WESTSIDE ELEMENTARY SCHOOL

Student and Parent Handbook



P.A.C.K

Positive
Achievers
Cooperative
Kind

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Art Teacher	Kamree Christensen
P.E. Teacher	Amy Sanderson
Music Teacher	Jennifer Korenke-Stanger
Kindergarten Paras	Kelly Hayes, Pam Meservey, Iris Storms
Title 1/K-3 Reading Paras	Jodi Bright, Brandi Butterworth, Julie Fowers, Kerri Macdonald
Duty Aides	Nichelle Ritchie, Marcie Parker
English Learner Para	
School Psychologist	Joshua Forbush
Speech/Language	Amber Richmond
Occupational Therapy	Lacy Osgood and Diane Mecham
Physical Therapist	Eric Roberts
Lunch Managers	Holly Kuns
Lunch Assistants	Chelsey Horel, Jocie Randall, Renee Williams, Mary Draper

Principal's Message

Welcome to Westside!

I am honored to serve this community and look forward to the year ahead.

My "why" in education began one summer as I watched my grandmother teach my older sister how to read. I knew then that I wanted to be an educator. Later, a transformational principal early in my career showed me the incredible impact a school leader can have on students, staff, families, and an entire community. Those experiences continue to shape my purpose and leadership today.

At Westside, we are proud of our tradition of academic excellence and strong community involvement. Our dedicated staff is committed to helping students develop the knowledge, skills, and character in literacy, numeracy, and leadership they need to thrive in middle school and beyond. We believe in setting high expectations while providing the support and encouragement needed to reach them.

Families are an essential part of our success. Whether you volunteer in the classroom, support learning activities, or get involved in our PTO, your partnership makes a difference. Together, we can create meaningful opportunities for every student to learn and grow.

This handbook provides an overview of our school policies and procedures. Please reach out if you have questions or need additional information. I look forward to getting to know our students and families and making this a wonderful year at Westside!

Sincerely,

Sarah Hendry
Principal, Westside Elementary School

Westside Elementary - Mission, Vision, Collective Commitments

Mission
Westside Elementary is a safe, supportive, and collaborative environment where we are enthusiastic about the learning process. We will ensure all students achieve at their highest level and develop leadership skills to be successful beyond elementary school.

Vision
We will achieve our mission by collaborating as a learning community to:

- Ensure the safety and wellbeing of all.
- Support each other with respect and kindness.
- Commit to clear, measurable, and rigorous academic learning targets.
- Implement research based strategies for improving student learning.
- Monitor and celebrate individual student progress.

Collective Commitments

In order to achieve the vision of our school, Westside Elementary staff commits to:

1. Model respect and kindness to promote a safe, supportive, and collaborative environment.
2. Use the district adopted curriculum as the framework to effectively teach the Idaho State Standards.
3. Develop and implement common formative assessments to monitor each student's learning.
4. Utilize a variety of best teaching practices to promote student growth.
5. Engage in meaningful staff development to enhance our professional skills.
6. Provide parents with resources, strategies, and information to help students succeed.

Westside Elementary Behavior Matrix

School Motto - "At Westside, we are a PACK. We are positive, we are achievers, we are cooperative, and we are kind."

Area	Positive	Achievers	Cooperative	Kind
Classroom Voice Level determined by teacher	Be an attentive listener and use school appropriate language.	Actively participate, complete your work, and act in a way that allows all students to learn.	Be prepared, raise your hand, and follow directions.	Encourage and include others. Take care of personal and school property.
Hallway Voice Level 0 or 1	Walk quietly with your eyes forward.	Be respectful and be where you are supposed to be.	Stay in line, on the right side of the hallway, and follow adults directions.	Keep your hands and feet to yourself.
Restroom Voice Level 0 or 1	Politely wait in line.	Wash your hands and leave the restroom clean.	Use a quiet voice and report any problems to an adult.	Be respectful of your peers and their privacy.
Cafeteria Voice Level 0, 1, or 2	Practice good table manners by saying "please" and "thank you".	Clean up your space, throw away garbage, and stack your lunch tray.	Use a quiet voice and raise your hand when you need something.	Be respectful to your peers and adults and stay to the right of the stanchion.
Playground Voice Level 3 or 4	Practice good sportsmanship and be a good citizen.	Have fun in a safe way.	Listen for whistles/bells and follow adult directions.	Share, take turns, and include others. Keep your hands and feet to yourself.
Before and After School Voice Level 2 or 3	Listen and follow all adult directions.	Be where you're supposed to be. "Chat and Chill"	Walk on the sidewalk and look out for others.	Keep your hands and feet to yourself and use school appropriate language.

Revised with Leadership Team 2026

Arrival and Departure

8:00-8:15 am Outside supervision

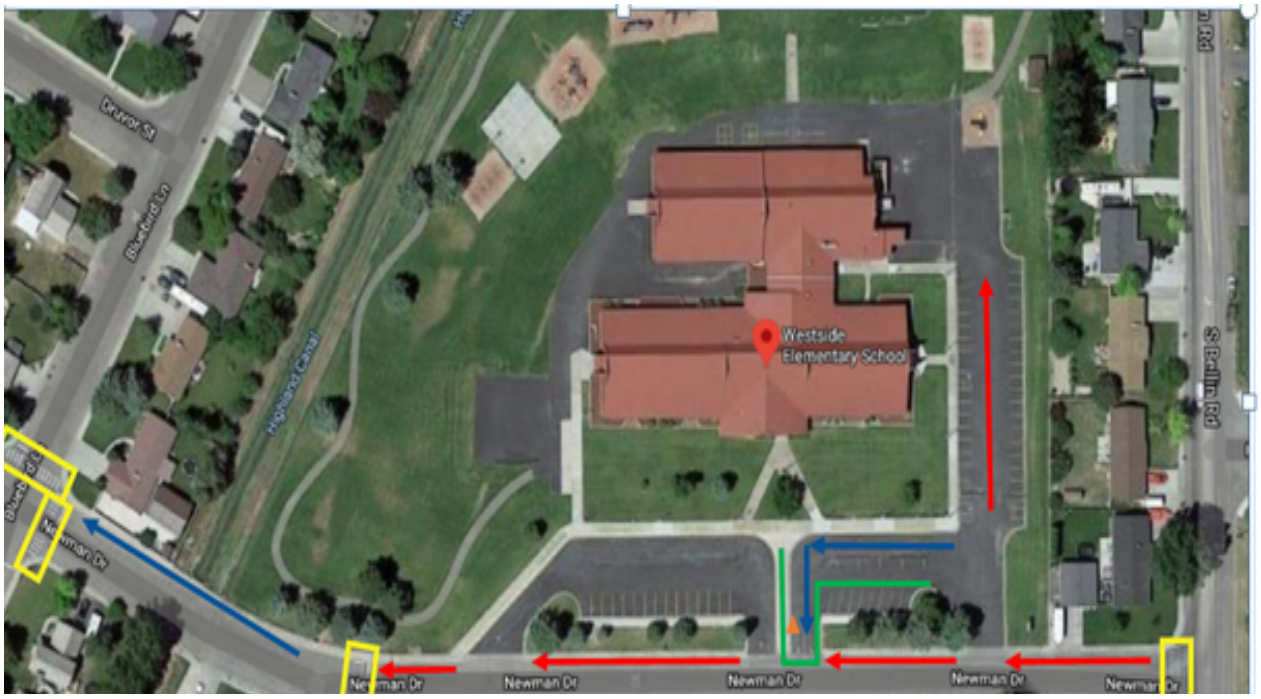
7:55-8:15 am Breakfast – students may enter through the front door and go outside with their class if they finish before 8:15 am

8:15 am Students enter the building through their grade level doors**.**

8:20 am Students must be in their classrooms. Students who arrive after 8:20 am are tardy and parents need to sign them in at the office.

2:25 pm Students are dismissed. We ask that they leave the school grounds and don't play on the playground.

2:25-2:35 pm Outside supervision



Driving Your Child to School

Please help us keep our students safe:

1. Please drop off and pick up passengers in the drop-off/pick-up zone.
2. The drop-off/pick-up zone is a NO PARKING area. Double parking in the loading zone is forbidden.
3. Do not drop off/pick up students in the parking lot designated for Westside Staff parking. Our youngest students wait in this area. The only exception is those using the handicap parking space located in the staff parking lot.
4. Students will wait on the sidewalk by the loading sign. They may not cross the parking lots to reach a car without an adult walking them.
5. Please do not walk between waiting cars.
6. Walk on the sidewalks.
7. Visitors are to use the visitor parking in front of the school if you are staying at school during the day.
8. Students walking to school should cross streets at crosswalks only and always stay on the sidewalk.

Bus Area

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

Important Notices

1. **School Security – Student and Staff Safety - We take student and school staff safety seriously.**
    - Access Control System - controlling access to our school building is just one more way to create safer schools.
        - The front doors will automatically lock and unlock according to a set schedule. They will be locked during the school day.
        - Visitors will request access to the building using the video doorbell outside the front door.
        - Please be patient as you wait for access to the school. The office staff may be busy helping students and/or other parents and patrons.
    - Visitors will be required to sign-in at the office. Please bring a valid photo ID with you.
    - Students will be released to legal guardians at the front office.
    - If students must leave during the school day:
        - Legal guardians must sign them out at the front office.
        - Students will not be released from classrooms, students must be released from the office.
        - Students will not be released to individuals under 18 years.
    - For regular dismissal, please develop a meeting location so your child knows what they are expected to do after school ends.

2. **Changes to Typical Student Transportation**
    - If there is a change from normal transportation arrangements, please inform the school.
        - Students must bring written confirmation from a parent informing us of the change or parents must call the office **prior to 2:00 M-Th or 1:00 F** informing us of changes.
        - Students will not be allowed to make a change from expected transportation arrangements without notification by parents and/or **after 2:00 M-Th pm or 1:00 F**.
        - If a student is riding a bus that is not their normal route, they will need written permission from their legal guardians and a bus pass from the office. This must be done **prior to 2:00 pm M-Th or 1:00 F.**
3. **Messages**
    - To avoid interruptions in the classroom, teachers and students will not be called out of the classroom for a phone call unless there is an emergency. Secretaries will take a message and deliver it to students at the appropriate time.
    - **Please do not call with student messages after 2:00 pm Mon-Th. and 1:00 Fri.**

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

A - Z Policies and Procedures

Assessments

Amira Reading: This computer-adaptive assessment is given to all students multiple times per year to determine whether students are satisfactorily developing skills in all essential reading areas including phonemic awareness, alphabetic knowledge, vocabulary, comprehension, and fluency. It also serves as the **Idaho Reading Indicator (IRI)**, which is a benchmark test that is administered to all Idaho public school students in grades K-3. Data from the IRI is reported to the Idaho State Department of Education.
i-Ready Math Inform: This computer-adaptive assessment is given to all students three times per year to determine whether students are mastering grade-level concepts and skills in the area of mathematics. Data from this assessment is used to ensure interventions and extensions are taking place as necessary.
The Idaho Standards Achievement Tests (ISATs): These end-of-year assessments include tests in reading, math, and science (5th grade only), and are designed to provide data on the performance of individuals, the school, the district, and the state. The ISATs are administered to students in grades 3-6.

Attendance

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

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

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

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

Medical Absence: A medical absence is one in which a doctor's note is provided to the attendance office stating the day(s) the student will be out and when they are cleared to return to school. These must be provided to the school within 24 hours of the absence.

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

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

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

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

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

Bicycles

Please observe the following guidelines if your child rides his/her bike or other wheels to school: Students riding bikes or other wheels to school should walk their wheels as soon as they are on school property. Bike racks are available on the west side of the school and all bikes are to be kept there during school hours. Students are encouraged to wear a helmet and lock up their bikes. Parents are encouraged to discuss safety precautions and help their students identify safe routes to and from school. Westside Elementary and District 91 are not accountable for lost or stolen bikes or other wheels.

Birthdays/Celebrations

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

1. Please contact the classroom teacher for class specific guidelines.
2. No home prepared food items may be served as a treat at school.
3. Drop off treats at the front office before 2:00 M-Th and 1:00 F. Our school staff will deliver them to the classroom when it is most convenient.
4. Invitations to private parties should not be passed out at school; it is more appropriate to do this privately, outside of school.
5. Flowers & balloons for students are not permitted on school grounds. Please do not bring these items or have them delivered. Students can not have them in class or on the bus.

Candy and Toys

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

Class Placement

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

Cold Weather

When the weather becomes extremely cold, students will stay indoors. District 91's elementary schools will use the following policy: When the temperature is zero degrees fahrenheit or below (taking the wind chill into account), students will not go outside. Please see that your child is dressed appropriately for our cold Idaho winters as there are still a lot of cold days where we will go outside.

Communication

Please contact teachers via school phone or email whenever a need arises. Our teachers will often send home weekly or monthly newsletters with important information and upcoming events. Teachers in 5th-6th grade assist students in recording important information in their Student Planners. Please make it a habit to check these items daily.

Parents are automatically enrolled in the Parent Square app to receive timely notices on school cancellations, emergencies, and special reminders such as Parent Teacher Conferences and early releases. Please verify with our school secretaries that we have the appropriate cell phone number on file.

We encourage parents to sign up for a PowerSchool account in order to have easy access to their child's grades. Learn more at https://www.ifschools.org/ or by calling our office at (208) 525-7666.

Conferences

The purpose of Parent-Teacher conferences is to allow teachers and families to discuss students' academic progress. The conferences may also provide an opportunity to discuss positive acknowledgements, behavior concerns, and any other points of conversation that lead to the student having a better experience and more opportunities to learn at school. Ideally, conferences are only one portion of an ongoing dialogue between the teacher and the families of his/her students rather than an isolated conversation. Official parent-teacher conferences will be held twice per year.

Deliveries

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

Discipline

Our goal is to create a positive and productive learning environment by teaching school-wide expectations and recognizing students' efforts to follow our expectations. Teachers and staff will provide verbal positive feedback, positive office referrals, and parent contacts for positive behavior.

When students violate policy, appropriate interventions will take place according to individual classroom plans. Parents will be notified when students repeatedly violate policy or when major discipline incidents occur. When major or repeated discipline incidents occur, the student will be referred to the principal, parents will be contacted, and the student will be placed in a remedial or corrective discipline plan. This plan will be developed in consultation with our District 91 Student Code of Conduct. Please review it here:

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

Dress Code

The guidelines listed below will help us establish and maintain a positive, safe, and focused learning environment.

- Always dress for the weather. Coats, hats, gloves, boots, etc.
- Hats and hoods are to be removed when entering the building during school hours.
- Clothing should not reference drugs, alcohol, or tobacco products.
- Clothing with profanity, vulgarity or demeaning language or pictures, and clothing associated with gangs or gang symbols is not allowed.
- Students will need tennis shoes on their PE day. For safety reasons, flip flops are discouraged because students go outside at minimum twice daily.

Emergency Drills

Westside will conduct a monthly evacuation drill (fire drill) as well as one shelter in place drill, three hall check drills, and three lock down drills per year. Drills are defined as follows:

- Evacuation - This would be used if there is a need to remove students from a school or school grounds such as a fire alarm, smoke, gas leak, or hazardous conditions.
- Shelter in Place - This would be used to protect staff and students from hazardous conditions such as an earthquake, toxic chemical spill, etc.
- Hall Check - This would be used if there is an external threat near the school such as police action nearby, suspicious person or object nearby or to minimize hall traffic due to medical emergency or law enforcement activity in the building.
- Lock Down - This would be used if there is an imminent threat to students and staff such as an armed intruder or outbreak of violence within the school.

Enrollment

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

Grading

Kindergarten students receive a checklist of skills noting mastery at the end of each grading period. In grades 1 and 2, students are evaluated on their mastery of specific concepts in terms of "1-at grade level", "2-near or below grade level", or "3-well below grade level". For grades 3 through 6, a traditional evaluation system is provided as follows:

90% - 100% = A
80% - 89% = B
70% - 79% = C
60% - 69% = D

Please refer to the School Calendar at www.ifschools.org for the end dates of each grading period. Report cards are sent home at the end of each trimester and progress reports are sent home every six weeks. Grades can be checked anytime using PowerSchool.

Homework

Definition

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

PRACTICE	The most common and simple type of assignment. This is given to help students master specific skills. Practice exercises should be limited to material presented in class.
PREVIEW	Preview assignments are given to prepare students to gain maximum benefit from subsequent lessons.

EXTENSION Extension assignments are given to determine if the students can transfer a skill or concept to a new situation. Extension assignments differ from practice assignments in the degree of application and abstract thinking required.

CREATIVE Creative assignments require students to integrate many skills and concepts in the process of producing a response. Creative assignments normally take more time to complete (from several days to weeks) than the other three types. Book reports and research projects are examples of this type of assignment.

Purpose

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

Recommendations

1. The relationship between homework and classroom activities should be evident. It should never be busywork nor construed to be punishment.
2. Homework should meet the ability and maturity levels of the individual students.
3. Homework should be evaluated and feedback provided to the student.
4. A MAXIMUM time limit of 15 to 20 minutes daily for grades 1 – 3, gradually increasing to 45 to 60 minutes daily in grade six.
5. Consideration should be given to the total homework load of students, special school activities, weekends, and holidays.

Injuries

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

Lost and Found

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

Parent Teacher Organization (PTO)

2026-2027 PTO Executive Board			
President	Megan Stembridge	**Vice President**	Kiery Wilson
Secretary	Lori Shores	**Treasurer**	Jen Gillespie
Main Email: Westsideelementary91PTO@gmail.com			
Treasurer Email: Treasurerwestsidepto@gmail.com			

PTO Meetings - The Westside PTO meets monthly to plan activities for the school. They are always looking for new members to join and help.

PTO Facebook Page - To stay up to date with meetings and events, consider joining the PTO Facebook page here: https://www.facebook.com/groups/578020748921992/

Personal Electronic Devices - Cell Phones and Smart Watches

The Idaho Falls School District 91 Board of Trustees recognizes that personal electronic devices are part of modern life and when used properly and appropriately, can serve as valuable educational tools. Personal Electronic Devices (PEDs) include, but are not limited to, non-district-issued tablets and mobile phones, smartwatches, tablets and laptops, e-readers, wireless earbuds/headphones, and other portable electronic communication, entertainment, or computing devices.

In elementary school, students may bring PEDs to school but ***must keep them powered off and stored in backpacks during the school day.*** PEDs may only be used before and after school hours. Any necessary communication during the school day must be facilitated through the school office (208) 525-7666.

Students and families assume full responsibility for personal devices brought to school. The District and Westside Elementary are not liable for lost, stolen, or damaged devices. Access to devices is a privilege not a right. The District does not provide technical support for personal devices. Charging devices during school hours is prohibited in classrooms, hallways, or other areas where cords create hazards.

Pets/Animals

Student pets or animals are not permitted at school unless preapproved by the teacher and/or principal for a short amount of time such as show and tell. Pets/animals that pose a safety hazard (biting) or health hazard (allergens) are not permitted.

School Closure Information

General Closure Information

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

Announcements regarding closure will be publicized as follows:
Text messages, district website, local radio and TV stations, and or social media. To sign up for text messages, verify your school has your cell phone number.

Student Health

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

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

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

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

Transferring or Withdrawal

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

Visitors and Volunteers

Westside enjoys having visitors and volunteers at our school. Please ensure that you communicate with classroom teachers prior to coming.

Visitors are defined as those visiting the school. Visitors include those coming to eat lunch with their student(s), bringing an item for show and tell, watching a performance/pay, etc. All visitors must check-in at the front office when they first arrive. Please bring a valid ID with you for our system to scan.

Volunteers are defined as those coming to the school to assist in the classroom or with a group of students. In order to volunteer, the following things must take place:

- Review the volunteer handbook:

https://resources.finalsite.net/images/v1744060805/ifschoolsorg/le1vqwfkjv7rhimnutqk/D91VolunteerHandbook2025-2026docx.pdf

- Fill out the volunteer application:

https://lficheweb1.d91.k12.id.us/Forms/Volunteer

After filling out the volunteer application, our office staff will add you to the approved volunteer list. You may then coordinate with teachers when and how you will volunteer. When you enter the building to volunteer, you will be asked to sign-in using our Visitor Aware system. This system uses your driver's license to run a simple background check. If there is anything concerning, the system will alert school staff and the principal will discuss volunteer options with you. After signing in, you will receive a sticker to wear while in the building. This sticker identifies that you are allowed to volunteer and provides students and staff with a visual. When you are finished volunteering, you will check out in the front office so we are aware of who is still in the building.

Occasionally parents and/or students request to have siblings, relatives, or friends visit/attend school. This can cause interruptions in the classroom and is not allowed. Thank you for understanding.

Zero Tolerance for Weapons and Explosives

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

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

Title 1-A Parent Notification for Teacher Qualifications

REGARDING THE RIGHT TO RECEIVE TEACHER INFORMATION

Dear Parent or Guardian:

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

As a parent or guardian of a student attending a school receiving Title I-A funds, you have the right to know:

- Is my child's teacher licensed to teach the grade(s) and subject(s) assigned?
- What is the college major of my child's teacher(s)?
- What degree or degrees does my child's teacher(s) hold?
- State qualifications for any of your child's teacher(s).

If you would like more information about the school's Title I-A program, feel free to contact us using the contact information below.
You will be notified if your child is being taught by a teacher for four or more weeks who does not meet state licensure requirements for the teaching assignment.

If you have questions regarding teacher qualifications, please reach out to Westside's principal at (208) 525-7666 or the district office at (208) 525-7500.

Title IX Policy

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

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

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

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

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

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

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

Idaho Falls School District 91 Parent and Family Engagement Policy

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

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

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

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