

TRAIL WIND ELEMENTARY PIONEERS

PARENT/STUDENT HANDBOOK 2009-2010



“Pioneering High Standards for Today and the Future”

Mission: The Trail Wind community is committed to improving students’ performance, as established by state, district, and site standards while nurturing the whole child to be a successful citizen. The Trail Wind Staff will collectively work to ensure all students will have their diverse needs met by seeking out and implementing innovative, research-based solutions.

Vision: We foster a love of learning and meet the challenge of the future with an unwavering commitment to our values. We empower a quality staff to use best practices and resources to provide an exemplary education for every student.

*Respect, Dignity, Honesty, Responsibility and Teamwork.
“Educating Today for a Better Tomorrow.”*

3701 E. Lake Forest Drive Boise, Idaho 83716
Phone: (208) 854-6320 Fax: (208) 854-6321

TRAIL WIND ELEMENTARY

WELCOMES YOU!!

WELCOME FROM THE PRINCIPAL

Trail Wind is a wonderful school setting where the joy of learning is alive and well and the rapport between students, staff and parents is positive and strong. We look forward to your involvement at school because only together are we able to ensure an environment that's characterized by...

- * quality education
- * friendliness
- * responsible students, parents and staff members
- * playfulness
- * a sense of community
- * a partnership between home and school

Again, we welcome you and your student to enjoy another great year of education at Trail Wind Elementary School!

Glenn Aguiar, Principal

TRAIL WIND STAFF

Kindergarten

Nancy Taylor
Dayna Langford
Nina Chambers

1st Grade Team

Stephanie May
Robin Sly
Julie Monday
Sherry Dismuke
Mary Black

2nd Grade Team

Lila Webster
Connie Yates
Denise Dillion-Johnson
Trish Baggerly

3rd Grade Team

Suzi Hoover
Holly Thornsberry
Sara Doty
Debbie Merkel

4th Grade Team

Mary Norris
Tyler Targee
Jonathan Roesler

4/5 Combo

Kevin Shepherdson

5th Grade Team

Molly Gustavel
Chris Dinter
Lora Bushee

6th Grade Team

Judy Swain
Mike Martin
Vonnie McDaniel
Meko Myers

Principal – Glenn Aguiar

Assistant Principal – Erin Kubena

Secretary – Alsy Cory

Office Support – Marty Kelly

Music – Cheryl Hampton

P.E. – Mike Graening

Reading Spec. – Dominica Mathiason

Sp. Ed. K-3 – Emma Gariglio

Sp. Ed. 4-6 – Connie Mitchell

SLP – Sheryl Landis

Psychologist – Cathi Elliot

Counselor – Connie Johnson

Counselor – Amy Lunstrum

OT – Jamie Watson

Nurse – Jo Johnson

Health Tech. – Lynn McDaniel

Paraprofessionals:

Karen Adams

Peggy Danner

Fran Putnam

Laurel Samson

Band – Diane Mathie

Orchestra – Kaylyn Weeks

Librarian – Terri Jones

Library/Caf. Support – Penny Smith

Head Custodian – Tim Tanton

Night Custodians:

Pete Mullins

Pamela Clark

Kitchen Manager – Susie Rutter

Kitchen Assistant – Judy Reed

Resource Officer – Evan Bradley

Food Service:

Carrie Stewart

Norma Meija

Char Thompson

Playground Supervisors:

Carolyn Grentz

Jenny Sorrenson

Jackie Hidalgo

Victoria Berg

Wendi Gray

MaryLou Focht

IMPORTANT PHONE NUMBERS

Trail Wind Elementary	854-6320
Trail Wind Fax Number	854-6321
Just For Kids Program	854-6322
Just For Kids Pre-School	854-6324
First Student Transportation	854-5230

BOISE SCHOOL DISTRICT 2009-2010 School Year Calendar

August 20	New Teachers on Duty
August 21	All Teachers on Duty
August 24	Opening Meeting
August 24-27	Building/District In-service
August 28	Teacher Preparation Day
August 31	First Day of School
September 7	Labor Day (Holiday)
October 1, 2	State Inservice Days (No School K-12)
October 30	End of First Quarter (Elementary K-6 Early Release)
November 4, 5, 6	Kindergarten Parent/Teacher Conferences (No School K)
November 5, 6	Elementary Parent/Teacher Conferences (No School 1-6)
November 6	Secondary Staff Development Activities (No School 7-12)
November 25	K-12 *Early Release
November 26, 27	Thanksgiving Vacation
December 18	K-12 *Early Release
Dec. 21 - Jan. 1 (incl)	Winter Break
January 18	Martin Luther King Jr. Day (Holiday)
January 20, 21, 22	Secondary End of Semester Testing (7-12 ***Early Release)
January 22	End of First Semester (K-12 *Early Release)
January 25	District Inservice (No School K-12)
February 15	Presidents' Day (Holiday)
March 26	End of Third Quarter (Elementary K-6 Early Release)
March 29 - April 2	Spring Break
May 31	Memorial Day (Holiday)
June 2, 3, 4	Secondary End of Semester Testing (7-12 ***Early Release)
June 4	Last Day of School (K-12 *Early Release)

Early Release Times:

- **Elementary** 1:15 (lunch served)
- **Senior High** 12:00 (no lunch served)
- Due to bus scheduling needs, Junior High early release times vary depending on whether or not there is an Elementary early release on the same date.
- **Junior High** *12:00 (no lunch served) **1:15 (lunch served)
***on semester test days, Junior High releases at 1:15 on days 1 and 2, 12:00 on day 3

DAILY SCHEDULE

8:15 AM	Staff Arrives
8:40 am	First Bell
8:45 am	School Day Begins (Tardy Bell)

BREAKFAST

8:15 am to 8:40 am	Served in the cafeteria
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AM RECESS

Kindergarten	10:00 – 10:10
Grades 1 and 2	10:10 – 10:25
Grades 3 and 4	10:25 – 10:40

LUNCH SCHEDULE

Preschool	11:05
Grade 1	11:10 – 11:55
Grade 2	11:25 – 12:10
Grade 3	11:40 – 12:25
JFK	11:45
Grade 4	11:55 – 12:40
Grade 5	12:10 – 12:55
Grade 6	12:25 – 1:10

PM RECESS

Grades 1 and 2	1:30 – 1:45
Kindergarten	1:50 – 2:00
Grade 3	1:45 – 2:00
Grade 4, 5 and 6	2:00 – 2:15

DISMISSAL

3:15 p.m.	Student Dismissal
4:00 p.m.	Office Closed

READING BLOCK

Grades 1, 2 and 3	8:55 – 9:55
Kindergarten AM	10:10 – 11:10
Kindergarten PM	12:35 – 1:35
Grades 4, 5, 6	1:00 – 2:00

MATH BLOCK

Grades 1, 2, 3	12:30 – 1:30
Grades 4, 5, 6	10:45 – 11:45

EARLY RELEASE DAY SCHEDULE

Lunches are served on all early release days.

Kindergarten:

AM Session 8:40 am - 10:30 am

PM Session 11:30 am - 1:15 pm

Grades 1 - 6 8:40 am - 1:15 pm

Please call if your child is going to be absent or late!

Attendance Line is the school office # at 854-6320 before 9:00 a. m.

ABSENCES, TARDIES, AND ATTENDANCE

Student safety is a primary concern at Trail Wind Elementary. When it is necessary for a student to be absent, please contact the Trail Wind Attendance Line/school office before 9 am at 854-6320. Be sure to state child's name, room #, date, and the reason for the absence. This helps us know they are safe. If you do not contact the school, we will attempt to contact you confirming that your student is home for the day. Your help with this matter will help assure the safety of your child. The Attendance Line is accessible 7 days a week, 24 hours a day for your convenience.

Procedures for using Attendance Line

- Dial 854-6320
- At the sound of the tone, please leave your message.

When students return to school following an absence, they should bring a note from their parents giving a specific reason (cold, flu, or etc.) for their absence. Please provide a written excuse each time your child is absent or tardy. This note is to be given to the teacher who will forward it to the school office. **An illness for a period over three days of time should be certified by a medical doctor.** Please report communicable diseases to the school nurse immediately.

The Boise Independent School District Attendance Policy requires a minimum of 90% daily attendance. The District calendar and state law require 180 days of school each year. Thus, 18 absences would be the maximum allowed under the 90% rule. As part of this policy, you, or your child's guardian and your child will be notified when total absences reach 8, 12, and 16 days. Excessive absences could result in a referral to Attendance Court and/or your child being dropped from Trail Wind's enrollment.

MAKE-UP WORK

24 hours notice is required for prearranged make-up work.

TRUANCY

Any student absent from school for any unexcused reason is considered truant.

TARDIES

Students arriving late to school **begin the day with a distinct disadvantage.** Often they miss special greetings, the days outline and directions, review of previous assignments or the introduction of the day's first subject. Please make every effort to get your children to school on time. Set a good example. It's the right thing to do.

Students are tardy when they are not in their classroom when the bell rings at 8:45. **Please have your child report to the office first to obtain a pass if he or she is tardy.**

Tardies are considered when attendance awards are presented at the end of the school year. Every three tardies computes to one day of absence. This 3 to 1 ratio only applies to the attendance awards and not to the student's attendance record on the permanent file.

CHECK OUT

You must come to the office to check your child out during school hours. Teachers are unable to release a student from their rooms without proper authorization. Parents who want their child to come home for lunch must send a note or make arrangements with the school office. The office will call the child to the office. You must come into the office to pick up your child. These same rules apply to the lunchroom and the playground. If you are planning to take your child to an appointment, please let the office know. Do not assume a note sent with your child to the teacher will reach the office. Please call the office directly or have your child bring the note to the office and the office will notify the teacher.

CHANGE OF INFORMATION

This is extremely important. It's for the safety of your child/children. Please provide a written excuse each time your child is absent or tardy. It is of the utmost importance that any changes of address, telephone number, parents' place of employment, emergency number, doctor or sitter/daycare be reported to the school office immediately. Your cooperation is greatly appreciated.

BICYCLES, SKATEBOARDS, ROLLERBLADES, HEELYS AND SCOOTERS

Students in grades K-6 are allowed to ride bicycles, skateboards, scooters and use roller blades or Heelys on their way to school. Students should be familiar with the safety standards if they use any one of these. Students need to walk their bicycles, skateboards, scooters, roller blades and Heelys across the street and on and off the playground between 8:00 am and 4:00 p.m. to avoid injuries. **We urge students to lock their bikes and scooters in the bike cage and to register them with the Police Department. Bicycles should not be locked together. For your student's safety we encourage the use of bicycle helmets.**

Additional Rules

1. During school hours (8:00 am – 4:00 pm), skateboards, rollerblades or Heelys are not to be used on the school grounds.
2. During non-school hours you may skateboard or rollerblade on the blacktop or the sidewalks. **GRINDING IS NOT ALLOWED AT ANYTIME!**
3. Bicycles and scooters are to be placed in racks provided at the school.
4. **The school cannot be held responsible for lost or stolen bicycles and scooters.** Such occurrences should be reported to the police immediately.
5. Only bike and scooter riders are allowed in the bike area.
6. Bikes & scooters should be chained and locked. If possible, use a combination lock to reduce any inconvenience caused by a lost key. Rollerblades are to be replaced with school shoes at the bike area.
7. The bike racks and fenced area are off limits at all times for skateboarding or Rollerblading and the use of "Heelys".

TOYS, ELECTRONIC DEVICES, CELL PHONES

All toys, balls, trinkets, radios, MP3 Players, Game Boys, etc. are to be left at home. These items become distractions to the learning process and the school is not responsible for these items that are lost, broken, or stolen. These items may be confiscated by school personnel. Although we discourage the use of cell phones, they may be brought to school under the following conditions: They must be turned off when on school property. They cannot be used during recess and/or on the playground. Students are not allowed to take pictures of students and or school personnel. The school is not responsible if the cell phone is lost, broken or stolen.

BIRTHDAYS AND GIFTS

Please check with the teacher before sending birthday and/or holiday treats to school. Trail Wind encourages you to acknowledge a student's birthday by purchasing a book in the child's name for our library. Birthday invitations may not be handed out before, during, after school or at recess time. Please mail birthday invitations or have your child deliver them from home.

PARTIES / TREATS

Teachers will inform parents of when parties are to be held in the classroom. Please check with your child's teacher before sending birthday or party treats to school. **Please be aware that there are students who have severe food allergies, so please make sure you contact the teacher prior to bringing any food into your student's classroom.**

DELIVERIES FOR STUDENTS

It is discouraged to send gifts, flowers, balloons and other presents for students as it is a real distraction in classrooms. If a delivery is made, it will be held in the office until after school. Thank you for your cooperation in this matter.

BOOKS

Each student assumes responsibility for the care and safekeeping of all books checked out to him or her. Fines will be assessed for damage or loss of books.

LIBRARY EXPECTATIONS

The Trail Wind Library welcomes students and parents to check out materials between the hours of 8:15 am and 3:45 p.m.

Library Rules

- *Talk in quiet whisper voices.
- *Always walk in the library.
- *Sit with all chair legs on the floor.
- *Return pencils, chairs, magazines to their proper place.
- *After checking out a book, read silently.
- *Books may be checked out one week at a time.
- *Never leave the library without permission.
- *If you damage or misplace your library book, you must pay to have it mended or replaced.
- *Return to your class quietly.
- *Always use good manners.

ARRIVING AND DEPARTING

Please observe the following guidelines and help your student(s) understand them.

Before School

For safety reasons, please do not have students arrive on school grounds earlier than 8:15 am, as there is no adult supervision. Exceptions apply to special activities such as safety patrol, choir, etc. Permission for students to enter the school building must be granted by a staff member (with the above mentioned exceptions).

Please drop off students at the front of the building. The first bell rings in the morning at 8:40. At that time, all students line up at their designated spot on the playground. Teachers will then meet the students and bring them into their classroom.

During School

Students may use the hallways when they have a hall pass and are required to remain on school grounds during the day unless they have permission from school personnel to leave.

Lunch Time

Teachers will take their classrooms to the lunchroom and stay with them until each student is through the lunch line. Students going home for lunch should bring a note each time or parents can make advance arrangements with the school office.

After School

Students not riding busses home need to leave the school grounds as soon as they are dismissed. Bicycle riders need to walk their bikes to the street and then they may ride. Students should never ride their bikes onto or off the school grounds. Bus students form lines in front of the school according to the bus they ride. If your student usually walks home, or is a bus rider who is going to get off at a different stop or ride a different bus, they will need a note from a parent or guardian for the school office. Extra room is not always available on busses and students may have to ride their regular bus home. Bus drivers will only allow students to board busses in the school parking lot and get off at their regular stop except as noted above.

Leaving School During the Day

- ✚ Photo ID is required to check out your student
- ✚ Everyone must show photo ID – NO EXCEPTIONS
- ✚ If you would like us to keep a copy of your ID on file, please bring one in.

When leaving during the school day, a student must be signed out in the office by a parent or parent designee. To reduce classroom disruptions and save parents time, someone will notify the student after you have arrived. **Please do not ask to have the student waiting in the office or outside of the building.** Students with written permission from parents may leave to go to **their own home** for lunch, although this is strongly discouraged due to safety reasons. The student must have his/her teacher initial this note from home. The student must check out at the office before leaving. **Students are not allowed to go to their friend's house for lunch at any time.**

Dismissal

Please make after school arrangements with your students before coming to school. **If parents or guardians need to change those arrangements they will need to call the school prior to 2:30. In addition, parents needing to check student out early will need to do so by 3:00.** Otherwise, the student will be released at 3:15. All students should be off school grounds by 3:30, unless they are participating in an after school activity.

Bus Transportation

State law provides bus transportation for students living 1.5 miles or more from school or who would otherwise have to cross major intersections identified by Transportation. Bus applications must be completed for any student eligible for busing. Information concerning bus routes is available at the school office or by calling the bus company, Laidlaw Transportation, at 854-5230. For the safety of all children, good conduct is required for students riding school busses. Failure to comply with bus safety guidelines will result in suspension of a student's bus riding privilege. The principal, after consultation with parents and the bus driver, will decide when and for how long a student's bus privilege may be suspended.

INCLEMENT WEATHER

The principal will decide when inclement weather warrants students staying in the building. Generally, we try to have students in the classrooms when it is believed the weather is such that it might be unsafe, extremely wet, or cold. Students should dress for the weather and be prepared to stay outside before and after school as well as during recess times. Students are not to enter the building unless given permission by the principal or teacher. In rare cases, severe ice or snow conditions may warrant school closure. This will be announced on the following TV and radio stations:

TV: Channel 2, Channel 6, Channel 7

AM Radio: 630 - KBOI, 1140 - KGEM

FM Radio: 105 - KJOT, 106 - K106, 104 - KLITE, 103.3 - KHEZ,
92.3 KIZN, 90.3 - KBSU

COMMUNICATION

It is our desire as educators to keep the lines of communication open with all parents. Please call with your comments or concerns at 854-6320.

Parent and Teacher Conferences/Pupil Progress Report

The Boise School District uses two methods of communicating with you about your child's progress. The first is a scheduled parent-teacher conference. Conferences are held in the fall after the end of the first grading period in November. Times are coordinated to allow parents convenient times to attend all of their children's conferences. The first report card is given out during this conference. The second method of reporting is a fairly traditional report card. Grades are given at the end of the first semester, the third quarter, and the second semester.

DRESS CODE

Trail Wind students are expected to present a neat, clean appearance and wear clothing that does not detract from the educational process. Short shorts, halter-tops, half shirts, spaghetti straps and shirts with questionable printing or pictures (alcohol or tobacco advertisements) are not permissible. Hats are to be worn outside only. Shirts must be long enough to cover their belly buttons and top of pants when child is standing. The principal, in cooperation with teachers, is responsible to decide whatever clothing is appropriate. If the clothing is in question, the parent will be called and the situation resolved.

SCHOOL RULES & BUILDING FOR SUCCESS

School Rules

1. Show kindness, courtesy, and respect.
2. Use positive language at all times
3. Cooperate and be respectful to adults and each other.
Students will listen to adults and follow directions.
4. Be respectful of property (yours and others).
5. Move quietly through the building common areas. (Hallways, restrooms, and lunchrooms)
6. No gum chewing on school premises, indoors and outdoors.
7. All toys and other personal property are to be left at home, this includes electronic devices. (If cell phones or IPODS are brought to school, they must remain turned off during the school day from 8:00 a.m. – 3:15 and kept in backpacks. Please note that the school is not responsible for lost or stolen personal property.)

Guidelines for Success

1. Follow directions the first time.
2. Show kindness, courtesy, and respect.
3. Cooperate with others.
4. Demonstrate responsibility.
5. Safety comes first.

THE STEP PLAN – SCHOOL-WIDE DISCIPLINE PLAN

The STEP PLAN is a school based discipline system that promotes student responsibility, communication between the classroom/school and home, as well as provides valuable information to help track and respond to patterns in behaviors. The STEP PLAN ensures students have at least two opportunities, STEP 1 & STEP 2 in each area of their school day, to make changes in their choices of behavior before being referred to the office for discipline. Maintaining an open line of communication with parents is a keystone to the effectiveness of this system and begins once the student reaches STEP 2.

At times, when the behavior is a blatant action requiring direct administrative attention such as fighting, theft, bullying, vulgarities, insubordination, vandalism, etc., the student may be referred to the office immediately on what is called a "Short Form". The student may then, at the administrator's discretion, be placed on the appropriate STEP depending on the facts of each individual case. For example, at STEP 3, the administrator will contact the parent and, in most cases, detention may be assigned. However, as the STEPS increase to 4, 5 & 6 so will the severity of administrative action. If a student reaches STEP 6, which may lead to suspension, an Individual Behavior Plan will be developed and implemented in hopes of curbing the misbehaviors.

If a student is placed on the STEP PLAN and does *not* have another incident of misbehavior that results in a referral to the office in a one month period, then the student drops back one STEP. This will continue until, eventually, the student can STEP off of the plan altogether via appropriate behavior.

The following is an *example* of what may occur at each STEP:

STEP 1 – A formal written warning between the teacher and student.

STEP 2 – A formal written warning between the teacher and student with a parent contact. At this STEP, the student may be referred to the counselor depending on the circumstances and individual needs.

STEP 3 – The student is referred to the office for administrative action and a parent contact is made by phone or in writing. STEP 3 usually involves, but is not limited to, a 1 day recess detention.

STEP 4 – Same as in STEP 3 with additional detention during recesses or after school. The administrator makes a parent contact by phone.

STEP 5 – A parent contact is made and a conference is requested at that time. The student will serve both recess and after school detention.

STEP 6 – A parent contact is made, the student may be suspended from 1-3 days, and a conference is scheduled with all of the stakeholders in the student's school day to develop an Individual Behavior Plan. The student must conference with an administrator prior to returning to class following their suspension.

**The STEP PLAN supports and is superseded by District Policy and Procedures.*

Please remind your student of the standards for behavior that you as parents expect of them this school year. TWS appreciates your support of the safe and inclusive school climate that is enjoyed by students, staff, and parents.

Feel free to contact Mr. Aguiar at 854-6320 if you have questions or concerns.

COUNSELORS

Counselors are a valuable resource for parents, teachers, and children. The counselors have developed curriculum in daily living skills, which are presented in units to all classes. Children learn such things as problem solving, communication skills, and cooperation. Students may also see the counselors in small groups or up to three times individually. Referrals can be made by staff, parents, or students.

Parent education is offered to help families solve adult/child relationship problems. At weekly meetings, parents learn a common sense approach to parenting.

You may contact a counselor at the school office 854-6320.

✚ Connie Johnson

Monday - Friday

✚ Amy Lunstrum

Tuesdays and Thursdays

EMERGENCIES, ACCIDENTS, ILLNESS & MEDICATION

Please help us keep our record of your emergency phone numbers up to date. We must be able to notify you quickly if necessary. The Boise School District has developed an emergency handbook. This book was developed as a guideline to help school personnel deal with emergency situations such as, fires, bomb threats, and earthquakes. An emergency evacuation plan is also in place. It is in the school office and has been reviewed with the staff. If you would like to review this handbook, please contact the school office. We will have fire drills monthly and talk and practice with the children for other emergency situations.

Student safety is of prime importance. Students are supervised at all times. However, accidents do happen. In case of an accident, it is vital that we have a number where you or another responsible adult can be reached. **The school carries no insurance for accidents.** At the beginning of each year accident insurance is offered through an insurance company. This optional policy is one that parents can purchase to cover accidents that might happen at school.

If your child is ill, please keep her/him home and contact the school. Your child is too ill to come to school if there is:

1. A fever greater than 99.4 degrees. Your child must be fever free for 24 hours following his/her illness.
2. Vomiting.
3. Diarrhea.
4. A significant body rash undiagnosed by a medical doctor.

This will help prevent illness from spreading. **Also, if your child is too ill to be outside, please keep him or her at home.** Children at school are expected to be able to go outside (weather permitting)

MEDICATION

Whether it is antibiotics, cold medicine, Tylenol, or medication to be taken daily, it must come in the original container or in a prescription labeled bottle. Medication in envelopes will not be accepted. You must have a signed note with instructions on how you want the medication to be given (i.e., time, amount, and frequency). If the medication is to be taken for more than 2 weeks, an *Authorization for Medication* form must be filled out. If you have any questions about this policy, please contact the school nurses at 854-6320.

Parents are to bring all medication to the nurse or secretary at the first of the day. Students are not to transport medication to school because of the safety concerns.

FIELD TRIPS

Students are offered field trips to help highlight a particular topic or subject being studied in class. They help round out a child's education experience. At the beginning of the year a blanket field trip permission slip is sent home with students for parents or guardians to sign. This form covers field trips throughout the year. Teachers will inform parents or guardians of the date, time, location, and any fees for each field trip. Please help by signing this slip and sending it to your student's teacher as quickly as possible.

Parents may be asked to chaperone or drive for a field trip. This is an exciting day for your child. Please make child care arrangements for any siblings or other children when you drive or chaperone field trips. In most cases, students are transported by school busses paid for by the school district or PTO. Occasionally, parent drivers will be needed.

If you are interested in driving, please be aware of the following requirements:

1. Parent drivers must have a completed Boise School District Background Check. These background checks take time, so if you plan on volunteering regularly and in this capacity please check with your child's teacher on obtaining forms early in the school year.
2. Each parent driver must be at least 21 years old or have a valid driver's license.

3. Each driver must have a minimum of \$300,000 liability insurance per accident and \$100,000 per individual.
4. Each parent driver must sign an insurance form (available in the school office) once per year.
5. Each student is required to wear a seat belt. No child is to sit in the front seat.

FOOD SERVICE/LUNCH

At Trail Wind Elementary, meal services begin on the first day of school. We are excited for your child to experience the Healthful Choices food program. Students will make milk and entree selections from 2-3 choices daily, and then select from the Self-Serve bar the rest of their meal from an assortment of grains, fresh fruits and vegetables. Each student will be issued a lunch card to use. The money students bring to school for meals will go into their personal debit account in the Food Service computer. Any amount of money may be put into that account.

Important Meal Reminders

- * Student lunch prices are \$1.90 or \$.40 for reduced price. Adult lunches are \$2.75.
- * Breakfast is offered every day at 8:15. Student breakfast prices are \$1.00, or \$.30 for reduced price. Adult breakfasts are \$1.75.
- * **Payments may be made any morning before school in the cafeteria.**
- * **Checks should be made out to BSFS - (Boise School Food Service).**
- * Students and parents may pay cash as they go through the line.
- * Cold milk is available for those bringing a lunch from home. White milk is \$.30 and flavored milk is \$.40.
- * **Parents are always welcome to have lunch with their child. Please call the school before 9:00 a.m. so that food service can be prepared.**

Cafeteria Rules

1. Eat your own lunch. Sharing or trading food is prohibited.
2. Sit at the table properly and use your quiet voice.
3. Listen to lunchroom personnel.
4. Always walk in the lunchroom.
5. Follow lunchroom procedures.

VISITING SCHOOL

Parents/guardians/guests are welcome and encouraged to visit school. **All visitors are required to do the following before proceeding to any destination on school property:**

- **Stop at the office**
- **Sign in**
- **Obtain a Visitor's Pass**
- **Check out before leaving the building.**

Due to building liability and space availability, students will not be allowed to have visiting friends or relatives stay with them in class.

TELEPHONE CALLS

Children will not be permitted to leave the classroom to answer the phone except in an emergency. Please leave messages with the secretary, who will see that they are delivered to the classroom teacher. Children will not be allowed to call home to ask permission to stay for previously scheduled, after-school activities, or to go home with a friend. Your child must assume responsibility for making these arrangements with you before coming to school. . **If parents or guardians need to change those arrangements they will need to call the school prior to 2:30. Students with cell phones will not be permitted to leave them on during the regular school hours of 8:00 a.m. – 3:15 p.m.**

LOST AND FOUND

Articles of clothing and lunch boxes will be placed in the Lost and Found Area located by the cafeteria. Children may go through items in this area to locate their belongings. Small items should be turned into the office and will be returned to the owner upon proper identification. Students are encouraged to check with the office regarding lost items. **Labeling** major articles helps in locating lost items. Money that is found should be turned into the office and is generally kept about a week. If unclaimed, the money is given to the finder. **Clothing that is unclaimed will be donated to charity.**

VOLUNTEERS

We appreciate the hours of service our Trail Wind Volunteers provide the staff and students of our school. The goals of the Trail Wind Volunteer Program are:

1. To improve student academic achievement.
2. To enhance learning resources.
3. To promote active parent/guardian and patron involvement.
4. To establish a mutually beneficial relationship between volunteers and schools.
5. To maintain a safe and educationally appropriate environment for students.

Volunteers are expected to abide by the District's policies, procedures, and values and abide by Trail Wind School Rules.

SMALL CHILDREN

Parents are asked to leave their small children in the care of others, outside of the school, when volunteering at Trail Wind.

RESOURCE MATERIALS SCREENING PROTOCOL

Purpose: To help to ensure that non-district adopted resources handed out to students for the purposes of enhancing the curriculum are dutifully and sufficiently screened for suitable content and language.

Protocol:

The following protocol is to be followed at all grade levels when screening materials for direct student use that have not been adopted by the Boise School District:

Level 1: Any internet based material will be initially run through the District's enhanced internet filter. All other media will begin the screening protocol at Level 2.

Level 2: The classroom teacher will thoroughly screen all media for appropriateness by reading the full document or viewing/listening to the media in its entirety.

Level 3: Once the classroom teacher has completed Level 2, the considered resource material will be presented to a Grade Level Screener for verification of appropriateness if there is any question of suitability. The material will move to Level 4 if the Grade Level Screener determines that there are lingering questions or concerns that need to be addressed by Administration.

Level 4: Administration will screen the considered resource material and make the final decision

Please complete the forms (front/back) and return to school with your child.

It is our desire that the school staff and parents work together to help students become the best they can be. Your children need to know that we all care about them and that together we will encourage their responsible behavior and wise choices. The respect, responsibility, and cooperation that students learn in elementary school will greatly increase their likelihood for success throughout life.

Sincerely,

Trail Wind Staff

My child and I have read and reviewed, for clear understanding, the Trail Wind Handbook.

Student's Name

Teacher

Parent / Guardian Signature

Date

Student's Signature

Date

----- OVER ----- OVER -----

2009-2010 SCHOOL FIELD TRIP PERMISSION SLIP

During the school year, the teachers at Trail Wind will schedule field trips. These trips will take the students on educational experiences away from the school. Parents will be notified of these field trips as they are scheduled. Written notice will be sent home with the student. This notification will tell the nominal cost (if any) for each student as well as the place, date, and time of the field trip.

School district personnel will take all normal precautions for the students' safety. Transportation may be provided by school bus or parent volunteers.

Please sign this form authorizing us to allow your child to participate in these experiences away from school. If you do not want your child to participate in an activity, please send a written note.

Glenn Aguiar
Principal

TRAIL WIND ELEMENTARY SCHOOL FIELD TRIP PERMISSION FOR 2009-2010

Permission is given for my child to participate in school field trips during the 2009-2010 school year.

Student

Teacher

Grade

Parent's Signature

Date

