individuals only. Individuals using these systems are subject to having all activities monitored by IT or other security personnel. Anyone using these systems expressly consents to such monitoring.

It is possible for all users of the internet, including your child, to access information that is not intended for minors. Although the district has taken reasonable steps to ensure that the internet connection is used only for purposes consistent with the curriculum and that inappropriate sites as defined by the Children's Internet Protection Act (CIPA) are filtered, the district or school cannot entirely prevent the availability of inappropriate material on the internet. Further, it is possible that a determined user may make use of computing devices or network resources for inappropriate purposes. Deliberate misuse of the computing devices, the network, or the internet may result in disciplinary action as outlined in the Computing Device and Network Acceptable Use Policy.

Curriculum for students will include instruction on internet safety topics, including appropriate online social interaction. Students are expected to use good judgment and follow the guidelines of the Computing Device and Network Acceptable Use Policy.

With school administration and teacher approval, your child may be allowed to use, but will not be required to use, his or her own electronic devices during class time for educational purposes. The school district cannot be responsible for the content accessed via a student's own voice, messaging, or data services. The district will not pay for or reimburse for any voice, messaging, or data charges incurred by a student's use of his or her own device. The school district does not assume liability in the event of lost, stolen, or damaged devices.

Please Check One

☐ Yes, my child may use his or her own electronic devices at school.

☐ No, my child may not use his or her own electronic devices at school.

I have discussed the information contained in the Computing Device and Network Acceptable Use Policy with my child. Should my child breach the policy guidelines, I understand that my child may lose privileges relating to the use of computing devices and the internet or be subject to other disciplinary action. I agree to indemnify and hold harmless the school district, the trustees, administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his or her access to such networks or his or her violation of district policy. Further, I accept full responsibility for supervision of my child's use of user accounts and the use of district-owned devices when such use is not in the school setting. I give my child permission to use district provided user accounts to access the district's data network and the internet.

_____	_____
Parent or Guardian Name (please print)	Student Name (please print)
_____	_____
Parent or Guardian Signature	Student Signature
_____	_____
Date	Date

This agreement is required for students who are individually assigned district-owned computing devices.

This agreement is valid for the 20xx-20xx school year.

STUDENT

- I understand and agree to the terms of the Computing Device and Network Acceptable Use Policy. Should any policy violation or misuse of the district-owned device occur while it is in my custody, I understand that I may lose the privilege of the device out of the classroom, may lose access to it entirely, or may face other disciplinary action.
- I accept full responsibility for the secure handling and safeguarding of the district-owned device. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or school administrator.

Student First Name: _____ Last Name: _____ Phone: _____

Student Signature: _____ Date: _____

Physical Address (Street, City, Zip Code): _____

PARENT/LEGAL GUARDIAN

If the student is under 18 years of age, a parent or other legal guardian must complete the section below.

- I have read the Computing Device and Network Acceptable Use Policy and explained it to my child. If any policy violation or misuse of a district-owned device occurs while it is in my child's custody, I understand that my child's access to the device may be limited, suspended, or terminated, and that my child may face other disciplinary action.
- I understand that my child is responsible for the secure handling and safeguarding of the district-owned device. I understand that if my child is found to have deliberately or negligently damaged or lost the device, I will be financially responsible for reasonable repair or replacement costs.
- I understand that I will be responsible for monitoring my child's use of the device outside the school setting.

Please Check One

☐ My child is allowed to take assigned district-owned devices off the school campus.

OR

☐ I **do not** want my child to take assigned devices off the school campus.

Parent/Legal Guardian Full Name: _____ Phone: _____

Parent/Legal Guardian Signature: _____ Date: _____

Physical Address (Street, City, Zip Code): _____