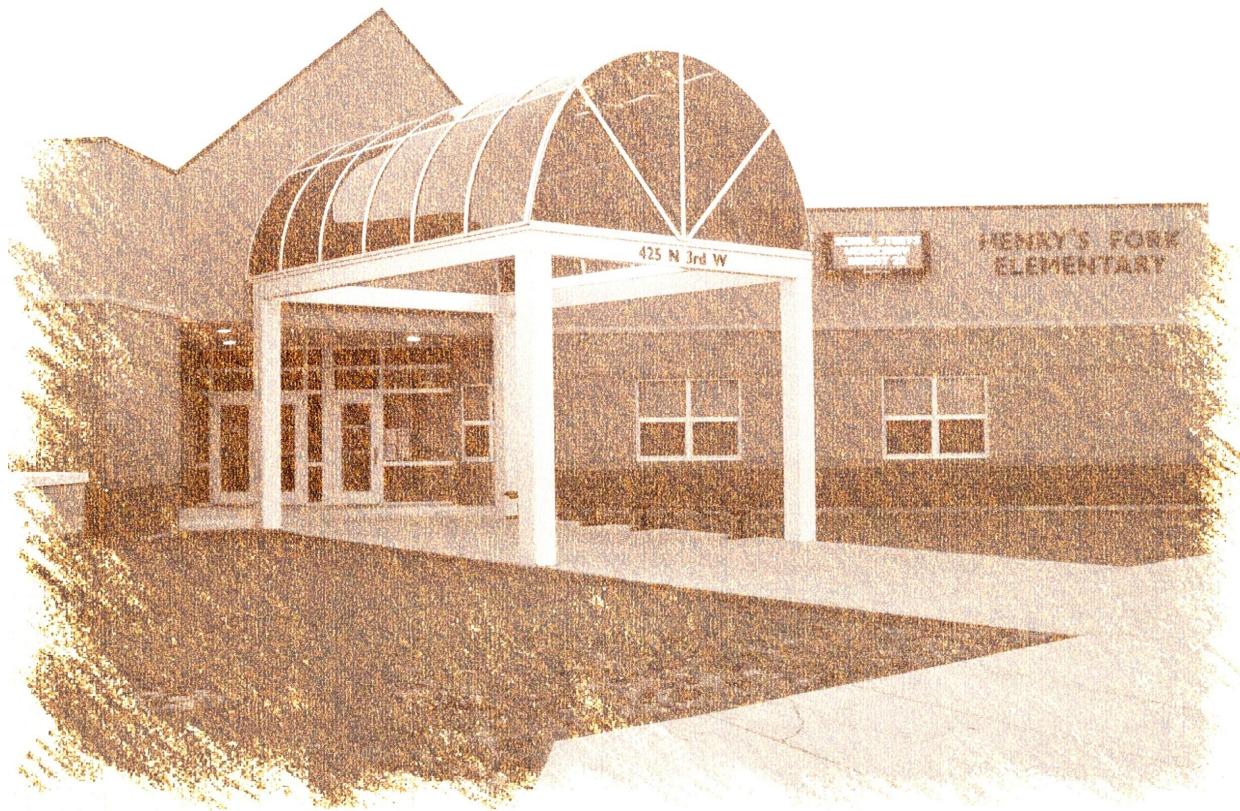


Henry's Fork Elementary



School Handbook

Henry's Fork Elementary History

Henry's Fork Elementary School was originally named Central Elementary School. It was constructed in 1974 to replace the original Central Elementary that had been located just southeast of the current location. (The original Central was a 3 story building that was torn down when it was considered no longer safe to house children.). Within a year of completion, the building was determined to be too small. Classrooms were added onto the north end of the building, and the library was divided up to provide additional classrooms to meet the school's growing needs. It originally served the 3rd through 6th grade population.

Mr. Grey Birch was hired to supervise Central Elementary as the first principal. He served as principal until he retired in 1988. Mr. Gerald Gee who had been a teacher/principal at Teton Elementary became the new principal. He first served in that position until 1994. At that time the old junior high (which had been located next to the old Central Elementary building) was condemned. Students were removed from that building and housed at Central Elementary. In 1994, Central Elementary became Central Middle School with grades 5th through 8th and over 650 students. Additional trailers and the old woodshop were used as classrooms at that time. Chester Peterson was asked to be the principal of the new configuration with DelRay Davenport as his vice-principal. This arrangement lasted until the new South Fremont High School was built in 1996 and the middle school moved into the old high school.

Central Elementary became a primary school at that time with kindergarten through 3rd grade, and about 350 students. Mr. Gee returned to serve as its principal until he retired in 2004. At that time, Mr. DelRay Davenport became the principal of Central Primary School. Nancy Griffel became the assistant principal in 2018. Mr. Davenport retired in 2020 and Mrs. Griffel took over as principal in August of that year. In 2021, a new assistant principal, Chad Angell, was added.

By 2007 the building, which had been built to hold 275 students, had over 420 students and was bursting at its seams. Every available space was occupied with instructional classrooms. The public was approached, and a school bond was passed to remodel and add-on to Central. Superintendent Garry Parker led the movement for the new remodeling with heavy support from patrons and staff.

The school's students were asked at that time to submit potential names to reflect on the changes and heritage of the newly remodeled school. Many historical, geographical, and cultural names were submitted to the school board, who chose Henry's Fork Elementary as the name of the newly remodeled school. Interior halls have been named after areas of interest in the Henry's Fork Plain (i.e. Mesa Falls, Sawtelle, etc.)

Passing the bond coincided with a drop in construction costs, and it was determined to build the school large enough for future growth. This became a fortunate decision when the economy fell, and it became necessary to cut district costs by bringing the 4th and 5th grades back to their original building. It was also decided to bring the developmental preschool under the same roof. Construction was completed in 2009, with all grades in attendance by January of 2010. Henry's Fork Elementary is now home to the pre-kindergarten through 5th grades from St. Anthony, Chester, Wilford, and the surrounding areas. Over

640 students were enrolled during the 2011-2012 school year. Our average enrollment has remained between 550 and 600 students since that date.



Original Central School, Saint Anthony



Central Before Renovation--2007

Henry's Fork Elementary

Motto:

"WE LOVE LEARNING"

Mission Statement:

Henry's Fork Elementary encourages and nurtures
the love of learning by teaching
basic skills and good citizenship
so all individuals can become successful.

Fremont County School District

#215

Motto:

Learn – Build – Lead

Mission:

School District 215's mission is to educate and prepare all learners to excel and become contributors in their communities by providing opportunities, skills and tools to communicate, solve problems, build bridges and lead.

Vision:

We empower individuals to become builders and leaders who work hard, seek excellence in their own lives, and serve in their families and communities.

Teacher:	Email Address:	Teacher:	Email Address
Kindergarten:		Fourth Grade:	
Alex Atherton	Alexandriaa@sd215.net	Conrad Belnap	conradb@sd215.net
Angel Fernandez	Angelf@sd215.net	Amy Braach-Hart	Amyb@sd215.net
Carol Fransen	Carolf@sd215.net	Christine Crook	Christinec@sd215.net
Marie Vargas Piel	Marievp@sd215.net	Laurie Long	lauriel@sd215.net
First Grade:		Fifth Grade:	
Brenda Briggs	brendab@sd215.net	Jessica Barnett	Jessicab@sd215.net
Kenzie Johnson	Kenziej@sd215.net	Kaylie Bowman	kaylieb@sd215.net
Heidi Overson	heidio@sd215.net	Bret Hart	Breth@sd215.net
Lesa Shenton	Lesas@sd215.net	Robert Kincheloe	Robertk@sd215.net
Second Grade:		Special Education:	
Mckinsey DeVries	Mckinseyd@sd215.net	Sarah Everill	sarahe@sd215.net
Stephanie Forbush	stephanief@sd215.net	Anna Head	Annah@sd215.net
Robin Grant	robing@sd215.net	Nicole Tracy	Nicolet@sd215.net
Baylie Munns	Bayliem@sd215.net	Sarah Welker	Sarahw@sd215.net
Third Grade:		Specialists–Music/P.E.	
Jacy Miranda	Jacym@sd215.net	Josh Hershberg	Joshh@sd215.net
Heather Romrell	Heatherr@sd215.net	Yavanna Carlos	Yavannac@sd215.net
Holly Slack	hollys@sd215.net	Administrative:	
Tate Swensen	tates@sd215.net	Nancy Griffel	nancyg@sd215.net
		Chad Angell	Chada@sd215.net
Instructional Coach	Heidi Stutzman	Heidis@sd215.net	
Secretary	Martha Weatherford	marthaw@sd215.net	
Librarian	Linda Law	lindal@sd215.net	

School Counselor/Family Resource	Michelle Caufield	Michellec@sd215.net	
Migrant Liaison/Family Outreach	Arcelia Gatica	Arceliag@sd215.net	
EL Coordinator	Gabriela Clark	Gabrielac@sd215.net	

This handbook was created to provide a concise guide for parents and students regarding policy, rules, and communication at Henry's Fork Elementary. In this age of the Internet, much of the information regarding our school and Fremont School District #215 can be found online. For the sake of brevity and simplicity, we will not duplicate the district policy manual—that can be found at the Fremont County School District [Webpage](#). You will find additional information regarding our [school](#) and staff—as well as information about the district and other schools—at this site. The 2021-2022 district calendar can be found at [2021-2022 Calendar](#), employment forms, and other links that you might find useful are compiled there as well.

If you can't find information in this handbook, please look at the district's website, or give us a call here at Henry's Fork Elementary.

PARENTAL INVOLVEMENT

Parents are the key to student success:

We are fortunate to live in an area where parents are able to be more fully involved in their children's lives. Living in a small town also allows us to have greater interaction between the school and you as parents. We appreciate the many hours that parents have volunteered over the years to help our students and our school be more friendly and successful. We believe that there is a great correlation between student success and parental involvement. We invite you to be involved in your child's education here at Henry's Fork.

Please come in and meet your child's teacher. We will have a back-to-school night, parent/teachers conferences, literacy and math nights and other activities and programs here at our school. You are invited to call and talk to your child's teacher here at school as well. Since our teachers are busy teaching during the school day, we would appreciate your calling them after school, or during a recess break.

Power School:

We would also recommend that you become acquainted with the Powerschool program. As a parent, you will have immediate access to how your child is doing in his or her classes. You can find the Powerschool program at <http://powerschool.sd215.net/public/>. It will require a login and password. Login and Password information can be found at the bottom of your child's past report cards. The school office and your child's teacher also have that information.

Visiting the school:

You are always welcome to come in and visit with Mrs. Griffel or Mr. Angell. It is helpful if you call beforehand so that we can plan for your visit. To protect your children, we ask all visitors to check-in through the front entrance and to wait in the front office area to speak with a child or school personnel during the time that the children are in class.

Volunteering and the PTO:

We have an active PTO program that supports our school and helps to raise money for field trips, etc. If you are interested in participating in the PTO this year, we can help you get in contact with the PTO president. If you are interested in helping our school with activities, academics, field trips, etc. please let your child's teacher know. Occasionally, we may ask you to participate on a committee regarding school improvement, or with a survey. If you would like to become a long term volunteer, you will be asked to fill out a form at the school office. Further information regarding volunteering and parental involvement may be found in Policies [4160](#) and [4600](#).

ATTENDANCE POLICY

We believe that the purpose of public education is to help each child achieve their academic and social potential. Our teachers spend hours of time outside of the classroom preparing to teach your child. Their lessons are prepared with specific goals and outcomes in mind. When a child misses class, they miss substantial instruction—some of which was prepared specifically for that child. Additionally, our schools are funded according to the students' daily attendance. When children miss school, the state sends less money to fund our schools—which forces the school to cut services to the children. For these reasons, the State of Idaho and the Fremont County School District has established policy regarding your child's attendance at school.

What follows is the state statute and the School District Policy regarding school attendance:

TITLE 33	EDUCATION	CHAPTER 2	ATTENDANCE AT SCHOOLS
<p><i>33-202. School attendance compulsory. The parent or guardian of any child resident in this state who has attained the age of seven (7) years at the time of the commencement of school in his district, but not the age of sixteen (16) years, shall cause the child to be instructed in subjects commonly and usually taught in the public schools of the state of Idaho. To accomplish this, a parent or guardian shall either cause the child to be privately instructed by, or at the direction of, his parent or guardian; or enrolled in a public school or public charter school, including an on-line or virtual charter school or private or parochial school during a period in each year equal to that in which the public schools are in session; there to conform to the attendance policies and regulations established by the board of trustees, or other governing body, operating the school attended.</i></p>			

In 2010, the Idaho Legislature determined that a parent/guardian whose child is “habitually truant” could be charged with “Educational Neglect” through Health and Welfare and the court system.

Fremont County School District Attendance Policy	3050
<p><u>ELEMENTARY ATTENDANCE POLICY</u></p> <p><i>The intent of the Board of Trustees is to have students attend school on a regular basis. Regular and consistent attendance results in increased learning. It is also the intent of the Board of Trustees to have the regular classroom teacher present whenever possible. A student's presence in the classroom with the regular teacher contributes to time on task, and time on task attributes directly to learning.</i></p>	

Students in grades one (1) through five (5) may not be absent from any class more than ten (10) days each semester. If an elementary student exceeds the maximum number of allowed absences, he/she will be required to make up for the missed time and coursework through a process to be determined by individual school policy.....

Preplanned Absences

It is the student's responsibility to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. If not requested by a teacher, students will have one (1) day to make up work for each day missed, upon return.

Absences which will be counted in the limit will include such areas as: family trips, work days, vacations, visiting friends or relatives, suspension out of school, watching tournaments when not an actual participant, hair, medical, dental, or photography appointments, skiing, hunting, court appearances, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance Board.

A telephone call or a note from either parent or guardian is necessary when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary. Teachers will have a list of admits. When a student arrives late or after an absence, the student is required to report directly to class.

The schools will make reasonable efforts to contact parents/guardians when students are absent. Communications whether verbal or written will be determined by individual school policy. The intent of these communications is to inform parents/guardians of their student's absences, to discuss the effect the absences may have on the student's academic progress, and to work in concert with parents to improve the student's attendance.

Our school's policy is to contact parents/guardians about excessive absences. Parents will be sent a letter when absences/tardies reach 5. Parents may be asked to meet with the child's teacher and/or administrator after a child has missed 8 absences/tardies. The purpose of this meeting is to determine an attendance strategy for that child. Strategies may include attendance in the after-school program, missing recess or extracurricular activities, summer school attendance, etc. If a child's attendance/tardies does not improve, additional strategies may be discussed, or the case may be turned over to the court system.

Students' absences due to a funeral, wedding, the birth of a sibling, head lice, contagious disease, or any other special circumstances may be considered when determining further school action. We ask you to schedule medical appointments, haircuts, shopping trips, vacations, etc. outside of school time. In all cases, we would appreciate a parent/guardian contacting school prior to 9:00 a.m. the day that a student is absent.

TARDY POLICY

Studies have shown that the first two hours of school are generally the most important hours for elementary students. Students are the most attentive and educationally ready between 8:00 and 10:00 a.m. As a school, we have tried to eliminate distractions and interruptions during this time of day. When you consider that when a child is "only 10 minutes late" each day for a week, he has missed almost an hour of instruction, you can see how quickly time adds up. Our teachers have learned that classroom behavior is better when students immediately begin a significant task upon entering the classroom. Students who are habitually late miss out on significant instruction.

Our school tardy policy is similar to our attendance policy. If a child is tardy **5** times, the school will contact the parent/guardian to ask to discuss a strategy to eliminate tardiness and what we can do to assist you. Strategies may include attendance in the after school program, missing recess or extracurricular activities, summer School attendance, etc.

LEAVING SCHOOL EARLY

We ask that you not pick up your child early, except for emergencies or other unusual circumstances. Our teachers have attempted to make effective use of each student's time. The end of each day is used for instruction, summarizing, and classroom procedures (homework assignments, clarification, etc.).

SCHOOL CLOSURES AND WINTER WEATHER

Winters in St. Anthony often bring severely cold weather—sometimes reaching temperatures in excess of -30 below zero. The school board has determined that when the temperatures reach -21 below zero, the buses can no longer run safely, and school will be closed. Other factors (i.e. road closures, blowing and drifting snow, and other unsafe conditions) may also cause a school closure. When a school or the district is closed, all parents are notified by a mass phone message. (If the school does not have an updated phone number, you will not be contacted.) Parents are responsible for updating contact information when there is a change. Local television and radio stations are also notified.

When the weather is extremely cold or conditions are such that our students would be miserable outside, we will keep them inside, with alternate activities, at recess time. We ask that parents dress the students appropriately for the weather, as students will generally be expected to go outside.

School doors will not be opened until after 7:35 a.m. We do not have personnel here to supervise students before that time. If students are dropped off before 7:35, or sent to school before 7:35, they will not be entering the building until the doors are unlocked.

SCHOOL RULES

We have found that simplicity is frequently the best practice. We have three simple rules at Henry's Fork Elementary. These rules are applicable to every situation in our school. Students memorize these rules and can identify a rule when they break it. They are:

*Henry's Fork Elementary –
Three Rules*

- 1. Respect Yourself.*

2. Respect Others.

3. Respect the School.

Even the youngest student understands that when he cuts his clothing with scissors, runs in the hall, or cheats off of his neighbor he is not respecting himself; that when he calls people names, throws rocks at them, or excludes them from playing he is not respecting others; and that when he clogs the toilet, writes words on the playground equipment, or behaves badly on a field trip, he is not respecting the school.

Our goal is for students to think about their behaviors and make good, independent decisions based on these rules—whether an adult is present or not. This is a skill that will serve them well later in life.

SCHOOL SAFETY/WEAPONS

Student and staff safety is one of our primary responsibilities at school. Students will not be allowed to participate in unsafe activities. Students and staff are not allowed to bring items that will endanger others at school or on the bus. While this includes knives, guns, and other weapons, it also includes lighters, matches, sticks, toys, and other items which can be used to hurt others or the students themselves. Items that are determined to be unsafe will be taken from the student and only returned to the parent or guardian. For further explanation of the District Policy regarding the possession of weapons, please read Policy # [3330](#).

For additional safety, all outside doors will be locked at all times. A parent or visitor must enter through the office doors. Cameras have been installed throughout the building and playground for additional security.

APPROPRIATE LANGUAGE

We expect our students and staff to use language that is appropriate and acceptable. It is against our school rules to use profanity, racist words, or other words and/or gestures that are offensive to others. Parents can help us immensely with this rule by speaking to their child about what is appropriate and inappropriate. We have also found that students will use language that they hear from video games, television shows, music, and movies that surround them. Working together we can help them establish good language habits.

EXCLUDING STUDENTS FOR CONTAGIOUS DISEASES AND FOR HEAD LICE

Sickness and childhood diseases are an inevitable part of childhood. We ask that parents keep their children at home when they are contagious. Please call and inform the school if your child suffers a contagious disease in order for the school to take precautions against further spreading this disease to others. If a child is sent to school while still contagious, we will ask you to pick him or her up from

school to safeguard the other students. Our District Policy regarding Contagious Diseases reads, in part:

A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance. (Policy [3520](#))

Contagious diseases include, but are not limited to, chicken pox, pink-eye, impetigo, foot and mouth disease, and other childhood diseases that can easily be spread.

Contracting head-lice is also a fairly common childhood condition. This is not a matter of family or household cleanliness, but more a matter of close contact with someone who is infected. We will occasionally see a greater number of cases during seasons when students share headgear—such as with baseball helmets and winter caps—or when children go to sleep-overs.

In the past, we have found that most cases have been reported by parents, when they have found either lice or nits while combing a child's hair. It is important that you contact the school if your child has either head-lice or nits. District Policy reads, in part:

Any student found to have head lice will be removed from the classroom with his/her belongings. The parent/guardian and/or listed emergency contact will be contacted so they can pick up the student and begin treatment immediately. A student suspected of infestation will not ride the bus. The student will be held in the front office or the nurse's office until the parent/guardian arrives in order to avoid further infestation.....

The student may return to school after being successfully treated so that no live lice or eggs are detected by the school nurse or a designated school official. (Policy 3520)

Once head-lice or nits have been found, the school will inspect the hair of each child in the infected child's (or children's) class. A note will be sent home that informs the parents of that child's class that there has been a case of head-lice in the school. We will not give the infected child's names to others—as that would break confidentiality laws. If 5 or more unrelated students are found with head-lice, the district will determine if there is an outbreak sufficient to consider closing school.

Once an infected child returns to school (after having been treated by shampoo or a doctor), the school will inspect his or her hair to determine that they are truly nit and lice free. If they are not, they will again be sent home with the parent.

We have found that by following this policy, we have had very few cases of head-lice at our school over the years. We thank you for your cooperation.

SCHOOL ENROLLMENT

Students enrolled at Henry's Fork are between Preschool and Fifth grade. In order to be enrolled in either Kindergarten or First Grade, students must meet the following state requirements—as defined in the following State Code:

Section 33-201: "The services of the public schools of this state are extended to any acceptable

person of school age. "School age" is defined as including all persons resident of the state, between the ages of five (5) and twenty-one (21) years. For the purposes of this section, the age of five (5) years shall be attained when the fifth anniversary of birth occurs on or before the first day of September of the school year in which the child is to enroll in kindergarten. For a child enrolling in the first grade, the age of six (6) years must be reached on or before the first day of September of the school year in which the child is to enroll. Any child of the age of five (5) years who has completed a private or public out-of-state kindergarten for the required four hundred fifty (450) hours but has not reached the "school age" requirement in Idaho shall be allowed to enter the first grade."

Since this is a state code, our district cannot change the cut-off date for enrolling a child in either Kindergarten or First Grade.

When enrolling your child, we are required to keep a copy of both a Birth Certificate (Idaho Code 13-4511) and an Immunization Record. According to Idaho's Health and Welfare website, children entering school in Idaho must have the following:

Children born after September 1, 20051 must have a minimum of:

- (5) Diphtheria, Tetanus, Pertussis (DTaP)2
- (2) Measles, Mumps, and Rubella (MMR)
- (4) Polio
- (3) Hepatitis B
- (2) Varicella (Chickenpox)
- (2) Hepatitis A

School Requirements:

A copy of your child's birth certificate is also required by Idaho code 18-4511 <https://legislature.idaho.gov/statutesrules/idstat/title18/t18ch45/sect18-4511/>. This law is to safeguard against possible enrollment of kidnapped children.

STUDENT DRESS

Our school follows district policy regarding the dress code. That policy reads in part:

"The Board recognizes the individual right of students to choose their style of dress. The Board takes pride in the fact that the majority of this District's students have elected to wear clothing and observe grooming habits which represent the pride students have in their school.

"One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school.

"Students are reminded that their appearance (clothing and grooming) significantly affects the way others respond to them. Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians. Nevertheless, since it is the duty of the Board of Trustees to provide an educational atmosphere conducive to learning, minimizing disruptions or

distractions, and to protect the health, safety, and morals of students all students will adhere to the following certain minimum standards of dress when the student is on any school premises or at any school sponsored activity, regardless of location. **Clothing and grooming habits must take into account the sensibilities of others.**

“Clothing or grooming habits that are disruptive of the educational process, have a detrimental effect on the safety and morals of students or that depict illegal or immoral acts is prohibited. In general, students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry—including body piercing) which depict or allude to, by picture, symbol or word, drugs, including alcohol and tobacco, controlled substances, drug paraphernalia, gangs, violence, sexually explicit, lewd, indecent or offensive material, or illegal acts. The wearing, using, or displaying of any gang clothing or attire (based upon the principal/designee’s reasonable belief that gangs may be present in a school) jewelry, emblem, badge, symbol, sign, codes or other things which evidence membership or affiliation in any gang is prohibited on any school premises or at any school sponsored activity, regardless of location.

“Head coverings are inappropriate in the school building during regular school hours, unless the principal or designee specifically makes an exception to the policy.

“Unless the principal or designee indicates otherwise, students will wear footwear at all times. The Board urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the school setting. For example, clothing exposing bare midriffs, short shorts, and short skirts will not be allowed. The Superintendent or his or her designee is hereby authorized to promulgate regulations consistent with the provisions of this policy.” (District Policy #[3255](#))

BULLYING

It is important to us at Henry’s Fork Elementary that your child feels safe. We strive to establish an environment of caring and kindness. Bully behavior is not tolerated. In order to maintain a safe environment in the classroom and on the playground, the students will always have adult supervision.

If an incident of bullying or intimidation occurs it is reported to the supervising adult, who then reports the incident to the administration. The administration will investigate the incident. Students involved in bullying behavior receive consequences according to the severity of the incident. The following is a definition of bullying behavior as defined by Idaho Code:

IDAHO STATUTES: 18-917A

Bullying and intimidation is defined as any intentional gesture, or any intentional written, verbal or physical act or threat by a student that:

1. A reasonable person under the circumstances should know or have the effect of
 - a. Harming a student; or
 - b. Damaging student’s property; or
 - c. Placing a student in reasonable fear of harm to his/her person; or
 - d. Placing a student in reasonable fear of damage to his/her property; or
 - e. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

An act of bullying or intimidation may also be committed through the use of a land line, car phone or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.

DISCIPLINE & POSITIVE BEHAVIOR SUPPORT INTERVENTION (PBIS)

We believe that positive reinforcement and a caring environment will help most students treat others respectfully. In order to support the student and staff effectively, our school is participating in the Positive Behavior Intervention System (PBIS). It is our belief that positive behavior should be rewarded, and that the majority of our students will respond to positive reinforcement. We actively watch for students who are being respectful and keeping our school rules, and then we recognize their efforts.

In order to help our students understand what respectful behavior is, we have developed procedures for each area of our school. Every area has these procedures posted. Students are then taught the procedures and they are practiced. Our staff then watches for students who are following these procedures and gives them a "Cougar Paw," which is then turned into the office. These are recorded and students are randomly rewarded. For most of the students, receiving a Cougar Paw is a reward in itself as their good behavior is recognized.

For those students who don't respond to positive reinforcement, other intervention will be implemented. All staff are responsible for student behavior. When a student breaks a major rule, or repeatedly breaks minor rules, they will be given an Office Discipline Referral (ODR), which will be sent to Mrs. Griffel, Mr. Angell, and/or Mrs. Caufield. Additionally, that student may be brought to the office. After visiting with Mrs. Griffel, Mr. Angell, and/or Mrs. Caufield, consequences will be determined. These consequences may include losing recess, a call to parents, etc. depending upon the incident. If a student continues to break the school rules, a behavior plan will be developed and parents will be asked to meet with Mrs. Griffel, Mr. Angell, and/or Mrs. Caufield and other school personnel to implement the plan.

TELEPHONE USAGE (CELL PHONES, ETC.)

With over 550 students at Henry's Fork Elementary, our phone lines are often busy. As much as possible, we try to keep the lines open for emergencies. Students are only allowed to use the phones with adult permission. We do not allow students to use the phone to make arrangements to go home with friends or other things that are not school related. We ask that these things be arranged before they come to school. Please try and make after-school arrangements before the students leave in the morning in order to free our lines up in the afternoons. Please send a signed note to the teacher if there are any changes to your child's regular routine. In case of an emergency change to this routine, we ask that you call before 1:00. This will help give us the time needed at the end of the day to ensure the message gets to your child.

Students may bring cellphones to school with them, but are not allowed (by district policy) to use the cell phones during the school day.

We encourage our staff to communicate with parents. This will generally occur after the students have left for the day—except for emergencies. We also ask that patrons do not call the teachers during their teaching time. Our primary goal is to teach your children. Phone calls can be disruptive to class time.

TECHNOLOGY USAGE

All students and staff will be required to fill out the technology Acceptable Use Policy (AUP) before using the school's technology. This form is available on the District Website, and will be part of

the registration package. Students using their own devices on school property (smartphones, iPads, Kindles, Androids, etc.) will be expected to adhere to the rules of the AUP on school grounds and at school functions.

DROP OFF, PICK UP, BUSSING

The City of St. Anthony has designated the road that runs in front of Henry's Fork Elementary to be a One-Way road. This is to help us safeguard the students. Several places are designated as safe places to drop-off your child. Adults have been assigned to watch the students as the buses drop off the students each morning and pick up the students in the afternoon. We ask you as parents to help us protect the children by dropping the students off in designated areas. In these areas, students can be dropped off without crossing traffic to get to the sidewalk. Please walk your child to the sidewalk if you are in a parking spot.

Students who ride the bus are expected to ride their bus unless the school is notified, or a note has been written by their parents. Additionally, bus drivers will not drop off students at any stop that has not been cleared by a student's parents.

Students are expected to keep the bus rules. If they do not, parents will be contacted, and the students will not be allowed to ride the bus.

We ask that parents who pick up their children notify the teachers. If you plan on sending someone else to pick up your child, the school and teacher will also need to be notified. Students who walk home are not allowed to play at the junior high school unsupervised. If they are waiting for siblings from the junior high or high school, they will need to ride the bus to that school and wait on the bus until the school has been dismissed.

Please see the following diagram for Safe Drop-Off and Pick-Up at our building:

