

# PARENT/ STUDENT HANDBOOK 2022 – 2023



FOX HOLLOW ELEMENTARY SCHOOL  
2365 GENEVIVE WAY  
IDAHO FALLS, IDAHO 83402

# TABLE OF CONTENTS

Fox Hollow Staff	3
P.T.O. Officers	4
Schoolwide Title 1 Program Information	5
Parent Involvement Policy	6-8
Daily Schedule for Students	9
Handbook Policies A to Z	10-23
Traffic Loop and Parking Lots Diagram	24
School Song	27

## **Fox Hollow Elementary Mission**

The mission of the Fox Hollow school community is to work as a team to educate each student to his/her fullest potential by developing knowledge, skills, and attitudes in a positive, safe and cooperative environment.

## **Vision**

Fox Hollow is a place where learning can occur because students feel safe, loved, and respected.

## **Motto**

**F**ueling  
**O**ur  
**eX**cellence

### **STAFF ASSIGNMENTS 2022 - 2023**

Principal	Sarah Cherry	
Secretary	Jennifer Roos	
Secretary – Part time	Noelia Creager (Habla Española)	
Lunch Cashier	Karen Troxel	
Kitchen Manager	Paula Halls	
Librarian	Robbie Sleight	
PE	Becky Rhodes	
Art	Meggan Dunbar	
Music		
Custodian	Mike Bigley	
Counselor	Angela Caitlin	
School Psychologist	Jenny Wixom	
Speech/ Language		
Special Education	Kelly George (K -3) Gina Sorenson (4 – 6)	
Kindergarten	Mindi George Nicole Pincock Melissa Rhodes	
First Grade	Tracy Davis Alyssa Craig Teresa Weber	
Second Grade	Kathryn Lounsbury Karen Martin Alane Savage	
Third Grade	Bunny Burton Penny Lincoln Janet Shepherd	
Fourth Grade	Liz Lords Wendy McKinlay Brittany Zachow	
Fifth Grade	Matt Hildebrand Jess Marboe Jenkins	
Sixth Grade	Sheri Beck Brad Wixom Trissy Wyrick	
Paraprofessionals	Jennifer Picanco Susan Dahl Julie Harris Michelle Harrison Kim Jones Megan Ayres Christina Johnson Kim Jones	Teresa Ramirez Sarah Johnson Michelle Thomas Shawna Carlen Jennifer Nelson Tonnis Huskinson Cindy Holt Hollie Brown

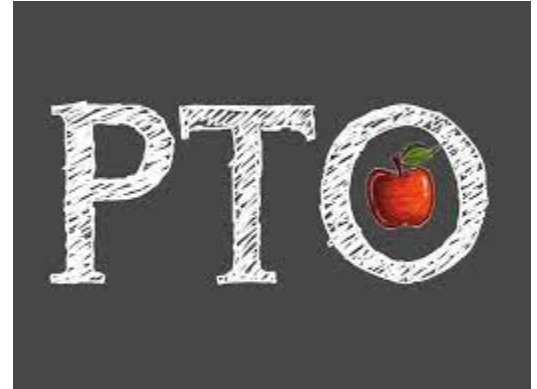
## Parent Teacher Organization (PTO)

ALL PARENTS AND/OR GUARDIANS OF FOX HOLLOW STUDENTS ARE MEMBERS: WE REQUIRE NO MEMBERSHIP ENROLLMENT OR DUES! Please take the time to be involved in your child's school, **YOU** make a difference!

Parents, in addition to teachers, play a major role in their child's education. The purpose of the PTO is to bring parents and teachers together to provide the best educational opportunities possible and to work toward creating the best educational environment both at school and at home.

PTO meetings will be held on the third Thursday of each month at 2:20 at Fox Hollow School. We would like to invite all parents of Fox Hollow students to attend PTO meetings. We encourage your suggestions.

The PTO has a variety of committees and they sponsor several events that require parent help. If you can help, please contact your child's teacher or a PTO officer.



### **Fox Hollow Elementary School PTO Officers**

FB page: Fox Hollow Elementary PTO

President	Andrea Warren
Vice President	Michelle Kremer
Secretary	
Treasurer	Michelle Kremer

## **Schoolwide Title 1 Program**

Title 1 reaches about 12.5 million students enrolled in both public and private schools in the United States. Title 1 funds may be used for children from preschool age to high school, but most of the students (65%) are in grades 1-6; another 12% are in preschool and kindergarten programs.

Title 1 is designed to support state and local school reform efforts tied to challenging state academic standards in order to reinforce and amplify efforts to improve teaching and learning for students farthest from meeting state standards. Individual public schools with poverty rates above 40 percent may use Title 1 funds, along with other Federal, State, and local funds, to operate a “schoolwide program” to upgrade the instructional program for the whole school. Both school-wide and targeted assistance programs must be based on effective means of improving student achievement and include strategies to support parental involvement.

### **Parent Right to Know**

Federal law requires that each school district receiving Title I funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child’s classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

Is my child’s teacher licensed to teach the grades and subject(s) assigned?

Is my child’s teacher teaching with a provisional license, meaning the state has waived requirements for my child’s teacher?

What is the college major of my child’s teacher?

What degree or degrees does my child’s teacher hold?

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?

To request the state qualifications for your child’s teacher or instructional aide, please contact Carrie Smith, Human Resources at (208) 525-7500.

If you would like more information about this school, please feel free to contact the school directly.

## **Fox Hollow Schoolwide Title 1 Compact**

Fox Hollow is a Schoolwide Title 1 school. This means that all of our students qualify for Title 1 assistance if they need the help. Teachers are in constant contact with our Title 1 paraprofessionals to arrange and plan the assistance that is needed for our students. It is important for students and parents to know that we work with our Title 1 paraprofessionals to help all students be successful. One portion of a schoolwide program includes a home and school compact to outline the supports and responsibilities given to all involved in the education of our students.

There is a district-wide Title 1 Compact that will be reviewed and signed during the first set of parent conferences for the year.

If you have any questions regarding this program, please feel free to contact Tammi Utter at 208-524-7890.

### **FOX HOLLOW ELEMENTARY SCHOOL TITLE I PARENTAL INVOLVEMENT POLICY**

#### **1. Statement of Purpose**

Fox Hollow Elementary teachers and staff are committed to providing a quality educational program that will challenge all children to reach their potential. We believe when school and parents work together children succeed in school and throughout life. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

To ensure that basic skills and knowledge are taught, we will hold educators accountable for effective teaching, hold students accountable for learning, and encourage parental involvement in their children's education. We will continually assess student growth in order to provide timely interventions and evaluate our instruction. Additionally, Fox Hollow teachers and staff will work collaboratively with parents and our community in the development, evaluation, and refinement of our Title I program.

#### **2. Annual Meeting for Title I Parents**

We will convene an annual meeting during our Back to School Night, when conditions permit. The staff will describe our Title I program and provide parents with a copy of the Fox Hollow Parent Involvement Plan. We will also discuss parent rights and how they may be involved in the program. Classroom teachers will also meet with parents during Back to School Night. The teachers will describe our school curriculum and Idaho Performance Standards, identify grade appropriate

proficiency levels students must achieve, and explain how student progress will be assessed.

Fox Hollow and District 91 staff will conduct parent involvement meetings at flexible times to encourage parent participation in our program. For example, parents will be invited to review our Parent Involvement Policy and Student-Parent-School Compact every two years and to participate in our PTO and school improvement activities.

Parents of participating students will be invited to all meetings in their native language through letters, announcements in our monthly newsletter, and postings on our school website. The meetings will be conducted in English and Spanish as needed.

### **3. School-Parent Compact**

We believe the school's responsibility is to provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards. We also believe each parent will be responsible for supporting their children's learning. To help facilitate each child's success, we will emphasize the importance of frequent communication between teachers and parents on an ongoing basis through parent-teacher conferences, progress reports, phone calls, emails, and other modes of communication. Additionally, we will provide reasonable access to staff, opportunities for parents to volunteer, participate in their child's class and observe classroom activities.

### **4. Types of Parental Involvement**

There are many ways in which parents can become involved with their children's education at home or in the classroom. Classroom teachers send home communication that includes information on the skills students will learn, the homework assignments students will complete and special classroom activities. We encourage parents to review the teacher communication and homework folders or planners daily and help their children establish regular homework routines and reading time. We also encourage parents to volunteer in their child's classroom on a regular basis or during special events such as Family Reading/Math Nights or other special activities. Parents learn about these opportunities during Back to School Night, teacher contacts, our annual volunteer survey, texts, web page announcements and notices in our newsletter.

Every year, PTO members, and teachers develop an annual plan for parent activities. The plan includes activities to facilitate parent involvement in helping their children reach proficiency in reading and math. Furthermore, parents are invited to be on the District #91 Title I Committee. The committee reviews district policies and helps decide how Title I Part A funds for parental involvement will be spent annually.

### **5. Matching Programs to the Needs of Our Community**

Each year, District 91 will assess the needs of parents and children in this community, through a variety of measures including questionnaires sent home to

students and parents or surveys provided during parent teacher conferences. The information gathered through the questionnaires will be summarized and distributed to building administrators and Leadership Team. This information, along with parent input gathered during other meetings and parent-teacher conferences will be used to tailor the District and Fox Hollow Title I programs to meet the needs of our community.

## **6. Staff-Parent Communication**

Parents will receive timely information on their children's progress through parent-teacher conferences, midterm progress reports, trimester report cards, and teacher phone calls. Parents may also monitor children's homework completion and current grade status through PowerSchool. Additionally, parents of children in kindergarten through third grade will be informed in writing of their children's progress on the Idaho Reading Indicator (IRI) two to three times per year. Parents of children in third through sixth grade will receive a report on their children's progress on the spring Idaho Standards Achievement Tests (ISATS) in May or June of each year.

Parent teacher conferences are held two times per year. Conferences are scheduled during the day and in the evening to accommodate parents' schedules. Spanish translators are provided to facilitate communication between teachers and parents. Fox Hollow staff will also conduct home visits as needed.

Parents are encouraged to take the initiative in calling their children's teachers when they are concerned about a problem. They may also call the school office and ask for a conference. As much as possible, notices will be sent home in English and Spanish.

## **7. Evaluation**

Parents of participating Title I children are invited to participate on our Fox Hollow Leadership Team and the District Strategic Planning Committee. The Fox Hollow team will review our school data, evaluate school progress, and identify annual school improvement goals. The District Strategic Planning Committee will evaluate the content and effectiveness of the district's Title 1 program on an annual basis. Parent input will become a part of the program evaluation. The District #91 Parental Involvement Policy will be revised on the basis of the annual review.

This Fox Hollow Parent Involvement Policy will be reviewed annually by Fox Hollow parents participating with the Leadership Team and will be disseminated during our annual Back to School Night meeting.



### **Monday-Thursday**

7:30 am	Breakfast is served in the cafeteria
7:40 am	Playground supervision begins
7:57 am	Bell to line up
8:00 am	Tardy bell
8:00 am – 2:05 pm	Instructional day for grades 1-6
2:20 pm	Supervision on the playground ends.

### **Late Start Friday**

8:30 am	Breakfast is served in the cafeteria
8:40 am	Playground supervision begins
8:57 am	Bell to line up
9:00 am	Tardy bell
9:00 am - 2:05 pm	Instructional day for grades K-6
2:20 pm	Supervision on the playground ends.

.

# A – Z POLICIES AND PROCEDURES THAT PARENTS NEED TO KNOW

## Achievement Testing

In order to comply with federal and state laws, students will be assessed each year. Students in kindergarten through third grade will take the Istation test at least two times each year. The purpose of this test is to determine the general skills the student has obtained in the reading continuum. Starting in the third grade, students will also be given a state assessment: ISAT 2.0. This test measures student achievement based on the English Language Arts and Mathematics curriculum standards that the state has identified as being essential for success in the adult world.

## Attendance

Good attendance at school is an extremely important aspect of each student's education and has many carry-over implications for success later in life. It is important that students attend school and they are on time. Habits and attitudes developed now will usually carry over into adult life. **If a student must be absent from school, please call the office before 9:00 a.m. to report the absence for that day.** If a phone call is not possible, a note explaining the absence should be given to the teacher on the day of return. If parents find it necessary to take students out of school for a period of time, a written request for the absence should be submitted to the teacher in advance, thus giving the student an excused absence. When a student arrives at school after the tardy bell (8:00 on Mondays - Thursdays; 9:00 on Fridays), the tardy is recorded on the student's permanent record.

Parents requesting homework for absent students who have been ill need to allow teachers time to gather the homework during non-instructional portions of the day. Generally, such requested homework may be picked up in the office by around 2:30 that day.

The services of District #91 public schools are extended to any resident between the ages of five (5) and 21 (21). An official birth certificate is required for proof of age for enrolling students. The school district complies with Idaho State Code requirements in matters related to age of enrollment and compulsory attendance.

Please see the school district website for more attendance information:

## PERFECT ATTENDANCE

Perfect attendance certificates should reflect perfect attendance and punctuality. The following criteria will be used to determine if a student will receive a certificate.

- |        |                          |
|--------|--------------------------|
| YEARLY | 1. Perfect attendance *  |
|        | 2. 5 or fewer tardies ** |

\*Students attending 75% or more of the day are considered present. Students absent more than 25% are considered absent for whatever portion of the day that was missed.

\*\*Students are tardy if they are not in the assigned classroom when the bell rings.

## Bicycles/Rollerblades/Skateboard/Scooters/Wheelies Safety

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

- Students riding bikes or other wheeled items to school should walk them as soon as they are on school property
- Bike racks are available on the northwest side of the building. All wheeled items are to be kept there during school hours.
- Students are encouraged to wear a helmet and lock up their items.
- Parents are encouraged to discuss safe procedures for riding with their children.
- Scooters follow the same rules as bikes.
- Wheelies (shoes with wheels) are not allowed at school.
- In addition, toys, hard balls and bats, and trading cards should stay at home. *The school is not responsible for lost or damaged items.*

## Birthday Activities

Occasionally students wish to observe their birthday at school. Each teacher has his or her own policy concerning this activity. However, there are general guidelines we all follow:

- a. No home prepared food items may be served as a treat at school.
- b. If a parent is planning something other than food, it needs to be approved by the teacher.
- c. Birthday treat are handed out to students at the end of the day.
- d. Please consult with your child's teacher in advance of sending or bringing birthday items to the school.
- e. Please do **not** pass out invitations to private parties at school; it is more appropriate to do this privately, out of school.
- f. Health conditions may change any of these guidelines.



## Board Policy

All board policies can be accessed through the following link:

<https://id50010859.schoolwires.net/Page/172>

## Bullying Prevention

**What is bullying?** *Bullying is any hurtful or aggressive act toward an individual or group that is intentional and repeated. See Board Policy for details.*

### Reporting Procedures

Students report incidents of bullying to their teachers verbally or in written form.

Teachers or students report repeated incidents of bullying to an administrator or school resource officer.

An investigation will take place to determine the circumstances and nature of the complaint.

If the incident is, in fact, bullying, the result will be handled in accordance with the district policy and the Idaho State Statute.

## **Bullying is against the law**

Idaho Statutes include the following types of bullying behavior:

- Harming a student; or damaging a student's property; or placing a student in reasonable fear of harm; or placing a student in reasonable fear of damage to his or her property; or is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.
- An act of harassment, intimidation or bullying may also be committed through the use of a land line, car phone or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.
- A student who personally violates any provision of this section of the Idaho State Statute may be guilty of an infraction and may be cited for assault and battery and a fine.

## **Bus Transportation**

It is important that the school be accountable for students while being transported on school busses. Therefore, all students must ride their designated bus unless parents provide written notification and the student is issued a bus pass from the office.



The safe and proper transportation of students on school busses is of significant importance to all parties concerned. The conduct of students, whether waiting for transportation or while being transported, is the same conduct expected of students while in class. Behavior that prevents our drivers from carrying out their responsibilities, intimidates, or prevents fellow passengers from having a safe ride to and from school will not be tolerated. The bus driver will give a citation to students that misbehave on the bus. Parents will be notified if

this occurs. Inappropriate bus behavior may result in being suspended from riding the bus. If a student is suspended from riding the bus, there is a right-of-appeal procedure established by District 91.

## **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 (with wind chill) or below, the children do not go outside for recess or lunch. There is a difference between uncomfortable temperatures and those that present a health hazard. Please see that your child is dressed appropriately for our cold Idaho winters: a heavy coat, a warm hat and a pair of gloves. Please check the district website to get the latest information on school closures.



## Communication

We believe that two-way communication between families and schools supports student achievement. Communication opportunities include: Back to School Night, Meetings, Parent Teacher Conferences, School Newsletters, PowerSchool Bulletin, Website, Text, email distribution lists, paper notices, and phone calls. Parents are to provide the school with at least two working telephone numbers for emergency contact.

District website: <https://www.ifschools.org/>

School website: <https://www.ifschools.org/FoxHollow>

School newsletter:

<https://www.smore.com/17adr-fox-hollow-elementary>

PTO facebook page: Fox Hollow Elementary PTO

School Instagram: foxhollowelementary



## Curriculum

Fox Hollow teachers focus on meaningful and engaging instruction. The curriculum in District 91 is aligned with the Idaho Standards for education. Students are assessed regularly to measure their growth in reading, math, and language arts. Parents can determine how well their child is meeting the Idaho competency standards for each grade by comparing their child's state testing score with the standard expected for each grade level. If students are not meeting the grade level standard, they may access Title 1 services. Teachers, parents, or the principal may request such services.

## Deliveries to Classrooms

To prevent interruption to instruction and avoid any allergic reactions among students or staff, deliveries of balloons, flowers, or other student gifts to classrooms will not occur. These items will be kept at the office until the end of the school day. Please note, students are not allowed to take these items on the bus.

## Discipline

It is our belief that by working together as a team, your child's education at Fox Hollow will reflect excellence. It is our policy that students be held accountable for their own actions. If a student demonstrates inappropriate behavior, they will be dealt with fairly and with dignity. Whenever possible, we will involve the parents in the process. It is our belief that when educators and parents work together to address behavior and teach school expectations, inappropriate behavior is significantly reduced. Discipline Referrals for unacceptable behavior may be issued by the teacher or the principal and are always discussed with students and parents/guardians. Any behavior that is considered against the law will also involve the school resource officer.

At Fox Hollow, everyone is expected to exhibit behaviors that contribute to a positive learning environment.

- A. We are **RESPECTFUL**
- to other students
  - to teachers and staff (follow instructions and listen to each other)
  - to school and personal property
- B. We are **RESPONSIBLE**
- with consistent attendance and punctuality
  - with active participation in all learning activities (focus on tasks)
  - by completing assigned work
  - by following Fox Hollow's Rules for Success
- C. We are **SAFE**
- by following school and classroom Rules for Success
  - by cooperating with teachers and classmates
  - by contributing to a positive, safe and productive school

## We are Respectful, Responsible, and Safe!

### Fox Hollow Elementary School Rules for Success

Hallways	Bathroom	Cafeteria	Playground
<b>H.A.L.L.</b> Hands at your side All eyes forward Lips zipped Low speed	<b>F.L.U.S.H.</b> Floors stay dry Leave it clean Use it quietly Soft Voices Hands washed	<b>L.U.N.C.H.</b> Listen to adults Use inside voice Neatly lineup Clean your area Hands to self	<b>P.L.A.Y.</b> Properly dress Listen to the duty Always be friendly You bring in what you take out
Computer Lab	Assembly	Buses	Library
<b>L.A.B.</b> Last class stacks chairs Always logoff or turnoff Be a responsible user	<b>W.A.T.C.H.</b> Wait patiently All eyes on speaker Turn forward Criss cross applesauce Hands to self	<b>B.U.S.E.S.</b> Bully free Use appropriate language and volume Stay in seat Exit slowly Stay behind the line	<b>W.O.R.D.S</b> Walk Open your mind Ready to read Dependable SHHH!
<b>T.E.C.H.</b> Treat with care Explore appropriately Close and shut down correctly Hold with two hands	<b>P. E. –F.O.X.E.S.</b> Fun On your best behavior eXact PE clothing and shoes Everyone deserves kindness and respect Sportsmanship and safety	<b>A.R.T.I.S.T.</b> Act responsibly Respect (yourself, others, materials) Try your best Imagination is key Stay seated Talk quietly	<b>M.U.S.I.C.</b> Make wise choices Use good manners Speak and sing only when directed Involve yourself Care for others, music books and equipment

## **Dress Code**

Student's clothing should be appropriate for the current weather conditions. Midriff tops, bare feet, fishnet shirts, shirts without sides unacceptable school clothes. Hats are not to be worn in the school building. Hemlines for shorts or skirts should not be above the tips of the student's fingers when their arms are hanging at their side. No undergarments should be exposed. Clothing promoting or alluding to products or actions inappropriate to the school environment will not be allowed. Parents will be notified if inappropriate clothing is being worn to school.

## **Electronic Devices**

An "Electronic Device" means a privately-owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument.

Electronic Devices may include but are not limited to:

- Existing and emerging mobile communications systems, and smart technologies
- Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, etc.)
- Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting, or receiving.

## **Possession and Use**

- When the student is in school, any device(s) is/are to have the sound turned off and it is to be placed in the student's backpack or a locking container provided by the school.
- Electronic devices may be used on school grounds during instructional periods for educational purposes – only under the direction of the classroom teacher and with the permission of a parent or guardian.
- They may not be used during non-instructional periods including recess, lunch, at the restroom, during passing times and during school transportation.
- Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law.
- 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 non-owners, device owners are jointly responsible for the misuse or policy violations.

## **Violation of Policy**

- If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit. The electronic device will be released/returned to the student's parent or guardian. Additional disciplinary action may be taken against the student depending on the incident.

## Email

Fox Hollow maintains a Web page that can be accessed through the District's Web page. The District's web page can be found at [www.ifschools.org](http://www.ifschools.org). Follow the links under "school pages" to find Fox Hollow's page. Teacher's email addresses are listed on the web site. We invite parents to communicate frequently with our staff by using email.

## Facilities Usage

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

To rent the Fox Hollow Multi Purpose Room for after school activities, please call the office 2 weeks before the desired date.

## Grading

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

90% - 100%	=	A	79% - 70%	=	C
89% - 80%	=	B	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. Progress reports are sent home every 6 weeks.

## Health and Immunization

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

Fox Hollow staff members are concerned for the health and well being of all our students. Our health room is available for those children who become ill or are injured at school. If a child runs a temperature, is deemed ill, or has an injury that appears to require immediate attention, parents will be called and will be expected to come immediately. To assist with securing help promptly for each child, all parents must have a minimum of two (2) emergency names and telephone numbers recorded on their child's registration records in case the parent cannot be reached immediately.

Due to students sometimes coming to school ill and the risk that it creates to other students and staff, we request that parents use the following guidelines for keeping your student home to recuperate. They are as follows:

- Productive cough with mucus that is green or yellow in color;
- Vomiting within the last 24 hours



- Diarrhea, rash, increased lethargy (decreased energy; sleepiness), or open draining wound;
- Fever within the last 24 hours; (If taking medication such as Tylenol or ibuprofen to keep fever down, students must remain home until no fever for 24 hours without these medications.)
- Awaiting results of a lab culture;
- Taking antibiotics less than 24 hours prior to returning to school;

If any of these symptoms develop while a student is at school, he/she will be sent home. Your cooperation with this policy is most appreciated.

A student is considered for homebound services if they are to be out of school for three or more weeks due to a medical condition. Please report such illnesses to your child's teacher. Homebound instruction may be provided, in accordance with board policy.

## Homework

Be aware of your child's time on task while working on homework. Please contact the school if you have a concern.

For your child to be successful with homework, he/she needs:

- **A place to do homework.** If possible, your child should do his homework in the same place. The place should be uncluttered and quiet.
- **A schedule of completing homework.** Set a homework schedule that fits in with each week's particular activities.
- **Encouragement, motivation, and prompting.** It is not a good idea to sit with your child and do homework with him. Your child needs to practice independently and to apply what he has learned in class. If your child consistently cannot complete homework assignments alone, please call the teacher.
- **Understanding of the knowledge.** When your child is practicing a skill, ask which steps he finds difficult and easy and how he plans to improve speed and accuracy with the skill.
- **Reasonable time expectations.** If your child seems to be spending too much time each night on homework, please contact the teacher.
- **A bedtime.** When it is time to go to bed, please stop your child, even if he or she has not finished the homework.

The following guidelines are defined by the District regarding homework:

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 students 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 student 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 assignment.

Homework assignments should always serve a purpose stemming from class work providing students an opportunity to apply, supplement, and reinforce information they have learned. Homework also allows students to complete unfinished class assignments and make up work missed during absences. Homework is designed to give the student the experience of working independently which helps to develop initiative, self-discipline, responsibility, and independence. Finally, homework can be a vehicle through which teacher expectations, student progress, and the school's curriculum is shared with parents.

### **Homework Recommendations**

The relationship between homework and classroom activities should be evident. It should never be busywork nor construed to be punishment.

Homework should meet the ability and maturity levels of the individual.

The homework program should stress regularity and continuity. A maximum time limit is 15 to 20 minutes daily for grades 1-3, gradually increasing to 45 to 60 minutes daily in grade six.

Consideration should be given to the total homework load of students, special school activities, weekends, and holidays.

### **Learning Materials**

Supply lists can be found on our school webpage. Please reach out to our school office, if support is needed in providing your child's school supplies.

### **Library**

Fox Hollow has an excellent library. Students are encouraged to check out books. Each class has a scheduled library time each week. Reading levels are indicated on the spine of each book. Students are responsible for returning their library books on time.

### **Lunch Program**

Students have the opportunity to eat either hot or cold lunch at school or to go home for lunch. The cost for a breakfast, hot lunch, or milk is published on the monthly menus. We ask that parents purchase the necessary number of lunches for an entire week or month at one time. Menus are prepared and sent home monthly. Students eating a cold lunch may purchase a carton of milk. If you wish to eat lunch with your child, please ask him/her to order your lunch when ordering their own lunch. The price for adult lunches is also on the menus.

**Breakfast:** students may purchase breakfast each morning from 7:40 to 7:55 for breakfast Monday – Thursday. On Fridays, students may purchase breakfast 8:40-8:55. Students should arrive no later than 7:50 (8:40 on Fridays) in order to allow them enough time to eat and not be tardy to class.

**Free and reduced lunch/breakfast** application forms are available on the district web site and in the office and they are kept confidential.

### **Medications**

*Students are never allowed to bring any over the counter or prescription medication to school at the elementary level.*

Parents/ Guardians may give permission for their child to be given TUMS, cough drops, or cortisone cream at school. No other over the counter medication is allowed to be given by school staff. Before any prescribed medication can be administered by an adult at school, the child's doctor and parents must give written permission. Please see the secretary for the required forms and procedures.

## **Newsletter – Fox Tales**

School newsletters are updated monthly. They contain information that will help keep you informed of things that are happening at Fox Hollow. An electronic version can be found on our school website under the 'Parent' tab or at <https://www.smores.com/17adr-fox-hollow-elementary>

## **Parent Involvement**

Fox Hollow Elementary teachers and staff are committed to providing a quality educational program that will challenge all children to reach their potential. We believe when school and parents work together children succeed in school and throughout life. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

We believe the school's responsibility is to provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards. We also believe each parent will be responsible for supporting their children's learning. To help facilitate each child's success, we will emphasize the importance of frequent communication between teachers and parents on an ongoing basis through parent-teacher conferences, progress reports, phone calls, emails, and other modes of communication. Additionally, we will provide opportunities for parents to volunteer and participate in their child's class.

Every year, PTO members, and teachers develop an annual plan for parent activities. The plan includes activities to facilitate parent involvement in helping their children reach proficiency in reading and math. Furthermore, parents are invited to be on the District #91 Title I Committee. The committee reviews district policies and helps decide how Title I Part A funds for parental involvement will be spent annually. Please see pages 8-10 in this handbook for our parent involvement policy.

## **Parent Teacher Organization (PTO)**

The PTO is another way parents/guardians can become involved with their child's education. Every parent is encouraged to take an active part in the operation of Fox Hollow School. You are invited and encouraged to become involved with the PTO. You may wish to help a teacher in the classroom and school. Some examples include: prepare work, make bulletin boards, listen to children read, work in the library, help with fund-raisers, provide treats, or do any of the many things that need to be done. You will find that volunteering at school is a positive and rewarding experience for you and your child.

## Pictures

We provide parents and students the opportunity to purchase school pictures at a special price. Individual pictures will be taken each fall. The date for pictures will be advertised through flyers sent home. Information about opportunities to purchase spring pictures will also be sent home.



## Placement of Students

Every teacher and student have 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, maintains a balance between classes at the same grade level. Academic, emotional, social, and personal needs of each child are considered when placing students in a classroom. Sometimes, parents wish to become involved in this process, a parent input form, available in the school office documenting the educational needs of the child should be submitted to the principal by **the last school day in March**. Your input will be considered along with that of the professional staff. The final placement of students is determined by the school.

## Playground Safety Rules

### Students May Not:

- Leave the school grounds
- Go into the street for any reason
- Play in the parking lots
- Enter or re-enter the building without permission
- Block the doors to the building at any time
- Throw rocks, bark or gravel in the play area
- Hit, kick, or shove others at any time
- Rollerblades are not allowed on the playground



### Proper Equipment Use

#### Swings

- Students may swing while sitting on their bottom
- Swing front to back only, no side to side or spinning
- One person on a swing at a time
- No "Bailing out"
- Do not change the length of the swings
- Students may not run between or among the swings while in use

#### Climbing Structures

- Slide down only the slides-no climbing up the slides
- Do not block the slides
- Travel across the ladder one person at a time

#### Tetherball

- Do not hang or swing on the rope

We urge parents to help protect our playground and its equipment. Please caution your children about abusing the equipment. Let's work together to keep our playground a safe and useable place.

See also Discipline, above.

*\*If students bring their own playground balls, they are to share with others. In addition, ALL toys, hard balls and bats, and trading cards should stay at home. The school is not responsible for lost or damaged items, including electronic devices of any kind.*

## **Privacy Rights: FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive fund under an applicable program of the U. S. Department of Education.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

## **Public Concerns Procedures**

According to the Board Policy (Section 506), the Board recognizes that situations may arise in the operation of the system, which are of concern to parents of the public. Such concerns are best dealt with through communication with the appropriate staff members and officers of the district, such as the faculty, the principals, the central office, and the Board. The following procedure shall be used by persons with complaints:

1. Any concern involving a teacher will first be addressed between the teacher and the concerned party. If the initial concern is expressed to an administrator or a counselor, the concerned party shall be referred to the teacher as soon as possible but no later than five working days.
2. If the parties are not able to resolve the concern, it will then be resolved in an administrator-mediated conference between the teacher and the concerned party.

3. Appeals of the mediated resolution will be according to Board Policy Section 506.

## Releasing Students from School

We assume responsibility for your child's well being during the school hours. Students may be released to their parent/guardian during the school day after the parent/guardian has signed the release log located in the office. This precaution is taken solely for the protection of your student. We ask your cooperation and assistance by observing this policy.

**IMPORTANT: Changes to normal home transportation must be called in at least 20 minutes BEFORE the end of the day or sent in writing by a parent/guardian. We cannot follow the student's direction when it comes to going home a different way.**

## Safety

- All areas of the exterior and interior of the school are monitored by security cameras, with the exception of classrooms, library, and bathrooms.
- All exterior doors are locked at all times. Any non-school employee may enter at the front door by ringing the doorbell and being allowed in by office staff. Board policy states: "All visitors/volunteers must sign a check-in/out sheet and wear an identification badge during their visit." All visitors, regardless of the length of your visit, please sign-in at the front office and obtain a visitor's sticker upon entering the building. Please return the sticker when you check out.
- Staff will wear bright yellow safety jackets when outside to be easily identifiable to students.
- Volunteers will have a background check conducted by school personnel. Those who pass the check will be on an approved volunteers list which will be kept in the office and updated regularly. Additionally, volunteers will be required to sign a volunteer agreement. Volunteer services may be suspended at any time due to health restrictions.
- Each school maintains a safety plan including procedures for a variety of emergency situations. A safe place has been identified in the event that we would need to evacuate the school grounds. Teachers, staff, and students are aware of the plan, have been trained on all procedures, and practice the procedures with regularity.
- Parents will be notified of monthly safety drills and practices via text message.

## Student Belongings

The school is not responsible for lost or damaged items. PLEASE keep valuable or sentimental items at home.



## Student Injuries

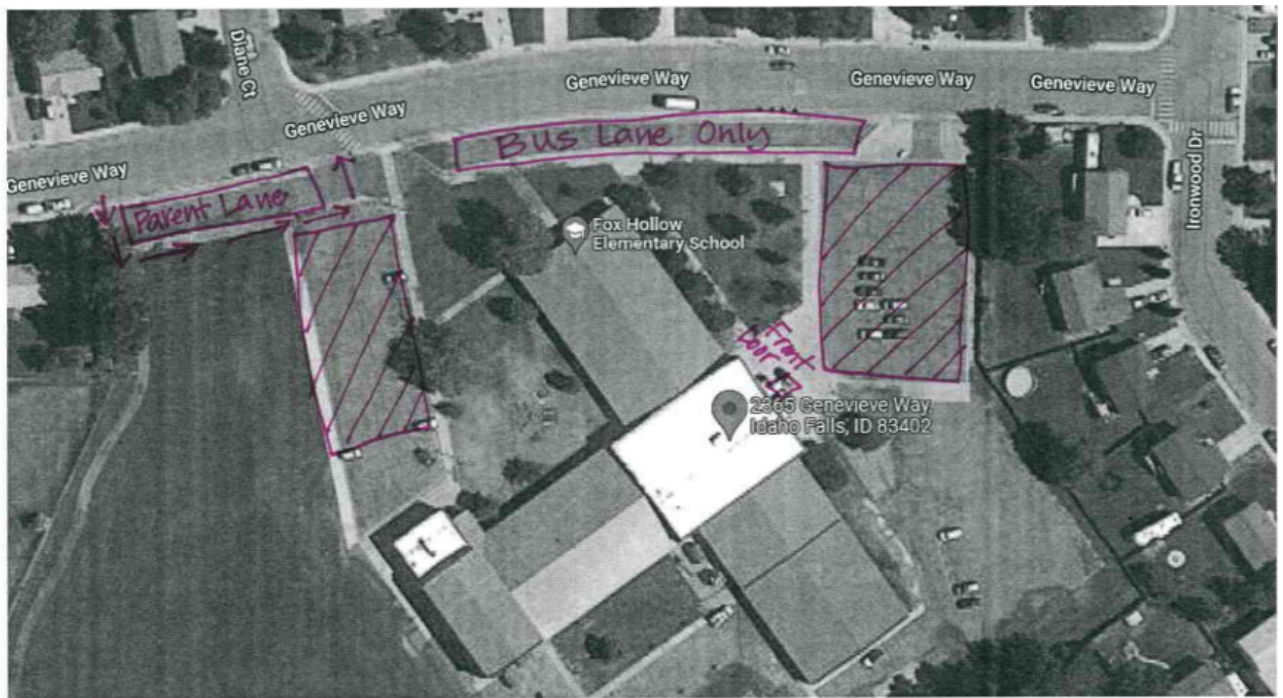
Even with the greatest precautions and close supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. The school district does not provide medical insurance to automatically pay


for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

## **Student Travel To and From School**

The District has installed a drop off lane for parents to drop-off and pick-up their children before and after school. The intent of this lane is to help prevent accidents between cars and children at school. We need every parent to help make this work! **It is essential that parents do not use the parking lots to drop-off or pick-up their children.** Our instructions to the students are to never walk in the parking lots. They are to only walk in the crosswalks and on sidewalks. That is a school rule. The reason for this rule is to keep all children safe. Danger from automobiles is a threat to children's safety. Please read and follow these procedures for safely delivering your child to/from school:

Drop off and pick up your child off on the northwest side of the school on Genevieve Way. **Do not park or leave your car unattended in this area.** Traffic is one-way in the traffic loop from west to east. Staff will be on duty before and after school to assist as needed.



 No student pick up or drop off.

This is a change from the 2021-2022 School Year.

PLEASE use the parent Lane only.



## Telephoning and Messages

Please do not call the office and request that a message be delivered to your student. With over 400 students and 60 adults in the building, the office staff is unable to deliver non-emergency messages. Of course, if you experience a family emergency, we will be happy to assist you.

**IMPORTANT: Changes to normal home transportation must be called in at least 20 minutes BEFORE the end of the day or sent in writing. We cannot follow the student's direction when it comes to going home a different way.**



## Title IX

Title IX rights (freedom from gender-based misconduct) are in place at this school. If you feel a person's rights have been impinged, please report to school personnel. The Title IX Coordinator is the school counselor at this school.

## Transfer from Fox Hollow

If you move from Fox Hollow School attendance zone, please notify the office or your child's teacher in advance. This will allow time to complete the check out procedure. Please take care to see that all school property has been returned. The new school will send a request for your child's records.

## Visitors at School

**All visitors must check in at the office.** Parents are asked to schedule meetings with teachers in advance so they will not interrupt the school day. Occasionally, the school receives requests from students or parents to have friends or relatives accompany students to school for a visit. These situations are an interruption to the classroom and the educational program. We ask that other arrangements be made for these children during the school day.

*Visitors to schools may be suspended at any time due to health restrictions.*

## Volunteers

Parents are encouraged to volunteer to help at school. Volunteers are needed in many areas of the school. Please talk to your child's teacher about ways that you can help. The PTO is also in need of people to help with activities during the year. Your help is always appreciated and it lets your child know school is an important place.

Please sign in the office when you are volunteering or visiting the school, then sign out and leave your visitor sticker on your way out. For safety reasons, we need to know who is in the school at all times.

Volunteers will have a background check conducted by school personnel. Those who pass the check will be on an approved volunteers list which will be kept in the office and updated regularly. Additionally, volunteers will be required to sign a volunteer agreement.

*Volunteer services may be suspended at any time due to health restrictions*

## **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.

In addition, any student who uses other deadly or dangerous weapons as defined in Federal Law Section 921 of Title 16 of the United States Code shall be subject to the same procedures and penalties described in the above paragraph.

Any student expelled under this section may not apply for re-admission for twelve months from the date of expulsion. If re-admission is granted after proper application, it will not occur until the start of the next grading term following approval of re-admission.

## Fox Hollow School Song

We're Foxes from Fox Hollow, where we study, learn and play;  
Where kids are smart and do their part to show school pride each day.

We help each kid feel welcome and we help each kid fit in.

We're safe, responsible, respectful; that's the way to win!

We always do our best, and we have the greatest teachers.

With knowledge, and with character, we are the future's leaders.

F – O – X – E – S! We're the foxes; we're the best!

