Harrison Elementary
Student & Family Handbook

		Monday		Tuesday - Friday
School Hours		8:00 - 2:00		8:00 - 3:00
Breakfast		7:20 - 7:50		7:20 - 7:50
Before school outside Supervision		7:40 - 8:00		7:40 - 8:00
After school outside Supervision		2:00 - 2:15		3:00 - 3:15
Crossing Guards at Harrison & Wirsching		7:40 - 7:55		7:40 - 7:55
		2:00 - 2:15		3:00 - 3:15

Breakfast and Lunch are free for all Harrison students.

Contact Information

Phone: 208-733-4229
Fax: 208-733-4256

When you are not at school, help your parents remember to call!

Attendance Line: 208-732-7500

My teacher is _____

Teacher's Phone Number is 208-732-7500 extension _____

Our room number is _____

Address: 600 Harrison St.
Twin Falls, Idaho 83301

Website: http://ha.tfsd.org

Harrison Attendance Policy

In keeping with Twin Falls School Board Policy 3041, Harrison expects students to be in attendance on a regular basis. The board of trustees of this district recognizes that, because time on task is very important to the education of students, it is necessary to establish and enforce attendance requirements. Students are required to be in attendance at school at least ninety percent (90%) of the time that school is in session during each school term. In enforcing the attendance requirements, the board may deny a promotion to the next grade or deny credit to any student who is not in school at least ninety percent (90%) of the days that school is in session. If a student is determined to be a habitual truant, the board may expel or unenroll the student.
Students who are close to violating the attendance policy, whether attendance or excessive tardies (over 90%), will be notified by the school and may be referred to the Twin Falls County Youth Services Program.

The information contained in this handbook does not supersede Twin Falls School District Policies.

Contacts

Attendance Verification	Classroom teacher via Class Dojo, Email, or Voice Message calling 208-732-7500 and then the teacher's extension.
School Secretary	Cathi Smith smithca@tfsd.org 208-733-4229 Or 208-732-7500 ext. 5100
School Principal	Michelle Larson larsonmi@tfsd.org 208-732-7500 ext. 5101
Assistant Principal	Amy Kenyon kenyonam@tfsd.org 208-732-7500 ext. 5102
School Counselor	Mari Nelson nelsonma@tfsd.org 208-732-7500 ext. 5106

Special Education Information	Special Education Clerk Tonia Ortega ortegato@tfsd.org 208-732-7500 ext. 5126
Services for Multi Language Learners	ML Teacher Renee Urricariet manningre@tfsd.org 208-732-7500 ext. 5129
Title I Information	Title I Teacher Jenni Holcomb holcombje@tfsd.org 208-732-7500 ext. 5124
Food Services Kitchen Manager	Nicole Marona maronani@tfsd.org 208-732-7500 ext. 5105
Twin Falls School District At Risk Service Coordinator	Jenni Herzog herzogje@tfsd.org 208-732-7500-1007

Staff Directory

		Extension
Building Principal	Mrs. Larson	**5101**
Assistant Principal	Mrs. Kenyon	**5102**
Secretary	Mrs. Smith	**5100**
Instructional Coach	Mrs. Delia	**5113**
Counselor	Mrs. Nelson	**5106**
PE	Ms. May	**5139**
Music	Mr. Mitchell	**5136**
Library	Mrs. Brown	**5138**
Title 1	Mrs. Holcomb	**5124**
ELL	Ms. Manning	**5129**
K - 2 Resource	Ms. Russell	**5137**
3 - 5 Resource	Mrs. Trammel	**5127**
SpEd Clerk	Mrs. Ortega	**5126**
ERC	Ms. Bradley	**5110**
ERC	Mrs. Prolo	**5120**
Speech	Mrs. Botch	**5149**
Mentor/Food Pantry	Ms. Schmidt	**5143**

		Extension
Kindergarten	Ms. Pauley	**5132**
	Mrs. Hamann	**5111**
	Miss Skinner	**5112**
First Grade	Mrs. Rodriguez	**5131**
	Mr. Twiss	**5130**
	Ms. Harder	**5114**
Second Grade	Miss Franz	**5118**
	Miss Brutke	**5135**
	Ms. Stansell	**5146**
Third Grade	Mrs. Gonzalez	**5125**
	Mrs. Topić	**5116**
Fourth Grade	Mr. Parker	**5141**
	Ms. Olson	**5115**
Fifth Grade	Mrs. Rodriguez	**5121**
	Mrs. Potthoff	**5145**
Preschool	Ms. Rose	**5152**
	Mrs. Robison	**5151**
Preschool Clerk	Mrs. Ortega	**5150**
Preschool Speech	Mrs. Williams	**5153**

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Harrison Vision & Mission Statements

Our vision is that Harrison Elementary will be a school of choice.

At Harrison, our mission is to create a place where we all feel safe, valued and know we can and will learn. We model respect, trust, and responsibility. We persevere, show empathy for others and celebrate our differences.	**Guidelines for Success:** **RESPECT** **SAFETY** **RESPONSIBILITY**

Students will be explicitly taught this mission and all of our procedures, routines and rules will be based upon our guidelines for success.

Twin Falls School District Vision - Mission - Standards

Vision

The Twin Falls School District will be the "district of choice" in Idaho for both students and employees.

Our mission is to provide a quality education necessary for students to be successful in life.

Our mission will be accomplished when students are characterized by the following.

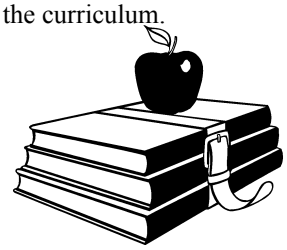
★ **ACADEMIC ACHIEVERS**
who demonstrate competency within measurable learning standards,

★ **CLEAR COMMUNICATORS**
who can effectively transfer information by listening, speaking, reading, and writing,

★ **RESPONSIBLE CITIZENS**
who understand the roles and duties of the citizens and how to improve the quality of life in their communities,

★ **COMPLEX THINKERS**
who use resources, apply academic knowledge to reason, solve problems, and make decisions; and

★ **QUALITY PRODUCERS**
whose work, individually or within a group setting, displays creativity, high standards, and demonstrates excellence across the curriculum.



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Daily Bell Schedule

Monday Early Release Schedule	
Breakfast Begins	7:20
AM Duty	7:40 – 8:00
PM Duty	2:00 – 2:15
School Begins	8:00
Tardy Bell	8:05
AM Recess:	
Kindergarten	9:35 - 9:50
First Grade	10:05 - 10:20
Second Grade	10:20 - 10:35
Third Grade	9:50 - 10:05
Fourth Grade	10:50 - 11:05
Fifth Grade	10:35 - 10:50
Lunch	
Kindergarten	10:50 - 11:30
1st Grade	11:05 - 11:45
2nd Grade	11:20 - 12:00
3rd Grade	11:30 - 12:10
4th Grade	11:40 - 12:20
5th Grade	11:50 - 12:30
PM Recess:	
Kindergarten	12:45 - 1:00
First Grade	12:30 - 12:45
Second Grade	1:00 - 1:15
Third Grade	12:45 - 1:00
Fourth Grade	1:15 - 1:30
Fifth Grade	No PM recess
Dismissal	2:00

Tues, Wed, Thurs & Fri	
Breakfast Begins	7:20
AM Duty	7:40 – 8:00
PM Duty	3:00 – 3:15
School Begins	8:00
Tardy Bell	8:05
AM Recess:	
Kindergarten	9:35 - 9:50
First Grade	9:50 - 10:05
Second Grade	10:05 - 10:20
Third Grade	10:20 - 10:35
Fourth Grade	10:50 - 11:05
Fifth Grade	10:35 - 10:50
Lunch	
Kindergarten	10:50 – 11:30
1st Grade	11:05 – 11:45
2nd Grade	11:20 – 12:00
3rd Grade	11:30 – 12:10
4th Grade	11:40 – 12:20
5th Grade	11:50 - 12:30
PM Recess:	
Kindergarten	1:10 - 1:25
First Grade	12:55 - 1:10
Second Grade	2:00 - 2:15
Third Grade	1:30 - 1:45
Fourth Grade	1:45 - 2:00
Fifth Grade	1:15 - 1:30
Dismissal	3:00

The information contained in this handbook does not supersede Twin Falls School District Policies.

2025-2026 District Calendar

2025-2026 Twin Falls School District Calendar

JULY 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July

1-31 School Offices Closed
4 Holiday - Independence Day - No School

AUGUST 2025

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

See Website for Middle and High School Registrations
11-12 Summer Institute/In-Service
13 1/2 Opening Day & 1/2 Day Building Retreat
14-15 Teacher Work Days
18 **First Day of School**
29 *Early Dismissal* for Students and Staff

SEPTEMBER 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September

1 Holiday - Labor Day - No School
12 Data Day - No School

OCTOBER 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October

17 End of 1st Quarter (43 Student Days) - *Early Dismissal*
23 District Wide Parent/Student/Teacher Conferences
No School *(MVHS in Session)*
24 No School

NOVEMBER 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November

24-25 Teacher Stipend/In-Service - No School
26-28 Thanksgiving Break - No School

DECEMBER 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December

19 End of 2nd Quarter (38 Student Days)
End of 1st Semester (81 Student Days)
Early Dismissal
1/2 Day Report Cards
22 - 5 Christmas Break - No School

JANUARY 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January

1 Holiday - New Years Day Observed - No School
2 No School
5 Teacher Work Day - No School
6 School Resumes

FEBRUARY 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February

16 Holiday - Presidents' Day - No School
17 Teacher In-Service - No School

MARCH 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March

13 End of 3rd Quarter (47 Student Days) - *Early Dismissal*
1/2 Day Report Cards
17-18 CRHS/TFHS-Advisor/Parent/Student Registration Conferences
19 Parent/Student/Teacher Conferences
CRHS/TFHS - SAT Day/Sr. Projects
No School (MVHS in Session)
20 No School
23-27 Spring Break - No School
30 School Resumes

APRIL 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April

MAY 2026

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May

15 CRHS & TFHS 12th Graders Last Day
19 TFHS Graduation
20 CRHS Graduation
21 **Last Day of School** - *Early Dismissal* - 1/2 Day Report Cards
End of 4th Quarter (42 Student Days) End of Year (170)
21 MVHS Graduation
22 1/2 Analyze Assessments and Goals
1/2 Day Teacher Workday
25 Holiday - Memorial Day

JUNE 2026

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June

1-30 School Offices Closed

See Website for Summer School Details

Board Approved 12-2-24

Harrison Student Success Policy

We believe that all students deserve the opportunity to attend a safe school. We believe that all students should be treated fairly and that policies should be enforced consistently.

We believe that:

- ➔ All students must be treated with respect.
- ➔ Students can and should be taught the skills and behavior needed for success.
- ➔ Motivation and responsibility should be encouraged through positive interactions and building relationships with students.
- ➔ Student misbehavior provides a teaching opportunity.
- ➔ Collaboration is critical! All school staff members must work together and with home to help students behave responsibly and to meet student needs.

Expectations

We expect all students, staff and school visitors to strive to follow the Harrison mission.

To be respectful
To be responsible and
To be safe

We also expect all staff and students to adhere to Twin Falls School District and Harrison policies and procedures.

Being Respectful

RESPECT at Harrison is:

- CHOOSING to be kind even if you don't like someone or what they have done
- CHOOSING to follow expectations when an adult asks
- CHOOSING to follow the rules even if you don't agree with them
- CHOOSING to take care of our school and property
- CHOOSING to think about our school community, other's feelings, their right to learn and do their job

Examples of breakdowns in this area

- Disrupting the learning of others
- Abusive or inappropriate language, teasing, tattling
- Obscene behavior
- Defiance of authority, insubordination
- Lying, cheating
- Property damage/theft
- Harassment, verbal altercation, bullying*

Being Responsible

RESPONSIBILITY at Harrison is:

- CHOOSING to make sure you get your job done.
- CHOOSING to be a person that others can count on.
- CHOOSING to be honest and accountable for your actions and words
- CHOOSING to accept consequences/outcomes.
- CHOOSING actions that are good for myself and others in the school.
- CHOOSING to ask for help when I need help.

Examples of breakdowns in this area

- Refusal to engage in assignments/tasks
- Rule infractions, such as violating dress-code, being loud in the hallway, cutting in line.
- Playing conflict games involving fighting, army play, tackling, or rough physical contact.
- Participating in gossip, social bullying, or exclusionary attitudes.
- Giving up when things get hard
- Excessive absences / tardiness

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Being Safe

SAFETY at Harrison is:

- CHOOSING to manage strong emotions in healthy ways
- CHOOSING to be aware of other people's personal boundaries
- CHOOSING to communicate my personal boundaries
- CHOOSING to report (helper telling) unsafe behavior to adults
- CHOOSING to use school and personal property/equipment the way it is supposed to be used
- CHOOSING to follow staff directions during any drill or safety situation

Examples of breakdowns in this area

- Excessive risk taking/causing harm/being unsafe
- Fighting, playing conflict games involving fighting, army play, tackling, or rough physical contact
- Leaving supervised areas
- Harassment, verbal altercation, bullying*
- Disregarding what the adults say

***Per TFSD Policy #3295:** Bullying means the severe, persistent, pervasive, and deliberate misuse of real or perceived power in relationships through repeated verbal, physical, or social behavior that intends to cause physical, social, or psychological harm. Bullying creates an intimidating, threatening or abusive educational environment for a student.

Please see the end of this document for the new approach Harrison will be taking in order to educate our students and families about bullying and steps to take to help eliminate the issue. More information will be coming home as well.

Harrison School Policies and Procedures

Students are responsible for safe, respectful, behavior that supports a safe and secure learning environment. We have total success when every Harrison student can be trusted in any situation because they are safe, show respectful behavior and take responsibility for correcting mistakes and learning from experience.

Violations of rules and expectations are evaluated on a case-by-case basis. Consequences such as punishment, safety restrictions, and/or mandatory reteaching and retraining will result. Repetition and severity of violations are considered when determining imposed consequences.

General Protocol for Addressing Violations

- Adults will ensure safety in the immediate situation or do what is necessary to make the situation secure.

Levels 1 – 3 behaviors

- Adult dialogues with the student regarding expectations, and assigns disciplinary consequences as required.
- Next steps depend upon the student's response to the dialogue and previous history of infractions.
- Level 3 behaviors and Level Red responses require documentation and parent communication.

Level 4 behaviors

- Immediately referred to the administration
- Violations of Idaho Code will be referred to the School Resource Officer (SRO).
- Level 4 behaviors require documentation and parent communication.

See chart on following page for Levels of Misbehavior and Levels of Compliance

Level of Misbehavior, Consequences and Levels of Compliance

Level of Misbehavior, Consequences and Level of Compliance

Misbehavior		Response – Immediate Office Referral.		
Was the behavior… ▪ Illegal? ▪ Extreme? ▪ Level 4 for other reasons?	LEVEL 4	Consequences are directed by an administrator or designee. (Examples below.)		
		• Loss of Privileges • Community service • Restitution	• Parent Meeting • Behavior Contract • Suspension in/out of school • Expulsion	• Referred to SRO possible Status Offense Ticket or charges filed
Misbehavior		**Response – Office is Informed.**		
Did the behavior … ▪ Cause harm? ▪ Pose a safety threat? ▪ Cause of a major disturbance? ▪ Level 3 for other reasons?	LEVEL 3	Consequences may be directed by teacher, case manager, administrator or designee. (Examples below.) *Requires Administrator involvement.		
		• Check in/Check out • Community service • Loss of privileges • Restitution	• Parent meeting • Behavior contract • *Functional Behavior Assessment • *Suspension in/out of school	• Increased structure • Mentoring • *Recovery Room • Structured breaks
Misbehavior		**Response – Correction**		
Was the behavior … ▪ Toward another person? ▪ A blatant violation of procedure or expectations? ▪ A source of a minor disturbance? ▪ Level 2 for other reasons?	LEVEL 2	Consequences are directed by the staff member who corrects the behavior. (Examples below.)		
		• Apologizing • Alternate seating • Structured breaks, send on errand	• Loss of privileges • Recess Detention • Pass Room referral • Work completed at recess	• Academic support • Incentives/rewards • Pre-teach, pre-correct
Misbehavior		**Response - Redirection**		
Did the behavior … ▪ Require adult redirection?	LEVEL 1	Consequences are directed by the staff member who corrects the behavior. (Examples below.)		
		• Cueing • Natural Consequences • Making eye contact	• Reteach • Sandpaper Block • Time out	• Proximity • Redirecting attention • Pre-teach, pre-correct

Level of Compliance

Green – Compliance

The student is cooperative and works well with the adult in resolving the issue and achieving closure. This is the appropriate response.

Orange – Moderate Noncompliance:

The student struggles through the process and may resist in some form but eventually is willing and able to work with the adult to resolve the issue and achieve closure.

Red – Severe Noncompliance:

The student is unable to work with the adult, despite the adult's best effort, and the student earns a *Behavior Referral*. Student is escorted to the Pass Room. Steps toward closure will depend on the student's Response-Ability after processing with the Pass Room aide.

Note: Resisting has consequences, such as a time-out, relocation, or temporary loss of choice.

***Per TFSD Policy #3295:** Bullying means the severe, persistent, pervasive, and deliberate misuse of real or perceived power in relationships through repeated verbal, physical, or social behavior that intends to cause physical, social, or psychological harm. Bullying creates an intimidating, threatening or abusive educational environment for a student.

Please see the next page of this document for the new approach Harrison will be taking in order to educate our students and families about Bullying and steps to take to help eliminate the issue. More information will be coming home as well.

BULLYING

This year at Harrison we intend to focus on clearly defining, identifying and stopping bullying at our school. We will not tolerate the intentional mistreatment of others. The words **PAWS** and **TASK** will be our focus to teach not only our students but our parents and community ways to determine if something is truly bullying. We will also clearly define and teach our students about the following terms:

CONFLICT - RUDE - MEAN

so that students can correctly identify what is happening to them and/or their friends and get assistance.

The information contained in this handbook does not supersede Twin Falls School District Policies.

We will use the following to define bullying to students and to help them remember what to do.

PURPOSEFUL

ABUSE OF POWER (REAL OR PERCEIVED)

WANTS TO CAUSE HARM

SEVERAL TIMES

TASK - When you believe your are being bullied, you have a **TASK**.

TELL an adult nearby and your teacher every time it happens

ADVOCATE FOR YOURSELF - ask to see the counselor or a trusted adult

STEP AWAY and take a moment to "BE"

KEEP TRUSTING THE PROCESS! (You may not see the results, but that does not mean it isn't being handled.)

If you have any questions or concerns, please feel free to reach out to Mrs. Larson at 208-733-4229.

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Below is the chart that we will be using to discuss situations and incidents with our students this year. Please ask them about their classroom discussions and to go through this with you.

Harrison Bullying Chart

PAWS	CONFLICT	RUDE	MEAN	BULLYING
Purposeful	Not Planned	Spontaneous; unintentional	On Purpose; planned	On Purpose; planned
Abuse of Power	All parties want to work things out	Based in thoughtlessness or poor manners	Based in anger	The bully is trying to gain power over someone else
Abuse of Power	All parties accept responsibility	Rude person accepts responsibility	Behavior is often regretted	The bully blames the target
Wants to Cause Harm	All parties are upset	May cause hurt feelings	May deeply hurt someone	The target of the bullying is harmed (physically or emotionally)
Several Times	Occasionally	Occasionally	Once or twice	The actions are repeated all the time
Resolution	Can be resolved through mediation	Social skill building or mediation	Needs to be addressed by an adult	Cannot be resolved through mediation

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Harrison Expectations for Common Areas

Before / After School

Students should not arrive at school before 7:20 a.m. and should immediately go to breakfast upon arrival. If students are not eating breakfast, arrive when adult supervision on the playground begins at 7:40 a.m. Adult supervision is present during scheduled recesses, and ends 15 minutes after dismissal. Students are expected to immediately leave school upon dismissal.

Crossing the Street

- Students can cross at Harrison St. in front of the main sidewalk and/or at the corner of Wirsching and Harrison Street. DO NOT use the crosswalk in front of the gym.
- Look both ways - twice - before deciding if it is safe to cross and wait for the safety patrol if they are present.
- Walk across the street within the crosswalk.
- Walk your bike across the street and while on campus.
- Be respectful to the safety patrol.

Bus Riders

- In the morning, move in an orderly line from the bus to the cafeteria or playground.
- Stay in the cafeteria until at least 7:40.
- In the afternoon when you are dismissed from class, move silently through the hall to the buses.
- Walk with purpose. It is expected that all students are on the way to the buses as soon as they arrive.

On the bus…

- Follow all rules and safety procedures of the bus company.
- Follow adult directions immediately and be courteous to the bus driver. (for example: say hello and thank you)
- Take your seat quickly and stay seated until the bus comes to a complete stop at your bus stop.
- Voice level 0 or 1.
- Keep arms inside the bus at all times.
- Keep food and drinks off the bus.
    - Water bottles are to remain closed.

Hallways

- Arms crossed or straight to your sides.
- Eyes forward.
- Stand directly behind the person in front of you without touching.
- Walk on the right side of the hallway
- Voice level 0 or 1.
- Silent wave if you see someone you know in the hall.

Bathrooms

- Voice level 0.
- Be Quick – The bathroom is not a place to hang out.
- One person in the stall at a time.
- Make sure toilet paper goes into the toilet.
- Flush.
- Wash your hands with soap – soap is for hands only on not on the floor.
- Clean up any water mess you may have made while washing your hands.
- Make sure paper towels go into the garbage.

Writing utensils do not belong in the bathroom.

Assemblies

- Voice level 1 and walking in an orderly way as you enter the gym.
- Sit crisscross applesauce on your pockets.
- Voice level 0 unless asked to speak.
- Eyes and attention on the speaker or performance.
- Applaud respectfully.
- Watch the teacher for directions when assembly is finished.

Lines

- Line up promptly when directed to line up (including bells and other routine school signals.
- Face forward.
- Voice level 0.
- Leave personal space between you and the next person.
- Pay attention.

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Cafeteria

- If it is cold outside wear your coat and put hats and gloves in your coat pockets or in the hood of your coat.
- Arms crossed or straight to your sides while waiting in line.
- Eyes forward.
- Stand directly behind the person in front of you without touching.
- If you have a cold lunch, walk into the cafeteria and sit at the next available spot.
- Tray Position – 3 (compartments) to me, 2 to you.
- If you eat a hot lunch, stay in line.
- Take your napkin, silverware, and tray.
- Take 1 milk if you will drink it. If you do not want one, do not take it.
- Follow the adult directions and/or arrows and sit in your assigned seat.
- Stay in your seat unless given permission to leave.
- Food stays on your own plate – sharing food can be dangerous for some of our students.
- Clean up your area and raise your hand. Wait for an adult to release you.
- Dump your tray, and put your silverware in the bucket.
- Place the tray on the counter. Make sure your tray is going the same direction as all the other trays so they stack neatly.
- If you have a cold lunch, leave your lunchbox in the bin that your teacher has assigned for your class.
- Exit along the stage and out the end of the student support hallway.
- Remember the expectations for the hallway.

Playground/Outside

All Grade Levels Playground

Swings

- Swing front and back while sitting on your bottom or belly.
- Wait until the swing is stopped in order to get off – No jumping off the swings.
- No twisting.

Tetherball

- Two people playing at one time.
- Four people in line waiting.
- First person in line is the mediator.

Four Square

- Four players, one in each square.
- Four people waiting in line.
- First person in line is the mediator.
- One ball at a time.

K - 2 Playground

Slides

- Go up the stairs and down the slide.
- Slide down feet first on your bottom only.
- One person on the slide at a time.
- No climbing up or on top of the slide.

Teeter-Totter

- Only two people on the teeter-totter at a time.
- No standing on the teeter-totter
- No jumping off the teeter-totter.

Field

- Follow the rules of the game.
- If you are not a part of the game, find somewhere else to be.
- Do not climb on or hang off the goals, frisbee nets, fences or trees.

Playground Miscellaneous

- Use your hands, feet, and body safely and responsibly.
- Be aware and safe around and with the equipment.
- Do not throw balls against the building. No wall ball.
- Follow Husky rules for games and equipment use.
- Use appropriate school language.
- Include others who would like to play with you.
- Helper telling – NOT tattle telling.
- When the bell rings, put equipment away and line up immediately.
- Use the restroom before you go outside for recess or when you go back inside depending on your classroom expectations.

Outbox

- When directed, go immediately to the outbox.
- Stay until dismissed, you can sit or stand.

No equipment, toys or balls should be brought from home.

The information contained in this handbook does not supersede Twin Falls School District Policies.

Evacuation Drill	Lock Down
● Know where your meeting spot is. ● Follow your teacher's directions. ● Voice level 0. ● Move safely with purpose. ● Get your coat if it is in the same room as you. ● Get into a straight line. ● Walk at all times. ● At your meeting spot, look toward the road away from the building. ● Listen to your teacher for directions.	● When you hear "Lock Down!", quickly assess the situation. and use your ALICE training to decide what to do. ● Voice Level 0.

Harrison Information

Support Services

Special Education

Students who qualify academically in the areas of Reading, Mathematics, and/or Written Language are eligible to receive special education assistance. Many federal and state regulations govern special education, and there is a process, which needs to be followed if a student is to be referred for assistance. If you are concerned about your child's academic progress, please, contact his/her teacher or the special education teacher for your child's grade level. The resource department can be reached at 732-7500 ext #5126.

Speech and Language

Speech and Language therapy are available for any student who shows a need through testing. Unlike private practitioners, students only qualify for speech and language assistance through the school if it is demonstrated that the child's difficulties with speech and/or language are affecting his/her ability to perform at school. The speech pathologist is available at 732-7500 ext # 5149.

Visiting the Counselor

Harrison has a full time counselor available to work with students. All students must have parent permission to speak to the counselor. If you have concerns about your student please reach out to Mrs. Nelson and she will get a form for you to give permission. We are working on setting up a form for parents to sign and hope to get it sent at the beginning of the year. She also assists with skills groups and teaches lessons to all students. If you have any questions, you may reach out to out counselor at 208-732-7500 ext # 5106.

TITLE I

Harrison Elementary is a Title I School. The Title I Federal Program helps ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. This means that at Harrison we work together with our parents and students to make sure that every child is successful. Every student has the right to receive academic assistance. Questions about Title I should be directed to Mrs. Holcomb at 208-732-7500 ext # 5124.

Multi Language Learners - ML

Also as part of our Title Programs, we have access to an ML program. The purpose of this federal grant program is to provide funds to improve the education of limited English proficient students, including immigrant children and youth, by assisting the children and youth to learn English and meet challenging state academic content and student academic achievement standards. Questions about ML should be directed to Ms. Urricariet at 208-732-7500 ext # 5129.

The information contained in this handbook does not supersede Twin Falls School District Policies.

Birth Certificates and Immunization Records

Idaho Code Section 33-512 requires that every child entering school shall show, by legal birth certificate, his/her age. We must contact the Department of Health and Welfare and local law enforcement when this law is violated.

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

Bicycles

Bicycles are to be placed in the bike racks and shall remain there throughout the school day. Children riding bicycles should have locks to prevent theft. The school cannot be responsible for lost, stolen, or damaged bicycles.

Bicycles are not to be ridden while using the crosswalks or on school property. Students need to walk their bikes on the sidewalks and blacktop when on school grounds.

SKATEBOARDS, IN-LINE SKATES, HEELIES and SCOOTERS are not allowed on school property.

Bus Transportation

Students who are eligible to ride the bus to school are expected to comply with bus rules designed to ensure the safety of all students. These rules and regulations may be found on the TFSD website. Questions about bus transportation may be directed to MidCo Bus Company at 208-733-8003.

Child Abuse Reporting Requirement

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

Crossing Guards/Safety Patrol

To ensure students arrive and leave school safely, a crossing guard/safety patrol will be stationed at the intersection of Wirsching and Harrison Streets and in front of the school crossing Harrison Street. Crossing Guards/Safety Patrol will be at these locations from 7:30-7:55 a.m. and from 3:00-3:15 p.m.. Students who need to use a crosswalk to get home need to get there as soon as possible after school releases.

Field Trips

Field trips to community agencies, businesses, or other locations can provide valuable information that coincides with a teacher's curricular goals. Teachers will inform parents of upcoming events and will send permission slips home. NO STUDENT will be permitted to participate in a field trip without written permission or a signed note from a parent or guardian.

Fire Drills/Lockdown Drills

Harrison will conduct fire drills at a minimum of one per month. Lockdown drills will be conducted at least twice per year.

Food Services

Breakfast and Lunch are free for all Harrison students. Adults and students not attending Harrison will cost $5.00. Milk for students not eating hot lunch is $0.45.

Head Lice & Bed Bugs Policy

If a student is suspected of having head lice, nits or bed bugs, teachers will contact the office and ask that the student be checked. Students' families have the right to opt out of screenings, so we will handle this in the office. The student may be sent home for the remainder of the day, when an untreated parasitic infection is identified or suspected. Students will not generally be excluded from school, provided that treatment for parasitic infection has begun. Therefore, students may attend school once the parent/guardian affirms that approved treatment has begun and that they will continue the entire course of treatment until, in the case of lice, no nits are visible or, in the case of bed bugs, until the infestation has been addressed in the home. The student may return to school the following day, and the school may implement measures to prevent the spread of the infection. See TFSD Policy #3523 for more information.

The information contained in this handbook does not supersede Twin Falls School District Policies.

Lost and Found

Many items are lost and found during the school year. When items of clothing are found, they are hung on the racks in the corner of the cafeteria, near the stage. Smaller items are placed in the office. When your student loses an item, we encourage them to look in these areas. Please, check the lost and found frequently, as items are boxed up each semester, and are taken to charity. We cannot be responsible for lost or stolen items.

Parent Teacher Conferences

Parent-Teacher conferences are scheduled for students after 1st and 3rd quarters, however, we welcome conferences with parents any time during the year.

Public Displays of Affection

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

Recess Policy

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

Do not bring toys, sporting equipment, balls, blankets, etc. to school. They will not be allowed at recess and will be sent home.

Release of Student Information

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

Telephone Usage

With staff member's permission, students may use the telephone in the classroom or at the office in case of emergencies or illness. After school arrangements should be made at home before coming to school.

Transfer Students

Parents need to complete the Student Transfer request and submit it to the requested school. Applications for in-district transfers will be accepted beginning January 1st for the subsequent school year. Parents will be informed if space is available two days prior to the start of school.

Telephone or Address Changes

It is essential the school office maintains accurate address, telephone numbers, and name information on students and parents/guardians. When a change in directory information occurs, notify the school office as soon as possible. Many school communications are time sensitive, and inaccurate school directory information can delay important school information from reaching students and parents.

***Please make sure that your contact information is current at the school so that you do not miss out on important communications.*

Visitors

Parents are welcome and encouraged to visit school. We do ask that you sign in at the office. If you need to conference with your child's teacher, please send a note or call in to request an appointment. Schedule the appointments in advance, as it is impossible for a teacher to confer with a parent during class time. We do invite and encourage you to visit, however, it is not generally acceptable to visit the classroom, day after day, or for an extended period of time on a given day without making prior arrangements. If you have a question, consult the principal.

Volunteers

If you are interested in volunteering in any area at school, please contact the office or your child's teacher. Volunteers are required to complete a background check that can be found on the TFSD website. Volunteers are required to sign in at the office each time they visit the school. We appreciate your willingness to volunteer and help our staff and students, however for the safety of your younger children and for the best educational opportunity for our students, we ask that preschool children not be brought while you are doing volunteer work.
District Volunteer Application

Weapons

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

The information contained in this handbook does not supersede Twin Falls School District Policies.

Student Injuries and Insurance

Even with great precautions and close supervision, students do have accidents at school. It is necessary for us to have current, accurate address and phone numbers to call in case of an emergency. Remember, our ability to contact someone immediately may be critical to your child's health.

Parents need to be prepared for possible medical expenses that may arise should their child be injured at school. The school district does not provide medical insurance to automatically pay for student medical expenses. This is the responsibility of the parents. An independent insurance company does make student medical insurance available to families for their individual purchase. Brochures are given to students at the beginning of the school year and are available in the school office.

Medication Policy

According to state policy, we are required to dispense medications only for students with long-term chronic illness or disability where failure to take the medication would jeopardize the child's health. In order to do so:
A physician's order for administration of medication must be on file in the school. These forms are available at the school office.

The medication must be in the original container with the student's name, physician's name, drug name, schedule of administration, dosage, and date clearly marked.

No medications can be kept in the classroom. All medication must be stored in a lockable area in the office.

Student Pick Up and Drop Off

There are a limited number of parking spaces in front of Harrison Elementary. If these spaces are all taken, DO NOT double park or pull up alongside the road. Please park in the church parking lot across the street and your child can use the crosswalk to get to the school or your vehicle. It is not safe for our students to walk between parked cars to get to you. This policy will be strictly enforced to protect our students.

Also, please be extra attentive and follow the direction of our safety patrol on duty in the crosswalk. They are there to ensure students can safely cross the street. Do not block the crosswalk or handicap parking spaces.

School/Home Communication

The staff and administrators make every effort to keep in close communication with our parents for the benefit of our students. As a result, you will receive communications from the school informing you of various activities that affect your child. Information will be sent home with students via their blue communication folder, via the school callout, email and text system and/or Class Dojo. Teachers and school personnel can be reached via email using the following format:
full last name and first two letters of first name @ tfsd.org i.e. John Doe would be doejo@tfsd.org

Cell Phones & Smart Watches

Please see **Policy 3735** below - Students are discouraged from bringing cell phones or wearing watches that can place calls to school. Students who bring cellphones/watches to school must leave them in their backpack or put them in a safe place agreed upon with their teacher for the day. At the end of the school day the student may get their cell phone and/or watch back and turn it on. If a student has a cell phone and/or watches with them or out during class time, in any common area, or recess, the phone will be surrendered to an adult and parents will be notified. If a cell phone is lost or stolen the school is not responsible. If you have questions or concerns about this policy, please contact the principal.

School Parties and Birthdays

Three special afternoons will be set aside for Halloween, Christmas, and Valentine's Day parties. Healthy snacks are encouraged. Please contact your child's teacher if you are interested in helping with these activities.
Students are allowed to bring birthday treats for the class to celebrate if they choose to do so as long as it follows the classroom policy. These treats need to be store purchased. Each teacher will determine when parties will happen in their rooms. If you plan to bring treats, please make arrangements with the teacher prior to coming and make a plan to pick any leftovers back up. Remember you must also sign in to be a visitor in our building.

Emergency School Closure

Occasionally, we are forced to close school because of unforeseen circumstances. A sudden storm that threatens to close the roads, power outages, or maintenance problems are some of the reasons school could be closed. You will have the option of having your child go directly home or stay at school where they will be picked up by a parent/guardian.
In the event of school closure while school is in session, your child's teacher will consult the emergency closure plan that you completed at registration and help your child follow your plan. In most cases the school buses will transport those students who normally ride a bus home. A school official will contact local radio and television stations and request that they post a special "school closure" bulletin.
**Remember that we have several hundred children in our school and the phone system cannot allow all of them to use the phone quickly, so we will follow the plans provided by parents when the child is registered. If you want to change your information, contact the school office.

POLICY

The Twin Falls School District has policies that conform to local, state and federal laws as well as the rules and regulations of the Idaho State Board of Education. These policies are proposed, discussed and approved by the TFSD Board of Trustees, which are elected representatives of the Twin Falls Community. The District Policy Manual is the guidance for school policy. Below are links to the manual and the numbers of policies that may be of interest. If you have questions or concerns, please reach out to the school.

You can access the manual at:

https://www.tfsd.org/documents/departments/school-board/policy-manual/tfsd-%23411-policy-manual/700305

or

TFSD Policy Manual

Student Dress - Policy 3260

Student Drug, Alcohol and Tobacco Use - Policy 3321

Student Records - Policy 3570

Video Surveillance - Policy 3560

Personal Electronic Communication Devices - Policy 3735

TITLE IX