

Hansen Elementary School Student Handbook 2020-2021



Elementary School
350 Walnut South
Hansen, Idaho 83334
208-423-5475
www.hansenschools.org

Mrs. Heidi Skinner – Principal
Mrs. Sharee Hamilton – Counselor
Mrs. Jessica Orozco – Administrative Assistant

Mission Statement

The Hansen School District, working collaboratively with all stakeholders, will develop the skills and qualities necessary to create lifelong learners and productive citizens.

This handbook has been reviewed and approved by the Hansen School District Board of Trustees and may be considered policy. As such it becomes the guidelines for the administration to implement for the safety and efficient management of the Hansen School District.

The faculty, staff, and administration welcome you to Hansen School District and extend best wishes for a successful year. Whether you are new to Hansen Schools or a returning family, we are happy that you joined us, and we are confident that your time here will help prepare you for life beyond K-12 schooling. Hansen Schools are a place in which we all take great pride, and we ask that you join us in continuing to build this fine tradition. This handbook is designed to help familiarize each student and his/her parent or guardian with the rules and regulations of the school. Please become thoroughly familiar with the information contained in this handbook, and keep it as a handy reference. You will be held accountable for knowing and following it. If you have any questions not addressed in the handbook, you are encouraged to contact your teachers, counselor, or administrator.

SCOPE OF STUDENT HANDBOOK

The policies, rules, and regulations in this handbook are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. The Board of Trustees, Superintendent, and the Principal reserve the right to amend, suspend, repeal, modify, or revoke any of the policies, rules, and regulations at any time as to any student or related persons without incurring any obligation with respect to the old or existing policy, rules, regulations or administrative procedures. The ultimate administrative responsibility for the school is vested in the principal who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the individual student concerned, the other students, and the ongoing education mission of the school.

STUDENT RIGHTS AND RESPONSIBILITIES

All student conduct at Hansen School District is to be based on respect and consideration of individual rights and for the rights of others. Students have the responsibility to know, respect, and abide by the rules and regulations of the Hansen School District. Students have the responsibility to conduct themselves in such a manner that would reflect honor and dignity upon the individual and the school.

ADMINISTRATION

Mr. David Carson.....Superintendent of Schools/Federal Programs Director
Mrs. Kayla Kelly.....Jr. High and High School Principal
Mrs. Heidi Skinner.....Elementary Principal
Mrs. Elayne Howell.....District Clerk
Mrs. Sharee Hamilton.....District Counselor
Mrs. Daneille Heuvel.....Director of Special Education Services
Mr. Jim Lasso.....Athletic Director
Miss Tiffany Conk.....Jr. High & High School Secretary
Mrs. Jessica Orozco.....Elementary Secretary

FACULTY

Mrs. Schroeder	Kindergarten teacher	Mrs. Kuykendall	Kindergarten teacher
Mrs. Hogan	First grade teacher	Ms. Mothershead	Second grade teacher
Ms. Kersey	First grade teacher	Mrs. Heuvel	Special education teacher
Mrs. Standley	Second grade teacher	Mrs. Bowman	Speech therapist
Ms. Triner	Third grade teacher	Ms. Grant	EL teacher
Ms. Torkelson	Fourth grade teacher	Mrs. Stimpson	Librarian/art & music special
Mrs. Rush	Fifth grade teacher	Mrs. Cummings	Title paraprofessional
Mr. Rush	Sixth grade teacher	Mrs. Taylor	Title paraprofessional/Science special
Ms. Jacobson	Special education paraprofessional	Mr. Bourn	Custodian
Mrs. Ledbetter	Special education paraprofessional	Mrs. Aburto	Custodian
Mr. Carter	Maintenance	Mrs. Hughes	Cafeteria
Mrs. Moreno	Special education CBRS	Mrs. Hernandez	21 st Century Director
Mrs. Peterson	Cafeteria/breakfast	Ms. Gennette	Physical Education teacher

SCHOOL HOLIDAYS

Labor Day	September 7
Thanksgiving	November 25-27
Christmas Vacation	December 21 - January 3
Presidents Day	February 15
Spring Break	March 22-25

SCHOOL RELATED DISMISSALS

October 22	Parent/Teacher Conferences	(no school for students)
March 18	Parent/Teacher Conferences	(no school for students)

GRADE REPORTS

October 15	END OF 1st QUARTER
December 17	END OF 1st SEMESTER
March 11	END OF 3rd QUARTER
May 27	END OF 2nd SEMESTER

STUDENT SUCCESS DATES (8:00-2:00)

September 18
 October 9
 November 13
 December 11
 January 22
 February 5
 March 5
 April 23
 May 21

STATEMENT OF BELIEFS

We believe that...

- all students can learn.
- learning is a life-long activity.
- school should prepare students for the workplace and further endeavors.
- school should enhance citizenship skills.
- school should provide for a wide range of learning opportunities.
- students should be able to work independently as well as cooperatively.
- school should be a safe environment.
- achievement should be rewarded.
- school should be a place where mutual respect and goodwill exists for all.
- school should provide for the physical, social, intellectual and emotional growth of all students.

STATEMENT OF EXPECTATIONS

We expect...

- you to do your best.
- to do our very best to assist you.
- success.
- you to come to school drug, tobacco, and alcohol free every day.
- you to show up on time with appropriate learning materials ready to learn.
- our school and our campus to be litter free. Our goal is "0" litter.
- you to do your own work unless the teacher says collaboration is acceptable.
- you to be truthful about all things.
- you to be respectful to other students and authorized personnel.
- you to be respectful of the property of others.

HANSEN SCHOOL DISTRICT STUDENT/TEACHER/PARENT COMPACT

The teachers of Hansen School District will:

- Believe each student can learn
- Show respect for each child and his or her family
- Come to class prepared to teach
- Provide an environment that is conducive to learning
- Help each child grow to his or her fullest potential

- Provide meaningful and appropriate homework activities
- Enforce school and classroom rules fairly and consistently
- Maintain lines of communication with students and parents
- Seek ways to involve parents in the school program
- Demonstrate professional behavior and a positive attitude

The students of Hansen School District will:

- Always do their best work and use their best behavior
- Work cooperatively with classmates
- Show respect for self, school, and other people
- Obey the school and bus rules
- Come to school prepared with homework and supplies
- Believe that they can and will learn

The parent/guardians of Hansen School District will:

- See that their child attends school regularly and arrives on time
- Provide a home environment that encourages their child to learn
- Insist that all homework assignments are completed
- Communicate regularly with their child’s teachers
- Support the school in developing positive behaviors
- Talk with their child about his/her school activities every day
- Read with their child at home and monitor their TV viewing
- Volunteer time at their child’s school, if possible
- Show respect and support for their child, the teacher, and the school

CHILD FIND

The Hansen School District engages in Child Find activities throughout the school year. Child Find activities are meant to provide information to Hansen School District residents of the process for identifying and serving children with disabilities from the ages of 3 to 21 and the right to a free and appropriate public education through the districts’ special education programs. If you have known or know of a child who is 3 to 21 years of age who may have individual needs that result from a disability and/or a developmental delay in walking, talking, hearing, learning, or may display behaviors that appear different from other children their age, or would like more information on disability related services and supports available through the district, please call Daneille Heuvel, Hansen School District Student Services Director, at the school district office (208) 423-6387.

CHAIN OF COMMUNICATION

It is expected that problems that arise in the classroom are first addressed with the classroom teacher. If disagreement persists, the teacher or parent may contact building administration. In the event the building administrator is unable to resolve the conflict in a satisfactory manner, the school superintendent may be contacted.

ATTENDANCE

COMPULSORY ATTENDANCE

Idaho State Law requires that a student attends school between his/her seventh (7th) and sixteenth (16th) birthday, unless the child is receiving home-based instruction.

NOTIFICATION OF ABSENCE

The school will attempt to notify the parents or legal guardians on a daily basis regarding absent children. A missing child report will be filed with the local law enforcement agency if it is deemed necessary. Attendance letters will be mailed to parents to notify them of excessive absences. Students are permitted to miss **no more than 7 days per school semester**. Parents will receive attendance letters once a child has missed 5 days in one semester. Attendance greatly affects a student’s success in school. Students who exceed the number of allowed absences without doctor permission will be referred to a truancy officer and a status offense may follow.

It is expected that students arrive on time and remain at school for the duration of the school day. Elementary students will be counted absent for a half-day if they are excessively late or if they depart before the school day has ended.

GUIDELINES FOR ATTENDANCE

Since students are considered to be under the jurisdiction of school officials upon arriving at school, the following guidelines apply:

- Parents must provide a written excuse or telephone call to school officials explaining reasons for absence(s).
- School officials may require a written excuse from a medical professional justifying the absence.
- A student is considered truant when he/she is absent without consent of parents/guardians or school officials.
- Students are encouraged to stay home if they are feeling sick to ensure the safety of their peers and school faculty.

GRADE SCALE

- 90-100 “A”
- 80-89 “B”
- 70-79 “C”
- 60-69 “D”
- 0-59 “F”

MAKE UP WORK

A student will be allowed two days of make-up time for each excused absence. The maximum time allowed will be ten days, but an administrator may grant additional time. Work assigned prior to the absence is due upon return. Students must give sufficient notice (2 days) to teachers to arrange for work that will be missed if they know they will be absent in the future, if students are unable to provide sufficient notice, work may be obtained when the student returns to school. When a student is absent for any reason they can access their coursework via Google Classroom. They are encouraged to stay caught up while they are absent and will be still be given 2 days for each day they are absent to turn work in.

COVID-19 RETURN TO SCHOOL POLICY

When students/staff can return after testing positive for or being exposed to COVID-19.

- Follow guidelines from South Central Public Health District (SCPHD). All surveillance of positive cases or probable cases will be done by the Health Department and they will provide guidance. Presently, the standards for returning are:
 - If student/staff member tested positive or was presumed positive for COVID-19 and had symptoms, they can return after:
 - It has been 10 days since symptoms first appeared
 - 3 days with no fever and/or use of fever reducing medication
 - 3 days of symptom improvement
 - If a student/staff member tested positive for COVID-19 but did not have symptoms, they can return to school after
 - 10 days have passed since the test
 - No symptoms within those 10 days
 - If a student/staff member has had **close** contact with a person that has COVID-19, they should
 - Stay home 14 days after the date of last contact and monitor for symptoms.
- For more up-to-date information, visit, <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

ADMITS

After an absence from school, the student must bring a note or have a parent/guardian call the school within two school days of the absence in order to have the absence excused. After the 2-day limit, the absences will be counted as unexcused. It is advisable that students return with a doctor’s note if applicable.

TARDIES

Students who are habitually late to school often miss important opening instruction. Three (3) tardies in any class period will be equivalent to one (1) absence. Students will be counted tardy when they are not in their assigned class area when the bell rings. Any further questions concerning tardies will be determined by the administration.

TRUANCY

Any time a student is absent from school without permission of school personnel or a parent/guardian the student will be considered truant. Consequences include loss of privileges at the principal’s discretion, and students may be referred to a truancy office. Repeat offenses may lead to expulsion.

ELEMENTARY BELL SCHEDULE

- 8:00 School begins
- Morning recess
- 12:20 Lunch Recess ends for all students (K-6)
- Afternoon recess
- 3:24 School dismissed

There is no supervision for students that arrive at school before 7:45 or after 4:10. Please ensure that your child is not left unattended at school.

ACTIVITIES

Students must be present at school for at least half the day to participate in any school activity district wide falling on the same day (music programs, athletics, field trips, etc.) Participation in or attendance at after school activities may be restricted by building administration due to low attendance in school.

BUS POLICY

Buses are provided as a convenience. Riding the bus is a privilege that carries both rights and responsibilities. According to state law, the bus driver has authority over all passengers (even to the point of recommending student suspension from bus privileges). Students are to act respectfully at all times, failure to do so will result in a referral to building administration. School rules apply from the time students board the bus until the time they unload from the bus, and at all times while on school grounds.

CAFETERIA

The cafeteria serves hot meals at reasonable prices. Breakfast is free for all students. Free or reduced priced lunches are available to students who qualify. Information about the free lunch program is available from Mrs. Petersen. The cafeteria employees have authority to enforce school policy during the lunch period.

COMPUTERS/INTERNET

All students will be subject to the district policy concerning use of the computers, iPads, Chromebooks, and the Internet. This also applies to the use of the School's Wifi on personal devices (Policy #3270P). Students and parents will be required to sign the internet policy before students will be allowed to have internet access.

- Consequences for inappropriate use of the Internet:
 - 1st Offense: Loss of computer privileges for a week
 - 2nd Offense: Loss of computer privileges for the remainder of the semester
 - 3rd Offense: Loss of computer privileges for the remainder of the school year

DRESS CODE

It is the desire and the intent of the Hansen School District to adopt a dress code to create an environment in our schools that is conducive to learning and free of potential distraction or danger. The Dress for Success code supports workplace norms for appropriate attire. If the principal determines that a student's dress is disruptive or detrimental to the educational atmosphere the student will be asked to comply with dress code. The school has some available clothes for students to borrow. If there is no availability of clothing at the school, the student will be asked to go home and change clothes or have a parent bring new clothes. If none of the options above are feasible, the student will remain in the office and will not be allowed to return to the classroom. Students are to observe the following guidelines regarding attire:

- Shoes must be worn at all times.
- Shirts must have a modest neckline (NO CLEAVAGE).
- Tank tops may be worn; however straps must be at least 1" wide.
- No spaghetti straps, tube tops, off the shoulder, halter-tops, backless, strapless, razor back, t-back, half-tops, or muscle shirts are to be worn.
- Shirts must be long enough to cover the midriff (front and back).
- Clothes must conceal undergarments (boxers, thongs, undergarment straps, etc.) at all times.
- No see through, excessively tight, or revealing attire is permitted.
- Shorts and skirts must be at least the length of the longest fingertip when hands are at sides.
- Ripped jeans are allowed, but the holes cannot be more than 6 inches from the top of the knee.
- Spandex clothing (including leggings) alone is not appropriate.
- Pants must be worn at hip-level or higher (no excessive bagging or sagging).
- No pajamas, slippers, or sleepwear.
- Hats or head coverings (including sunglasses) of any kind are not allowed.
- Clothing accessories, and visible tattoos with words/pictures that contain any of the following are prohibited: alcohol, tobacco, drugs, sex, death, destruction, hate groups, racial separation, or obscenity.
- Earring, as well **as a small nose stud** will be the only facial piercing allowed.
- Spikes, chains, wallet-chains, studs, bolts, dog collars, needles, pins, sharp objects, or other jewelry deemed unsafe is not allowed at school.
- Excessive or extreme makeup is not allowed.

FOOD AND DRINK

Water may be taken to class in a container that can be sealed. Food and other drinks cannot be taken into the classrooms unless prior approval is granted by a classroom teacher or administration. Students are expected to eat lunch within the time frame allowed. Any exceptions must be approved through the principal's office.

CLASSROOM PARTIES

Students may bring treats for their birthday or classroom celebrations. Please make all arrangements with your child's classroom teacher before bringing in treats.

ELEMENTARY STUDENT SUCCESS DAYS

Students who are struggling to achieve proficiency in a class may be strongly encouraged by a teacher to attend a Friday tutoring day. Student success days begin at 8:00 and end at 2:00 for the students. Please ensure that your child is dropped off and picked up no earlier or later than the designated start and end times.

GUIDANCE SERVICES

Guidance services include assistance with counseling, educational planning, interpretation of test scores, occupational information, study skills, help with school, home and/or personal social concerns.

GYM USE:

The gym is open to student use under the following conditions:

1. Individuals or organizations will NOT be allowed in the gym without adult supervision and prior approval from school administration.
2. No one will be allowed on the gym floor without appropriate footwear.
3. School equipment will be issued ONLY to the adult supervisor of the group.
4. The gym is to be left clean before the group leaves.
5. Individuals or organizations wishing to use the gym need to schedule it with Mrs. Skinner.

HARASSMENT (Policy 3295)

All students enrolled in the Hansen School District are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. This expectation includes all extracurricular activities, competitions, and social events sanctioned by the school. Sexual harassment includes unwelcome advances, request for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature when made by a student to another student or observed by others. Students who become involved in any form of harassment will be disciplined according to District Policy. Students must immediately report any form of harassment to a school official.

INJURIES

All injuries should be reported to school staff immediately. Students injured at school will be referred to the school administration, and parents will be notified.

LOST OR STOLEN ITEMS

Hansen School District will not be responsible for any items lost or stolen on school grounds. Students are strongly discouraged from bringing any valuable items to school, especially electronic communication devices. Lost or stolen items should be reported as soon as possible, and an effort will be made to locate them. Students are expected to bring any valuable items found to the office.

LICE- NO NIT POLICY

Head lice is a common condition in school aged children. It is highly contagious and easily spread from direct or indirect contact with the infested person and/or items. School personnel will screen students for head lice. **If nits (egg cases) or lice are present, the student will not be allowed to attend school until he/she is nit and lice free.**

ILLNESS

Deciding when a child is too sick to go to school can be a difficult decision for parents to make. When trying to decide, you can use the following guidelines to help you.

GO to School – If your child has any of the following symptoms, they should probably go to school:

- Sniffles, a runny nose and a mild cough without a fever (this could be an allergic response to dust, pollen or seasonal changes)
- Vague complaints of aches, pains or fatigue
- Single episode of diarrhea or vomiting without any other symptoms

STAY at Home – If your child has any of the following symptoms, please keep your child at home or make appropriate child care arrangements:

- EYES – thick mucus or pus draining from the eye or pink eye. (With pink eye (conjunctivitis) you may see a white or yellow discharge, matted eyelids after sleep, eye pain and/or redness.)
- FEVER-temperature of 100.4 degrees Fahrenheit or higher. Remember that a child must be fever free for 24 hours before returning to school.
- STREP THROAT-the child may return to school after 24 hours of antibiotics.
- VOMITING OR DIARRHEA– vomiting or diarrhea two (2) or more times within the past 24 Hours.
- LICE, SCABIES – children may not return to school until they have been treated and are free of lice and nits (eggs).
- Students are encouraged to stay home if they are feeling sick to ensure the safety of their peers and school faculty.

IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, YOU WILL BE REQUIRED TO MAKE ARRANGEMENTS FOR THAT CHILD TO BE PICKED UP FROM SCHOOL WITHIN A REASONABLE AMOUNT OF TIME.

COVID-19 Return to School Policy: When students/staff can return after testing positive for or being exposed to COVID-19

- Follow guidance from South Central Public Health District (SCPHD). All surveillance of positive cases or probable cases will be done by the Health Department and they will provide guidance. Presently, the standards for returning are:
 - If student/staff member tested positive or was presumed positive for COVID-19 *and had symptoms*, they can return to school after:
 - It has been 10 days since symptoms first appeared
 - 3 days with no fever and/or use of fever reducing medication
 - 3 days of symptom improvement
- If a student/staff member tested positive for COVID-19 *but did not have symptoms*, they can return to school after:
 - 10 days have passed since the test
 - No symptoms within those 10 days
- If a student/staff member has had **close** contact with a person that has COVID-19, they should:
 - Stay home 14 days after the date of last contact and monitor for symptoms
- For more up-to-date information, visit,
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

MEDICATION

All prescribed medication must be left in the office and dispensed from there at the appropriate time. The school does not supply any medication for the students. Medication kept at the school must be submitted in its original packaging, including the prescription label.

PERFORMANCE ETIQUETTE AT ASSEMBLIES

Appropriate student behavior is expected at all assemblies.

NON-RESIDENT STUDENTS

Non-resident students must apply for admittance through the district administration office. All non-resident students must comply with their individual contracts re: attendance, behavior, and academic performance.

POWERSCHOOL

Parents are encouraged to utilize the school's online grade reporting system. Grades and communication with teachers can be achieved by logging on with a unique username and password to view student performance and attendance. See the front office for details. Students are also provided a login for their use.

SCHOOL CAMPUS

The campus of Hansen School District is defined as the actual property of the school site and the streets and sidewalks surrounding the school property. School rules will be enforced within this area during the school day and when school activities are taking place on campus. Students violating school rules inside private vehicles parked on streets adjacent to the school site will be subject to the enforcement of school rules in the same manner as if in a school parking lot.

CELL PHONE POLICY

Students are not to use the classroom phones without permission from a staff member. Cell phone use of any type by students is prohibited during school hours. Cell phones will be confiscated when misused and are subject to search in accordance with search and seizure policies.

1st offense: Phone is kept in the office overnight and given back to student after school the following day.

2nd offense: Phone is kept in the office overnight and a parent must come to school to get the phone.

3rd offense: Meeting will be held between the student, parent, and administration before the student will regain possession of the cell phone.

4th offense: Student will be disciplined for continuing to break school rules. Student must also turn phone into the office EVERY MORNING until the end of the school year. Student may pick up the phone at the end of each school day.

NON-RESIDENT STUDENTS

Non-resident students must apply for admittance through the district administration office. All non-resident students must comply with their individual contracts regarding attendance, behavior, and academic performance.

VISITORS

Parents, guardians, and alumni are always welcome to visit Hansen Schools, at appropriate times. It is best for visitors to come to school before classes start, during lunch, or after school. No other visitors are allowed without administrative approval. All visitors must check in at the office immediately before accessing a classroom. Visitors will be given a pass after they have signed in at the office. Visitors are only to enter through the main front doors of the school building. Visitors who fail to check in will be referred back to the school office. This is a safety issue for students and staff, noncompliance will not be tolerated. Visitors who continually fail to comply will be referred to local law enforcement.

WITHDRAWING FROM SCHOOL (to attend another school)

The secretary has the necessary forms to be filled out prior to official withdrawal. The forms must be signed by a parent/guardian. Students are expected to return all textbooks and materials, clean their desks, pay fines as necessary, and check out with the school lunch supervisor before leaving.

ZERO TOLERANCE

The Board of Trustees has determined that a number of violations of district and or building rules and regulations governing the student's behavior will not be tolerated and may result in immediate suspension and possible expulsion subject to a due process hearing by the Board. The policy manual for Hansen School District contains thorough guidelines and descriptions of prohibited items. These violations include, but are not limited to:

- Possession of firearms and other weapons
- Possession of alcohol, tobacco, controlled substances on school grounds or at any school sponsored activity
- Vandalizing of school facilities and equipment

INTERROGATION

Individual students **may not** be interrogated by any person, except an employee of the school district without the approval of the principal. Officials representing the Idaho Department of Health and Welfare will be allowed access to students upon proper notification to the building principal.

PERSONAL SEARCH

A student's person and/or personal effects (e.g., book bag, and pockets) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student is conducted, it will be conducted in private by a school official of the same sex and when feasible, with an adult witness present. A student who refuses a reasonable request by an administrator to submit to a personal search shall face disciplinary action.

DUE PROCESS

All students will be accorded rights as guaranteed under the Constitution. When an incident of misconduct occurs, a student shall be given written or oral notice of any charges against him/her and an opportunity to present his/her version of the incident in question. School administration must give each student the opportunity, either oral or written, to defend himself/herself against the charges of misconduct prior to any disciplinary action. Such procedures must be reasonable, fair, and timely.

PLAGIARISM AND CHEATING

Plagiarism and/or cheating demonstrate a lack of integrity and character that is inconsistent with the goals and values of Hansen School District.

Plagiarism includes:

- taking someone else's assignment or portion of an assignment and submitting it as one's own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as one's own
- submitting purchased papers as one's own
- submitting papers from the Internet written by someone else as one's own
- supporting plagiarism by providing work to others, whether it is believed it will be copied or not

Cheating includes:

- copying, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- using any form of memory aid during tests or quizzes without the expressed permission of the teacher
- using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation

- giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy
- taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- accessing a test or quiz for the purpose of determining the questions in advance of its administration
- using summaries/commentaries (Cliff Notes, Spark Notes, etc.) in lieu of reading the assigned materials

Consequences for cheating or plagiarism:

- Student will receive a zero on an assignment at the teacher's discretion.

HANSEN SCHOOL DISTRICT RULES

1. Follow all directives
2. Be on time for school and be prepared
3. Respect others and their properties
4. Be honest and take responsibility
5. Follow all safety procedures
6. Follow any additional rules set forth by classroom teachers

Hansen School District Discipline Guide

Belief Statements:

Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student:

- will not be allowed to interfere with the learning opportunities of another student.
- will not be allowed to interfere with a teacher's responsibility to teach all students.
- will not excuse the misbehaving student from successfully completing the learning objectives.

Behavior Expectations:

Students and staff will demonstrate:

- self-respect
- respect for others
- respect for all things in their environment

Level 1- Personal Environment

This level addresses behaviors that occur in the classroom and only affect the individual. These are behaviors that should generally be addressed in the classroom unless they are reoccurring even after consequences have been issued by the classroom teacher. ***Before*** a referral is made to the office because of multiple offenses, teachers must have documented incidents ***and*** documented contact with parents in PowerSchool.

These behaviors include:

- The student is off task, but not disrupting others
- The student is failing to turn in homework
- The student is failing to complete assignments
- The student does not come to class prepared
- The student is sleeping during class time

Consequences may include:

- Keeping the student from recess
- Assigning the student lunch detention
- Calling the student's parents for a conference
- Assigning the student a community service project within the classroom

- Time out
- Assigning the student to after school detention
- Other consequence as determined by the teacher with administrative approval or by the administrator or his/her designee

Level 2- Classroom Environment

This level addresses behaviors that occur in the classroom and interfere with the learning of others. These are behaviors that should generally be addressed in the classroom unless they are reoccurring even after consequences have been issued. If a referral is made to the office because of multiple offenses documentation of such shall be available in PowerSchool. **Teachers must make and document contact with parents in Power School at this level after a warning has been issued.**

These behaviors include:

- The student is out of their seat without permission
- The student is disturbing other students
- The student is not following directives
- The student is partaking in horseplay in the classroom
- The student is improperly using equipment
- The student is cheating
- The student is being disrespectful
- The student is talking out inappropriately

Consequences may include:

- Keeping the student from recess
- Assigning the student to after school detention
- Assigning the student lunch detention
- Calling the student's parents for a conference
- Assigning the student a community service project within the classroom
- Time out
- Other consequence as determined by the teacher with administrative approval or by the administrator or his/her designee

Level 3- School Environment

This level addresses behaviors that occur outside the classroom that are not physically threatening, and are not illegal. These are behaviors that do affect an orderly environment. **Level three infractions require a referral to the building administrator.** Parents must be contacted when students have a level three infraction. When appropriate, law enforcement will be involved. Parents should be given the option to be present if law enforcement is interacting with their child.

These behaviors include:

- The student does not comply with the attendance policy (compulsory attendance)
- The student is using inappropriate or foul language
- The student has excessive tardies
- The student is truant (required in school suspension)
- The student is destructive to or defaces property (required suspension and depending on the severity may be moved to level four (4))
- The student is incorrigible (required suspension and may be referred to law enforcement for status offense)
- The student is disruptive in the hallways, cafeteria, or bus
- The student is disruptive while at a school sponsored activity
- The student is in violation of the dress code after a warning has been issued
- The student is displaying inappropriate affection
- The student is misusing the internet
- The student is found guilty of forgery

- The student displays tacit consent by acting as a spectator of level three or four violations by others

Consequences may include:

- Immediate removal from the environment
- In-school suspension
- Possible involvement of law enforcement
- Out of school suspension
- Parent conference
- Other consequence as determined by an administrator or designee that fits the unacceptable behavior
- Removal from athletics/events/clubs

Level 4- Safe Environment

This level addresses behaviors that are physically threatening to others and/or are illegal. ***Level four infractions require a referral to the building administrator.*** Parents must be contacted when students have a level four infraction. When appropriate law enforcement will be involved. Parents should be given the option to be present if law enforcement is interacting with their child.

These behaviors include:

- The student is found guilty of arson (immediate suspension and required recommendation for expulsion)
- The student is in a fight (assault or battery of any kind) (required suspension)
- The student files false emergency reports (bomb threats)(required suspension)
- The students shows gross disrespect toward an adult (cursing and name calling)(required suspension)
- The student is found guilty of hazing (required suspension)
- The student is intimidating, threatening, or extorting others (required suspension)
- The student is in possession and or uses alcohol and or drugs (required suspension first offense, required recommendation for expulsion second offense)
- The student is in possession and or uses explosive devices (required recommendation for expulsion)
- The student is in possession and or uses weapons (required suspension, second offense will result in recommendation for expulsion)
- The student is in possession and or uses weapons and shows intent to harm (required recommendation for expulsion)
- The student is sexually harassing others (required suspension)
- The student is found guilty of theft
- The student displays tacit consent by acting as a spectator of violations by others

Consequences may include:

- Immediate removal from the environment
- Police are contacted if the infraction is illegal
- In-school suspension
- Out of school suspension
- Recommendation for expulsion
- Other consequence as determined by an administrator or designee that fits the unacceptable behavior
- Removal from athletics/events/clubs

CONSEQUENCES FOR BROKEN RULES

Teachers may use their own discretion for consequences when students do not obey rules. Teachers will send students to the principal for disciplinary action when appropriate. Disciplinary actions at the administrative level may include: expulsion, suspension, detention, cleanup duty, loss of privileges, and loss of busing transportation. When appropriate, law enforcement entities will be notified and involved. Grounds for disciplinary action apply whenever the student conduct is reasonably related to school or school activities including: on or within sight of school grounds before, during, or after school hours or at any other time when the school is being used by a school group, off school grounds at a school sponsored activity or event that bears a reasonable relationship to school, traveling to and from school or a school activity, function, or event, or anywhere including off campus if the conduct may reasonably be considered a threat or an attempted intimidation of a member of the school community.

CONDUCT POLICY

Students are expected to conduct themselves in such a manner as to display the highest respect for themselves (kissing, touching, etc...) will not be tolerated.

FREEDOM OF EXPRESSION & ASSEMBLY OF STUDENTS

Students have the right and freedom of expression in a manner that does not disrupt the rights of other students nor deny them the right to an education. Any person who disrupts the educational process or whose presence is detrimental to the health, morals, safety or academic learning process is guilty of a misdemeanor. Students are allowed to distribute printed material, but any student who distributes material must assume responsibility for the content. Distribution of such material must take place at a reasonable time and location approved by the administration. Material must be free of libel, obscenity, and defamatory statements. Written or oral expression shall not advocate the commission of a criminal act. Profanity will not be tolerated.

SEARCH BY A DRUG-SNIFFING CANINE

Student desks and possessions located on or near campus may be searched by a drug-sniffing canine at any time and under any circumstances deemed as appropriate by school administration.

Hansen Elementary Expectations Matrix

	Playground	Breakfast/ Lunch	Hallway	Classroom/ Specials	Bathroom	Bus
Be Respectful	Hands & feet to yourself Use kind words with everyone	Use polite manners Inside voice	Walk quietly Be polite-- stay to the right Single file	Be kind Listen when others are talking.	Keep area clean Be mindful of other's personal space	Quiet voices Hands and feet to yourself
Be Responsible	Return equipment; haul in Use equipment correctly	Keep it clean Doors do not open until 7:40 am	Move your feet, not your mouth Hands & feet to yourself	Hand in work on time Use time wisely	Put trash in cans Flush, wash, & be on your way	Clean up after yourself Safety first

Be Ready to Learn	Be active	Be at school by 8:00 am if you are going to eat breakfast	Get where you are going	Have supplies ready and use supplies appropriately	Wash your hands	Be on time for the bus
	Use restroom	Eat your food so you can learn		Use restroom at recess	Use time wisely	

Hansen Elementary Acknowledgement System

Guiding Question	Thankful Thursday	Student of the Month	Husky Dollar
How does the system work?	Staff communicate a recognition for a student or another staff. Read during Thankful Thursday.	Teacher selects a student.	Different levels. (10 husky dollar, 15 husky dollars, 20 husky dollars, and 50 husky dollars)
Which behaviors/outcomes will be acknowledged?	Any positive behaviors/outcomes can be acknowledged.	Responsible Ready to Learn Respectful	Responsible Ready to Learn Respectful
Who will provide recognition?	Mrs. Skinner will read Thankful Thursday. She will acknowledge individual and who is thankful.	Classroom teacher and Mrs. Skinner	All staff
Who will receive recognition?	Student or staff that exhibited greatness.	A student in each grade level.	Any student
How often will recognition occur?	Every Thursday	Recognition is once a month. Students can receive recognition once a year.	10: Paw on bulletin board 15: Name on Thankful Thursday 20: Husky dollars turned in for reward
What will be the incentives?	To be recognized for their act of greatness.	Pizza luncheon with Mrs. Skinner and other students of the month.	Gym time with a friend during lunch (12:00-12:20). Library time during lunch (12:00-12:20). Lunch with staff of student's choice (scheduled in advance). Technology time at the end of the day (10 minutes). Sit in the teacher's chair for the day. Art time at the end of the day (10 minutes). Choose a book for the teacher to read to the class.

			<p>Student recess with Mr. Rush's class on Thursday afternoon.</p> <p>Present an interest to the class (ex. Powerpoint presentation).</p> <p>Sit wherever you want in the class for the day.</p> <p>*Duct tape staff to the wall for an assembly. (500 husky dollars)</p> <p>Homework pass.</p> <p>Class DJ for the day.</p> <p>Other ideas the staff or students have.</p>
How will rewards be provided?	Verbally on the Thankful Thursday announcements.	During their lunch hour.	Varies based on reward
How/when will the system be taught to the students and staff?	The system is already in place, but it needs to be revisited regularly.	The system is already in place but it needs to be revisited regularly.	<p>All staff meeting</p> <p>Back to School Night</p> <p>Student assembly</p> <p>Throughout the year as embedded in lesson plans, faculty meetings, and in conversations.</p>

Hansen School District Calendar 2020-2021

Days of the Week					S Days	T Days	SPECIAL EVENTS
M	T	W	TH	FR			
August							
3	4	5	6	7			August 5 - School Offices Open August 11 & 12- JR/SR High Registration August 17 & 18 -Teacher Work Days August 19 - School Starts
10	11	12	13	14			
17	18	19	20	21			
24	25	26	27	28			
31					7	9	
September							
	1	2	3	4			September 7 - Labor Day September 17 -Midterm September 18 Student Success Day
7	8	9	10	11			
14	15	16	17	18			
21	22	23	24	25			
28	29	30			17	18	
October							
			1	2			October 9 - Student Success Day October 15 - End of 1st Quarter October 21 - PT Conferences October 22- PT conferences- No school for students
5	6	7	8	9			
12	13	14	15	16			
19	20	21	22	23			
26	27	28	29	30	16	18	
November							
2	3	4	5	6			November 13 - Student Success Day November 19 - Midterm November 25-27 - Thanksgiving Break
9	10	11	12	13			
16	17	18	19	20			
23	24	25	26	27			
30					15	16	
December							
	1	2	3	4			December 11 - Student Success Day December 17 - 1st Semester Ends December 18 - January 1- Winter Break
7	8	9	10	11			
14	15	16	17	18			
21	22	23	24	25			
28	29	30	31		11 (66)	12 (73)	
January							
				1			January 4 School Resumes January 22 - Student Success Day
4	5	6	7	8			
11	12	13	14	15			
18	19	20	21	22			
25	26	27	28	29	16	17	
February							
1	2	3	4	5			February 4- Midterm February 5 - Student Success Day February 15 - President's Day
8	9	10	11	12			
15	16	17	18	19			
22	23	24	25	26			
					15	16	
March							
1	2	3	4	5			March 5 - Student Success Day March 11 - End of 3rd Quarter March 17 - P/T Conferences March 18 - PT conferences- No school for students March 19-26 - Spring Break
8	9	10	11	12			
15	16	17	18	19			
22	23	24	25	26			
29	30	31			14	16	
April							
			1	2			April 23 - Student Success Day April 29 - Midterm
5	6	7	8	9			
12	13	14	15	16			
19	20	21	22	23			
26	27	28	29	30	17	18	
May							
3	4	5	6	7			May 21 - Student Success Day May 27 - 2nd Semester Ends/Last Day of School May 31 - Memorial Day June 1st - Teacher Work Day
10	11	12	13	14			
17	18	19	20	21			
24	25	26	27	28			
31	1				16	18 (85)	

144 (78) 158 plus 2 summer PD days

First/Last Day of School

No School

Student Success Day