



HAYDEN MEADOWS ELEMENTARY

School Handbook

FOR PARENT AND STUDENTS

2023-24

900 Hayden Ave., Hayden, ID 83835
(208) 772-5006 • www.cdaschools.org/haydenmeadows

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Principal's Message

My name is Lisa Pica and I am proud to introduce myself as the Principal of Hayden Meadows. I am a native of Idaho and have been a resident of North Idaho since 1985. Prior to becoming an educator, I was in business administration. I had always wanted to be an educator, so I pursued my undergraduate degree from the University of Idaho and later received my Master's Degree from Gonzaga University. I have been employed by the Coeur d'Alene School District for over 20 years. My experience as an educator includes teaching kindergarten, Title I Reading, advanced learning classes, second grade, fifth grade and principal at Dalton Elementary.

The staff at Hayden Meadows is dedicated to providing a quality education that is positive, challenging, and rewarding. We value the role parents play in the educational process and realize it is critical to work together to provide the very best educational opportunities we can for your child. We welcome and encourage you to become involved with your child's learning whenever and wherever you can: volunteering in the classroom, helping with homework, listening to oral reading or discussing events of the day at the dinner table. Many exciting and challenging learning opportunities are planned for each and every student. We look forward to an incredible year!

Lisa Pica, Principal

School Mission Statement

Hayden Meadows Elementary is committed to work in collaboration with students, parents, and community members to enhance education through the use of inquiry, discovery, and technology. We offer a rigorous curriculum, requiring students to be analytical thinkers, problem solvers, and collaborative learners, and equip them with the technology to develop 21st century skills and become productive citizens and successful leaders in our society.

Attendance Expectations

Your child's attendance is crucial to their success at school, therefore, students are expected to be in school every day.

If your student must be absent, please notify the office by:

- Entering the absence in Skyward Family Access before 9:30am, or
- Calling the office before 9:30am at 772-5006, or
- Emailing our Registrar, Kate Overland at koverland@cdaschools.org.

For your child's safety the office staff calls on all unverified absences. Please help reduce the number of calls we need to make by notifying the office in advance.

Appointments & Leaving Early

To minimize interruptions to the classroom during the school day, please schedule appointments outside school hours whenever possible. To protect the learning environment, we ask that parents do not pickup students early unless absolutely necessary. If your child must leave before the school day ends, please make arrangements in advance so the teacher can plan accordingly.

Behavior Expectations

Students are expected to follow the rules as outlined in the classroom, school, and district policies.

Dress Code

Our School Board has adopted a comprehensive dress code. The following are some highlights from the full policy.

- Articles of clothing with inappropriate logos such as obscenities, vulgarities, offensive remarks, advertisements of controlled/illegal substances or activities are not allowed.
- No hats or sunglasses shall be worn in the building.
- Bandanas and bandana headbands are prohibited.
- Footwear shall be worn at all times. (Sandals or flip flops are unsafe for P.E. Appropriate footwear is recommended.)
- Tank tops and other tops or dresses must have wide straps (2.5 inches/no spaghetti straps) and high cut arm holes. Tops should not be low cut or revealing. Tops must be waistline length with no midriffs or skin showing. Shirts must be worn at all times.
- No undergarments may be showing.
- Shorts and skirts are to be mid-thigh length or longer. Mini-shorts or skirts are not allowed.
- Accessories that may be used as a weapon are prohibited.
- Sleepwear cannot be worn to school—including slippers.

For more information, see the District Handbook for Parents and Students or visit the district website at <https://www.cdaschools.org/domain/2876> to read the Dress Code Policy in its entirety.

Electronic Devices/Cell Phones

If your child brings a cell phone, smart watch, or other electronic device to school, it needs to remain off and in his/her backpack while on school grounds.

Technology Agreement for Students

We expect our students to be good digital citizens and follow the expectations detailed in the district's Student Technology Use Agreement, signed by each student at the beginning of the school year. If you wish to revisit that document, or for more information about digital citizenship and data privacy in our schools, visit <https://www.cdaschools.org/domain/1715>. For more information, see the District Handbook for Parents and Students.

Bus Procedures

In a continuing effort to provide the safest ride possible for your children, our district's Transportation Department has developed a list of safety rules for students who ride the bus. Please go over these rules with your children. To the school bus driver, any distraction is a safety hazard. To print and download the safety rules and the Transportation Department's discipline program guidelines, or for bus route and late bus information, visit <https://www.cdaschools.org/domain/281> or call Transportation at (208) 667-3451.

Safety & Security

Visiting our School

Our district uses the Raptor tracking system to help protect our students. District policy requires that all visitors entering a school during school hours be screened with this program. This applies to our parents, volunteers, and community visitors. The Raptor software uses information from the visitor's driver's license or state ID card to check the sex offender database from all 50 states. Please follow these procedures:

- When you visit our school during school hours, the doors should be locked. Push the button to let the front office staff know you are here, face the device, and if asked, explain your visit.
- Enter through the front doors to the main building. Never enter a building through a back door or playground entrance.
- Be ready to provide a driver's license at the front office each time you visit.
- Sign in at the front office.
- Receive a visitor's badge. Please wear your badge at all times while in the building.
- Remember to sign out and return the badge when you leave.
- Once inside our school, never open the front or side doors to admit another visitor.

Thank you for cooperating and supporting the safety of our students, staff, and families.

Safety

Our district holds the safety of our students and staff as a top priority. We encourage all our parents to visit the district's Safety & Security channel to learn more about the safety measure, programs, collaborations, and equipment utilized in our schools: <https://www.cdaschools.org/domain/2976>. We also strongly encourage you to report any school-related safety concerns and to alert an administrator or front office to any potential threat:

- If you hear, see, or are made aware of any potential or possible threat, or if you or someone else is in immediate danger, call 911.
- During a school day, you can call the school principal or counselor, or the district's Safety & Security Coordinator, Thomas Gandy. He can be reached by calling the District Office at (208) 664-8241 or via email at thomas.gandy@cdaschools.org.

Emergency Drills

Our school conducts monthly drills for safety and training including fire evacuation and all-hazard mitigation. Scheduled drills are not shared with our families before the event to ensure an effective training environment.

Snow Days/Closures

Schools may close occasionally for weather, road conditions, or other safety issues. In cases of severe weather or road conditions, our district's Transportation Director will assess the conditions early in the morning and the Superintendent will make a decision by 5 am. If school is closed, communication will be sent as soon as possible by email or text message from the district. Information will also be posted on the district's website and social media accounts. You can also call the Closure Hotline at 208-667-0784. Most local television/radio stations will also list any closures for "Coeur d'Alene School District #271".

School Resources

School Nurse

Our school nurse is Victoria Kimball. You may contact Victoria on site at (208) 772-5364 or via email at vkimball@cdaschools.org.

Our school nurse provides:

- Quality, safe, patient-centered care using evidence-based practice, teamwork, collaboration, and informatics;
- Care coordination to make it possible for students with conditions such as diabetes, epilepsy, life threatening allergies, and/or asthma to attend school each day;
- An increased access to healthcare and improvement of outcomes for students with unique health needs;
- Enforcement for illness guidelines;
- Education for health promotion and disease prevention;
- Tracking and education on the importance of immunizations; and
- Health screenings, including vision and scoliosis.

Medications at School

To protect the health and safety of all students, if your child requires medication during the school day, please contact Nurse Victoria Kimball for assistance, instruction, and storage.

Elementary and middle school students are not allowed to possess prescription or nonprescription medications at school unless specifically authorized to do so. For more information, see the District Handbook for Parents and Students or visit <https://www.cdaschools.org/Page/9012>.

Illness Guidelines

- Communicable Diseases: Please see current guidelines on the District website.
- Diarrhea: Students shall not attend school if they have had watery stools within a 24-hour period.
- Fever: Students shall be sent home or excluded from school if fever is over 100 degrees or when symptoms of illness or behavioral changes are present. Temperature should be taken without anti-fever/pain medication use, which will skew results. Child is able to return to school if temperature is lower than 100 degrees, without fever-reducing medications, for 24 hours.
- Vomiting: Students shall be excluded from school if there are 2 or more episodes of vomiting within 24 hours.
- Pink Eye: Students with irritation and drainage from the eye shall be excluded from school until symptoms have been resolved, or until treatment has been started.
- Herpes (Cold Sores): Draining lesions must be covered completely with an impermeable bandage. Student shall be excluded from school if unable to cover draining lesions. Students may attend school if lesions are dry.
- Shingles (Herpes Zoster): Student may remain in school if rash is covered completely.
- Scabies: Student may attend school 8 hours after medical treatment has begun.
- Impetigo: A student diagnosed with Impetigo with draining lesions shall be excluded from school until a medical provider's release is obtained. Impetigo is considered no longer contagious after being on antibiotics for 24 hours.
- Ringworm: Students may attend if lesions covered completely on all sides, and medication therapy has begun.
- Streptococcal: Students with any Strep infection shall be excluded from school until they have been on antibiotic therapy for 24 hours.
- Chicken Pox: Students with symptoms of Chicken Pox shall be excluded from school until all vesicles have crusted over and no drainage or fever is present.

Visit the Health Services and Nursing channel on the district website for additional information, local resources, form, and more: <https://www.cdaschools.org/domain/284>.

School Counselor

Our school counselor is Joan Atkins. You may contact her at (208) 772-5006 or via email at jatkins@cdaschools.org. Students may see Mrs. Atkins through a self-referral, a parent referral, a staff referral, or a referral from other community professionals. The range of counseling services available to students, staff, and families, includes the following:

- Conflict resolution (individual and group)
- Social emotional skill building
- Consultation
- Collaboration
- Referral
- Classroom lessons
- 504 case management

Hope on the Home Front

Our district's dedicated Hope on the Home Front team is ready to help students and families struggling with precarious housing or those in need of help with school supplies, shoes, and more. For more information about this program or for assistance, please call (208) 664-8241 or visit <https://www.cdaschools.org/Page/652>.

School Meals

Monthly school menus are available at www.cdaschools.org/menu. School meal payments can be made online through e-Funds using the "online payments" link at the top of our webpage. (Credit card payments will incur a small transaction fee, but there is no fee when using a checking account routing number.)

All families are encouraged to complete the "Free/Reduced Lunch Application". The process is confidential and the application can be submitted at any time. Those accepted will need to reapply each year. Go to <https://cdaschoolsnutrition.com/?page=lunchapps>.

PTO/Volunteering

Volunteering

We welcome and encourage volunteers in our schools. Whether you want to help regularly or occasionally, in the classroom, or at a school event, all volunteers must complete the online "Volunteer Application", pass the Raptor screening process, and abide by the district's "Confidentially Agreement". During the first few weeks of school, teachers will be going over behavior expectations in all common areas (hallways, cafeteria, playground, etc.) Teachers will request volunteer help once their classes have learned these behaviors and settled into a routine. Please refer to the parent letter from your child's teacher to see when he/she is ready for volunteers.

Hayden Meadows PTO

Our Hayden Meadows PTO welcomes you and invites you to become involved. PTO is a volunteer organization made up of parents and staff working cooperatively to serve and enhance our children's education. Our PTO organizes many informational, social, and fund-raising events throughout the school year. Meetings are held once a month. All parents are welcome and you do not have to be a member to attend, but you do need to be a member to vote. Learn more about PTO by contacting them via email at haydenmeadowsppto@gmail.com

General Information

Skyward Family Access

Skyward Family Access is a valuable online tool for parents. It allows you to update your family information at any time, all year long, and view your student's attendance, test scores, lunch account, and much more. To get started all you need is an email address. The office will email your login & password. We strongly encourage parents to become familiar with Family Access as it will follow your student through high school.

Online Payments/e-Funds

E-Funds for Schools offers parents the convenience of paying online for school lunches, School Plus, yearbooks, donations, and more. You can pay for multiple students at multiple schools with any internet connected device. Just click on the "Online Payments" icon at the top of our webpage or click on "District Links" in Family Access in the top right corner. A tutorial is also available on the district website www.cdасchools.org. Both debit & credit card payments are accepted through [e-funds for schools](#). There is a small convenience fee per credit card transaction, but no fee for using your checking routing number.

Birthday/Holiday Treats and Deliveries

Due to possible allergies and potential disruption to instructional time, parents should always communicate with the teacher **BEFORE** providing birthday treats for the class. We strongly encourage healthy snacks or items like pencils in lieu of sugary treats. In addition, deliveries of flower arrangements, balloons, candy bouquets, etc. should NOT be sent to school. Deliveries of this nature can cause other students to feel left out & create difficulties for students when getting home. If deliveries are received, they will be held in the office for the student to pick up at the end of the day.

Lost and Found

There are two large bins located between the cafeteria/playground doors where lost & found items are collected throughout the school year. During parent/teacher conferences and the last week of school these items are displayed on tables in the main hall for parents to retrieve their child's lost items. At the end of the school year all unclaimed items are donated to charity.

We strongly discourage students from bringing anything of value, including electronics, and toys to school.

Information Resources

Our websites are the best sources for the most current information regarding upcoming events, lunch menus, calendars, School Plus, and so much more.

District website: <https://www.cdасchools.org/>

Hayden Meadows website: <https://www.cdасchools.org/Meadows>

Email is our primary tool for communicating with you. Emails from our office &/or teachers go out weekly, if you are not receiving them please let us know. Having an accurate email address in our system is vital to our communication with you. If you do not have access to the internet, please let the office know.

Skyward Family Access Message Center Most emails sent from our school will also appear on the message board home page of your Skyward Family Access account.

Reader Board Our electronic message board displays informational messages throughout the year.

CDA Schools (Blackboard) Mobile App The district's mobile app allows you to receive important alerts, view school calendars, staff information, news stories, lunch menus, apply for jobs, and much more!



Look for this icon at Google Play or the App Store.

Using these electronic resources provides you with the most current information, reduces printing costs for the school, and is more environmentally friendly.

Communicating with Us

Communicating with our Teachers

To preserve instructional time, we encourage you to use email to communicate with your child's teacher. Email addresses for all our teachers are available on our school website. You are also welcome to call the office to leave a voice mail for your child's teacher.

Communicating with Students

To preserve instructional time, please be sure your student knows how they are getting home each day. If you need to let your child know about a change in after school arrangements, please contact the office before 3:00pm to allow enough time for us to notify your child. Students are only able to use the office phone with permission from their classroom teacher.

Communicating with our Office

To reach our school office please call (208) 772-5006. Office hours during the school year are: Monday 9am-4pm, Tuesday-Friday 8am-4pm. You are also welcome to email the office staff. Please reference our school website for email addresses.

Communicating with our Principal or Vice Principal

Our administration welcomes your involvement in your child's education. Email is one of the best ways to communicate with our administrators. Please reference our website for their email addresses. If you would prefer to meet in person, making an appointment will help ensure they are available to meet.

Daily Schedule

<u>ARRIVAL</u>	Drop off	8:40am (Mon. 9:40am)
	Breakfast	8:40am (Mon. 9:40am)
	Entry Bell	8:55am (Mon. 9:55am)
	School Begins	9:00am (Mon. 10:00am)

<u>A.M. RECESS</u>	<i>(No A.M. recess on Mondays)</i>	
	Kgtn	10:00am-10:15am
	1 st Grade	10:30am-10:45am
	2 nd Grade	11:00am-11:15am

<u>LUNCH</u>	Kgtn	11:00am-11:40am
	3 rd Grade	11:15am-11:55am
	5 th Grade	11:30am-12:10pm
	4 th Grade	11:45am-12:25pm
	2 nd Grade	12:00pm-12:40pm
	1 st Grade	12:15pm-12:55pm

<u>P.M. RECESS</u>	Kgtn	1:15pm-1:30pm
	3 rd Grade	1:30pm-1:45pm
	4 th Grade	1:45pm-2:00pm
	1 st Grade	2:10pm-2:25pm
	5 th Grade.	2:15pm-2:30pm
	2 nd Grade	2:45pm-2:55pm

<u>DISMISSAL</u>	Kgtn	3:25pm
	Gr. 1-5	3:30pm

School Drop Off/Pick Up Procedures

Pickup Lane Option:

The lane closest to the curb is a **CONTINUALLY MOVING** curbside pickup lane.

Cars must continue moving forward as space along the curb becomes available.

- Do not block the crosswalks.
- Do not back up traffic onto Hayden Avenue. (If the line does back up onto Hayden Avenue, it is okay to wait in the bike lane, but only in the area directly in front of the school where indicated in red on the map)
- Do not leave your vehicle.
- If pickup lane is full you must pull into a parking space.

At the curb students should:

- Wait behind the yellow line.
- Watch for parent. (This is not play time for children.)
- Load using a curbside passenger door only.

Passing/Exit Lane: The lane furthest from the curb is for passing & exiting only.

- No pickup is allowed from this lane.

Parking Option:

- Park your car, use the crosswalk and escort your child back to your car.
- Do not block parking spaces by waiting or double parking between parking lanes.

Crosswalks:

For safety, two designated crosswalks are staffed within the parking lot after school.

- Parents and students must cross only at designated crosswalks.
- Parents must escort their child from the sidewalk to the parking lot.

Bus Loop/Staff Parking Area:

This is the area indicated in Red on the map. For safety reasons, there is absolutely NO PARENT PARKING, and NO DROP-OFF OR PICK-UP in this area. Law enforcement will strictly enforce this policy and you may be ticketed!

DRIVE SLOWLY, REFRAIN FROM USING YOUR CELL PHONE, AND MOST OF ALL...BE PATIENT!

Suggestions & Tips:

- Use the parking option. If you arrive early, you might back in. It's easier to pull out & you can see better.
- Carpool. It reduces the number of cars in the parking lot and it saves gas.
- Plan ahead. Let your child know where to meet you.
- Arrive at 3:40 and avoid the crowd.

