

WESTSIDE ELEMENTARY SCHOOL

STUDENT AND PARENT HANDBOOK



P.A.C.K.

POSITIVE
ACHIEVERS
CREATIVE
KIND

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Table of Contents

Principal's Message	Pg. 3
Important Notices-School Security, Changes to Typical Student Transportation, Messages	Pg. 3-4
Westside Mission, Vision, Collective Commitments	Pg. 4
School-wide Expectations	Pg. 5
Arrival & Departure	Pg. 6-7
Attendance Policy and Procedures	Pg. 7
Bicycles	Pg. 8
Birthdays / Celebrations	Pg. 8
Candy and Toys	Pg. 8
Cell Phones and Electronic Devices	Pg. 8
Class Placement	Pg. 8
Cold Weather	Pg. 9
Communication	Pg. 9
Deliveries	Pg. 9
Discipline	Pg. 9
Dress Code	Pg. 9-10
Enrollment	Pg. 10
Grading	Pg. 10
Homework	Pg. 10-11
Injuries	Pg. 11
Lost and Found	Pg. 11
Pets/Animals	Pg. 11
School Closure Information	Pg. 11
Student Health	Pg. 11-12
Staying after School	Pg. 12
Transferring or Withdrawal	Pg. 12
Visitors	Pg. 12
Volunteers	Pg. 12-13
Zero Tolerance for Weapons and Explosives	Pg. 13
Westside Faculty and Staff	Pg. 14
Parent Teacher Organization (PTO)	Pg. 15
Education Foundation	Pg. 15
Title IX	Pg. 16
Family Engagement Policy	Pg. 17

PRINCIPAL'S MESSAGE

Welcome to Westside!

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

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

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

Sincerely,
Kelsey Anderson

IMPORTANT NOTICES

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

- We recently implemented access control systems in our school. Controlling access to our school building is just one more way to create safer schools.
 - The front doors will automatically lock and unlock according to a set schedule.
 - Visitors will request access to the building using the video doorbell outside the front door.
 - Please be patient as you wait for access to the school. The office staff may be busy helping students and/or other parents and patrons.
- Visitors will be required to sign-in at the office.
- Students will be released to legal guardians at the front office.
- If students must leave during the school day:
 - Legal guardians must sign them out at the front office.
 - Students will not be released from classrooms, students must be released from the office.
 - Students will not be released to individuals under 18 years.
- For regular dismissal, please develop a meeting location so your children know what they are expected to do after school ends.

2. Changes to Typical Student Transportation

- If there is a change from normal transportation arrangements, please inform the school.
 - Students must bring written confirmation from a parent informing us of the change or parents must call the office **prior to 2:00 pm** informing us of changes.
 - Students will not be allowed to make a change from expected transportation arrangements without notification by parents and/or **after 2:00 pm**.
 - If a student is riding a bus that is not their normal route, they will need a written permission from their legal guardians and a bus pass from the office. This must be done **prior to 2:00 pm**.

3. Messages

- To avoid interruptions in the classroom, teachers and students will not be called out of the classroom for a phone call unless there is an emergency. Secretaries will take a message and deliver it to students at the appropriate time.
- **Please do not call with student messages after 2:00 pm.**

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

Westside Elementary School

Mission

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

- Work cooperatively and collaboratively to accomplish our vision.
- Commit to clear, measurable, and rigorous academic learning targets.
- Support each other with respect and kindness.
- Embrace and respect diversity in all capacities.

Vision

Westside Elementary is a safe, supportive, and collaborative school where we inspire children to be learners and leaders.

Collective Commitments

We will:

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

School-Wide Expectations

Area	Be Safe	Be Respectful	Be Responsible
Hallway Voice Level 0 or 1	Walk at all times Keep hands and feet to self 5 S Line- Soft voice, Straight, Single File, Smile, Stay on the Right	Walk without talking Wait in line for lunch at a Voice Level 1 Stay on the right side of the hall 5 S Line- Soft voice, Straight, Single File, Smile, Stay on the Right	Have teacher permission to be in the hall Hang up your clothing and backpacks 5 S Line- Soft voice, Straight, Single File, Smile, Stay on the Right
Classroom Voice Level 2	Walk at all times Keep hands and feet to self Push in chairs Sit in chair appropriately	Listen and watch your teacher Take turns Talk when it is your turn	Come to class prepared and on time Follow directions the first time Be ready to learn Clean up around your desk Take care of personal and school property
Restroom Voice Level 0 or 1	Keep hands and feet to self Use equipment appropriately Wash your hands with soap and water	Respect the privacy of others	Flush the toilet Put towels in the garbage can Return to classroom promptly Report problems to an adult
Cafeteria Voice Level 2	Walk at all times Keep hands and feet to self Sit on the bench with feet on the floor Eat only your food	Use good manners Use a conversation voice Look, listen, and stop talking when the duty turns off the lights so you can follow directions	Keep balls and equipment in classroom carrier Scan your card correctly and quickly Clean up after yourself Stay in your seat until you are excused Empty and stack your tray
Playground Voice Level 3 or 4	Dress for the weather Use hands and feet respectfully Stay within view of the duty aide Do not go behind trees or in any doorways Use equipment appropriately Get help for big problems	Stop, look and listen when the duty whistles Follow adult directions Use kind words and actions Play with others Take turns on the equipment and during games	Ask permission to use the restroom Line up quickly when the bell rings Be quiet in line Bring equipment and jackets inside Close the outside doors correctly
Library Voice Level 0 or 1	Walk at all times Keep hands and feet to self Push in chairs Sit in chair appropriately	Listen and watch the librarian Take turns and share books Talk when it is your turn Stay in your space	Follow directions the first time Clean up your area after use Take care of library books Return library books on time
Pick-Up and Drop-Off Voice Level 3 or 4	Walk at all times Keep hands and feet to self Stay on the sidewalk Walk bikes on school property	Follow the adult's instructions Use kind words and actions Get in and out of cars quickly	Be on time Report problems to an adult

Arrival and Departure

8:00-8:15 am	Outside supervision
8:00-8:15 am	Breakfast – students may enter through the front door and go outside with their class if they finish before 8:15 am
8:15 am	Students enter the building through their grade level doors.
8:20 am	Students must be in their classrooms. Students who arrive after 8:20 am are tardy and parents need to sign them in at the office.
2:25 pm	Students are dismissed. We ask that they leave the school grounds and don't play on the playground.
2:25-2:35 pm	Outside supervision



Driving Your Child to School

Please help us keep our students safe:

1. Please drop off and pick up passengers in the blue drop-off/pick-up zone.
2. The drop-off/pick-up zone is a NO PARKING area. Double parking in the loading zone is forbidden.
3. Do not drop off/pick up students in any of the red zones, especially in the parking lot designated for Westside Staff parking. Our youngest students wait in this area. The only exception is those using the handicap parking space located in the staff parking lot.
4. Students will wait on the sidewalk by the loading sign. They may not cross the parking lots to reach a car without an adult walking them.

Driving Your Child to School (cont'd.)

5. Please do not walk between waiting cars.
6. Walk on the sidewalks.
7. Visitors are to use the visitor parking in front of the school (green zone) if you are staying at school during the day.
8. Students walking to school should cross streets at yellow crosswalks only and always stay on the sidewalk.

Bus Area

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

Attendance Policy and Procedures

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

Verified tardy: Any medical or dental tardy will be verified with a doctor's note.

Verified absence: A verified absence is one that the parent/legal guardian knew of, approved, and cleared with the attendance office prior to or within 24 hours of the absence. Students should not have more than five (5) verified absences in a trimester with the following exceptions:

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

Unverified absence: An unverified absence is one in which the parent/legal guardian did not have knowledge of, and/or did not approve, and/or did not clear with the office prior to or within 24 hours of the absence.

Plan of Action

Any Absence – Please notify the school (208-525-7666) by 8:20 A.M. (9:20 am Friday) on the day your child is absent. This helps us confirm that each child is accounted for.

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

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

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

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

Bicycles

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

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

Birthdays/Celebrations

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

1. No home prepared food items may be served as a treat at school.
2. Please contact the classroom teacher for information on (a) food allergies and (b) the best time to bring treats to school so interruptions are kept to a minimum. Visitors will be required to check in at the front office when bringing treats for their student.
3. Invitations to private parties should not be passed out at school; it is more appropriate to do this privately, outside of school.
4. Flowers & balloons for students are not permitted on school grounds. Please do not bring these items or have them delivered.

Candy and Toys

Students should not bring gum, candy, toys (e.g., hard balls, bats, trading cards, etc.) or hand held games. Basketballs and soccer balls are allowed as long as students follow the before/after school and playground rules. Students bringing athletic equipment do so at their own risk and the school will not be responsible for lost or damaged athletic equipment.

Cell Phones and Electronic Devices

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

Students shall be responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to, or borrowed and misused by other students, device owners are jointly responsible for the misuse or policy violations.

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

Class Placement

Every teacher and student has unique talents and needs. We do our best to place your child in the class that will provide an environment that optimizes success, and at the same time, maintains a balance between classes at the same grade level. Academic, emotional, social, and personal needs of each child are considered when placing a student in a classroom. Parents may provide input in this process by describing the characteristics that affect your child's learning and the environment in which you believe he or she might best achieve by emailing the principal. **Please do not request a specific teacher.**

Cold Weather

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

Communication

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

Parents who subscribe to Text Messages will receive timely notices on school cancellations, emergencies, and special reminders such as Parent Teacher Conferences and Early Releases. Please verify with our school secretaries that we have the appropriate cell phone number on file.

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

Deliveries

No deliveries will be accepted at school for students. This includes Grubhub, Doordash, flowers, balloons, etc.

Discipline

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

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

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

Dress Code

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

- Always dress for the weather. Coats, hats, gloves, boots, etc.
- Hats and hoods are to be removed when entering the building during school hours.
- Clothing should not reference drugs, alcohol, or tobacco products.
- Clothing with profanity, vulgarity or demeaning language or pictures, and clothing associated with gangs or gang symbols is not allowed.

- Revealing clothing (e.g., midriff-type shirts, muscle shirts, low-riders, short skirts or shorts, etc.) is not allowed.
- Students will need tennis shoes on their PE day. For safety reasons, flip flops are discouraged because students go outside at minimum twice daily.

Enrollment

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

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", "Progressing/Improving" or "Needs Improvement". For grades 3 through 6, a traditional evaluation system is provided as follows:

90% - 100% = A

89% - 80% = B

79% - 70% = C

69% - 60% = D

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

Homework

Definition

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

PRACTICE	The most common and simple type of assignment. This is given to help 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 students can transfer a 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.

Purpose

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

Recommendations

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

2. Homework should meet the ability and maturity levels of the individual students.
3. Homework should be evaluated and feedback provided to the student.
4. The homework program should stress regularity and continuity. A MAXIMUM time limit of 15 to 20 minutes daily for grades 1 – 3, gradually increasing to 45 to 60 minutes daily in grade six.
5. Consideration should be given to the total homework load of students, special school activities, weekends and holidays.

Injuries

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

Lost and Found

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

Pets/Animals

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

School Closure Information

General Closure Information

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

Announcements regarding closure are publicized as follows:

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

Student Health

Allergies

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

Immunizations

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

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

Medications

If your child will need medication during the school day, please complete the *Physician's and Parent's Request for the Administration of Medication During School Hours by School Personnel* form (available in the front office). A new form must be completed for each school year. Students are not allowed to carry personal medication in their backpacks. Please note pain medicine (including acetaminophen and/or ibuprofen) cannot be administered by the school. A parent/guardian or designated adult may come to the school to administer this as needed.

Staying after School

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

Transferring or Withdrawal

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

Visitors

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

Volunteers

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

- Firsthand Knowledge about the School: Volunteering gives you the opportunity to meet teachers and observe what happens at school. You can then evaluate what your child says (and what other parents tell you) based on your own impressions.
- A Sense of Belonging: Volunteering connects you to the place where your child spends many hours each day.
- Increased Confidence: You can feel more confident in advocating for your child when you feel a personal link to the school.
- Social Opportunities: Volunteers meet other parents and make new friends. Sometimes it is difficult to get to know people in your neighborhood.
- Skill Development: Many parents gain experience in building databases, editing publications, fundraising, and managing projects through volunteering.
- A Sense of Achievement: Volunteering can produce tangible rewards, such as watching a child you tutor grasp a math concept or seeing the new computer purchased with grocery receipts.

- Appreciation from your child: Children like to see visible signs that you care. They enjoy seeing you relate to school staff members. It helps them link home and school.
- Reinforcing the Importance of School: By spending time on school activities, you are letting students know that school is important – you want them to work hard and achieve success.

Zero Tolerance for Weapons and Explosives

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

If petitioned for expulsion, the Board will hold such a hearing at its next regularly scheduled meeting, or at a special meeting if the Board deems necessary. Any student who displays a knife, or uses or threatens to use any other instrument or device as a weapon, including bullying and physical violence against another student or staff member, will be immediately suspended from school. The administration will hold a Due Process hearing within five days of the incident that led to the suspension. Depending on the circumstances involved, the administration may recommend that the Board of Trustees expel the student.

WESTSIDE FACULTY AND STAFF 2023-2024

Principal	Kelsey Anderson	
Secretary	Krista Jensen	
Secretary	Cheryl Thayer	
Counselor	Amy Gallagher	
Custodian	Janet Farnes	
Kindergarten	Kyra Bensig	Room 2
	Mark Byrd	Room 1
	Rebecca Dahle	Room 7
First Grade	Keyandra Fitzwater	Room 3
	Deana Graham	Room 5
	Cindy Sperry	Room 6
Second Grade	Hilarie Aiken	Room 16
	Angela Gillman	Room 4
	Barb Lycan	Room 15
Third Grade	Kathy Cassidy	Room 10
	Alexis Hafla	Room 9
	Kristen Thueson	Room 12
Fourth Grade	Jayden Candelaria	Room 11
	Malorie McAfee	Room 13
	Kim Taylor	Room 14
Fifth Grade	Kaitlyn McMurtrey	Room 20
	Hallie Morton	Room 18
	Bailey Reed	Room 17
Sixth Grade	Wendee Christensen	Room 22
	Madison Duke	Room 19
	Kaylyn Griffiths	Room 21
Resource Room Teachers	Michelle Clark	Room 8
	Sarah Carstens	Room 8
Resource Paras	Melisa Adams, Madison Bradley, Heidi Dennert,	Room 8
	Jodi Hyde, Pam Meservey, Miya Waynewood	Room 8
Librarian	Chandra Burgan	
Art Teacher	Ashley Baysinger	
P.E. Teacher	Renee Merzlock	
Music Teacher	Jennifer Korenke-Stanger	
Kindergarten Paras	Kelly Gross, Kelly Hayes, Iris Storms	
Title I Paras	Jodi Bright, Brandi Butterworth, Julie Fowers, Kris Kropf,	
	Kerri Macdonald, Janice Nelson, Clarissa Schwieder	
English Learner Para	Marta Hancock	
School Psychologist	Jennifer Wixom	Lunch Manager Guadalupe Marquez
Speech/Language	Richelle Bowcutt	Lunch Cashier
Occupational Therapist	Lacy Osgood	Lunch Assistants Laura Alatorre,
Physical Therapist	Eric Roberts	Holly Kuns,
		Radeane Nukaya
		Jocie Randall

Westside PTO (Parent Teacher Organization)

President	Caprice Dennert	(208) 313-5715	capricedennert@hotmail.com
Vice President	Megan Stembridge	(208) 351-1773	mbstembridge@gmail.com
Secretary	Angie Bailey	(208) 251-6765	angiesuebailey@gmail.com
Treasurer	Jen Gillespie	(208) 403-3060	jen.gillespie@gmail.com

Idaho Falls School District 91 Education Foundation

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



Title IX Policy

Idaho Falls School District 91 is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, which are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

How to report or file a complaint:

Students, Employees, or other members of the District community who believe that they have witnessed an incident or that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator at 690 John Adams Parkway, Idaho Falls, ID 83401, 208-525-7500.

Title IX Grievance Procedure

This Title IX Grievance Process applies to all members of Idaho Falls School District 91's community, including students, employees, and Board members as well as District patrons, guests, visitors, volunteers, and invitees.

Reporting and Supportive Measures:

Upon receipt of a complaint, report, or information alleging sexual harassment the Title IX Coordinator or Deputy Title IX Coordinator will contact the complainant to discuss the availability of supportive measures and explain the process for filing an informal or formal complaint.

Notice of Allegations and Investigation:

Upon receipt of a written formal complaint the Title IX Coordinator, Deputy Title IX Coordinator or Investigator will provide a written Notice of Allegations to all complainants and respondents. The Investigator will then conduct an investigation into the formal complaint.

Resolution:

The Decision Maker will review the investigation and issue a written determination of responsibility.

Appeal:

Any party may file a request for appeal in writing with the Title IX Coordinator or Deputy Title IX Coordinator within three (3) days of the delivery of the notice of a final decision.



IDAHO FALLS SCHOOL DISTRICT 91
PARENT & FAMILY ENGAGEMENT POLICY

Idaho Falls School District 91 agrees to implement the following statutory requirements:

- A. **Involve parents and family members** in jointly developing the local educational agency's Title I, Part A plan under section 1112, and the development of school support and improvement plans under section 1111(d).
- B. **Provide the coordination, technical assistance, and other support necessary** to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities. These activities must improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. **Coordinate and integrate** parent and family engagement strategies to the extent feasible and Education foundation appropriate, with other relevant Federal, State, and local laws and programs;
- D. **Conduct**, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying—
 - Barriers to greater participation by parents/families in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
 - The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
 - Strategies to support successful school and family interactions;
- E. **Use the findings of such evaluation** to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the parent and family engagement policies described in this section; and
- F. **Involve parents in the activities of the schools**, which may include establishing a parent advisory board composed of a sufficient number and representative group of parents or family members served by the LEA to adequately represent the needs of the population. This advisory board will help develop, revise, and review the parent and family engagement policy.

Idaho Falls School District 91's Parental and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was reviewed by Idaho Falls School District 91 on February 11, 2021 and will be distributed to all parents of participating Title I, Part A children at the beginning of each school year.